

POSTAL LAWS AND REGULATIONS

OF THE

UNITED STATES OF AMERICA

EDITION OF 1913
IN EFFECT OCTOBER 1, 1913.

REVISED AND EDITED IN ACCORDANCE WITH ACT OF CONGRESS
APPROVED AUGUST 24, 1912

UNDER THE DIRECTION OF

ALBERT S. BURLESON
POSTMASTER GENERAL



WASHINGTON
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Washington, D. C., September 20, 1913.

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 act of Congress approved August 24, 1912, shall take effect on October 1, 1913; and all previous regulations and rulings in conflict therewith are hereby superseded and abrogated from and after that date.

This new edition shall be known as the "Postal Laws and Regulations of 1913," and all references to the postal laws or regulations in communications or otherwise must be to the sections of this edition.

ALBERT S. BURLESON,
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
Stat., 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—OFFICERS.

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

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

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.

Post Office Department. R. S., § 388. The Postmaster General.

—term of office.

Sec. 3. Authority to appoint the following-named officers may be found in the statutes cited:

Authority to appoint officers.

First Assistant Postmaster General, R. S., 389.

Second Assistant Postmaster General, R. S., 389.

Third Assistant Postmaster General, R. S., 389.

Fourth Assistant Postmaster General, appropriation act of March 3, 1891 (26 Stat., 944), and subsequent appropriation acts.

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

Purchasing Agent for the Post Office Department, act of April 28, 1904 (33 Stat., 440).

Other officers and employees, annual appropriation acts.

NOTE.—See sec. 1536, as to officers of the Railway Mail Service; sec. 30, as to post-office inspectors; sec. 177, as to the Auditor for the Post Office Department.

Note.

Sec. 4. 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

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

one hundred and seventy-nine (see par. 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.

—named by President.
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.

—in Post Office Department.
Executive order Jan. 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.

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

Sec. 5. 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, shall be allowed his actual and necessary expenses, which shall be paid out of the appropriation for the service for which said travel is incurred.

Note.

NOTE.—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.

II.—DUTIES OF THE POSTMASTER GENERAL.

General duties of P. M. G.
R. S., § 396.
Post offices.
Employees.

Sec. 6. 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.

Official papers.
Finances.

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

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

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.

NOTE.—As to certain duties of the Postmaster General not directly connected with the postal service, see Title One, ch. 13 (Government telegrams); R. S., § 3734 (approval of plans for public buildings); R. S., §§ 5579 and 5585 (as member of Smithsonian Institution).

For duties of Postmaster General as member of Board of Trustees, Postal Savings System, see act of June 25, 1910 (36 Stat., 814).

Sec. 7. 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.

General supervision of department and postal service.

Note.
Miscellaneous duties not connected with postal service.

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

III.—REGULATIONS.

Sec. 8. 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.

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

2. All regulations or amendments thereof shall be promulgated by the Postmaster General and duly entered of record in the journal.

—promulgation.

IV.—ORGANIZATION.

Sec. 9. The business of the department is distributed among its several officers as hereinafter provided.

Distribution of business of department.

POSTMASTER GENERAL.

Sec. 10. The Postmaster General assigns to his office: The superintendence and government of the department, and the appointment of the officers, clerks, and 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 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 promulgation

Office of Postmaster General.
—matters assigned to.

Superintendence of department.
—of postal service.

Appointments.

Regulations, orders. 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 approval of the Postmaster General; the custody of the official seal; and the performance of all special duties enjoined by law upon the Postmaster General. (See sec. 6.)

Seal.

Special duties.

Officers attached to office of Postmaster General.

2. The Chief Clerk of the Post Office Department and superintendent of Post Office Department buildings, the appointment clerk, the disbursing clerk, the Assistant Attorney General, the Purchasing Agent, and the Chief Inspector shall be attached to the office of the Postmaster General.

Chief Clerk of Post Office Department.—duties.

Supervision of clerical force.

3. The Chief Clerk of the Post Office Department is charged with the general superintendence and assignment of the clerical and subclerical forces of the department and the consideration of applications for leave of absence for such employees; the supervision of the preparation of estimates of appropriations for the departmental and postal service; of advertising; the supervision of requisitions upon the Treasury and the expenditure of the appropriations for the departmental service; the keeping of the journals and order books; the furnishing of stationery supplies for the departmental service; the consideration and signing of requisitions upon the Public Printer for the printing and binding required in the postal service and the department, and receiving, and inspecting on receipt, of blanks required in the Post Office Department; the preparation of contracts and general superintendence of the publication and distribution of the Official Postal Guide; the fixing of rates, subject to the approval of the Postmaster General, for the transmission of Government telegrams; the miscellaneous business correspondence of the Postmaster General's office; the care of the department and other buildings used in connection therewith, and of all furniture and public property therein; and the performance of such other duties as may be required by the Postmaster General.

Custody of journals and records.

Supervision of expenditures.

Preparation of Official Postal Guide.

Miscellaneous business correspondence.

Supervision of buildings and property therein.

Assistant Chief Clerk.—duties.

(a) The assistant to the Chief Clerk shall act as chief clerk in the absence of that officer and perform such other duties as may be assigned to him.

4. The appointment clerk, under the direction of the Chief Clerk, shall keep the official roster of all officers, clerks, and employees of the department, those employed at the stamped and official envelope agencies, post-office inspectors, superintendents and assistant superintendents of the Railway Mail Service, and all papers, applications, recommendations, and files relating thereto; and the record of absences of employees of the department; certify the pay rolls; and prepare all orders and correspondence relating to appointments, promotions, removals, and acceptance of resignations.

Appointment clerk.—duties. Roster of officers and employees.

Record of absences.

Orders for appointments, etc.

5. The disbursing clerk is charged with the payment of all salaries to all officers, clerks, and employees of the department; the making of all payments for rent of departmental buildings, contingent expenses, the publication of the Official Postal Guide, and for postage on the department's foreign correspondence; the sale of post-route maps, and the keeping of accounts of expenditures. The 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.

Disbursing clerk.—duties.

Bond.

6. The Assistant Attorney General is charged with the duty of giving opinions to the Postmaster General and 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; with the giving of advice when desired in the preparation of correspondence with the Department of Justice and other departments, including the Court of Claims, involving questions of law or relating to prosecutions or suits affecting or arising out of the postal service, and with assisting when desired in the prosecution or defense of such cases, and the maintenance of suitable records of

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

Opinions on questions of law.

Claims of postmasters for losses.

Compromises, remissions.

opinions rendered affecting the Post Office Department and the postal service; and with the consideration of applications for pardon for crimes committed against the postal laws which may be referred to the 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 determining of questions as to the delivery of mail the ownership of which is in dispute; with the hearing and consideration of cases relating to lotteries and the misuse of the mails in furtherance of schemes to defraud the public; with the consideration of all questions relating to the mailability of alleged indecent, obscene, scurrilous, or defamatory matter; with determining the legal acceptability of securities offered by banks to secure postal-savings deposits; with the examining and, when necessary, drafting of all contracts of the department; and with such other like duties as may from time to time be required by the Postmaster General.

Pardons.

Appeals to Postmaster General.

Frauds, lotteries.

Contracts.

Assistant attorneys for Post Office Department.—duties.

7. The senior and junior assistant attorneys for the Post Office Department are assigned to the office of the Assistant Attorney General, for the performance of such duties as he may direct; and, in the absence of the Assistant Attorney General, they will, in the order of their standing, discharge the duties regularly devolving upon the former.

Purchasing Agent for the Post Office Department.—duties.

8. To the Purchasing Agent for the Post Office Department is assigned, under the direction and control of the Postmaster General, the supervision of the purchase of all supplies; and all purchases of supplies of every nature and character, whether under contract or not, either for the Post Office Department proper or for any branch of the postal service, shall be made by the Purchasing Agent, provided, however, that the bureau officer controlling an appropriation may authorize postmasters and other postal officials to purchase supplies chargeable to that appropriation, subject to the approval of the Purchasing Agent in each instance.

Purchase of supplies by postmasters.

Division of Post-Office Inspectors. Chief Inspector.—duties.

Post-office inspectors.

9. The Division of Post-Office Inspectors, under the supervision of the Chief Inspector, 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 by post-office inspectors; 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, relating to the same, such correspondence to 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 section 487, concerning losses and irregularities in the international mails, and the prosecution of all inquiries for the purpose of determining whether articles of mail matter have been delivered, and also all cases where some form of return receipt is required which has not been received; and with the performance of such other duties as may from time to time be required by the Postmaster General.

Investigations.
Depredations.
Complaints and
inquiries concern-
ing mail.

—correspondence
relating to.

FIRST ASSISTANT POSTMASTER GENERAL.

Sec. 11. To the First Assistant Postmaster General are assigned the appointment of postmasters, including their bonding and commissioning; the general management of post offices and the instruction of postmasters, except as otherwise provided; the changing of names of post offices; and the changing of sites and discontinuing of presidential post offices; the authorization of allowances for rent, clerk hire, and other expenditures connected with post offices; the conduct of the city and special delivery services; and the correspondence of the department with postmasters and the public not assigned to other offices.

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

Allowances.
City and special
delivery.

2. The divisions of this office shall perform duties as follows:

3. The Division of Postmasters' Appointments, under the supervision of the Superintendent Division of Postmasters' Appointments, is charged with the preparation and custody of all papers and correspondence relating to the appointment of postmasters, including their bonds and commissions; to the conduct of postmasters and the management of post offices, including complaints relative

Division of Post-
masters' Appoint-
ments.
Superintend-
ent.
—duties.
Appointment of
postmasters.

Leaves of absence, etc.

thereto; to the granting of leaves of absence to postmasters; to the changing of names of post offices; and to the discontinuing of presidential post offices.

Division of Salaries and Allowances.
Superintendent.
—duties.
Management of post offices.

4. The Division of Salaries and Allowances, under the supervision of the Superintendent Division of Salaries and Allowances, is charged with the making of computations for the annual adjustment of the salaries of postmasters at first, second, and third class post offices; the consideration of all matters pertaining to the clerical forces of first and second class offices, including the appointment, upon the nomination of postmasters, and the 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 power for operating them; for miscellaneous and incidental items, including furniture at first and second class offices; for incidental expenses, City Delivery Service; the consideration of questions affecting the consolidation of post offices, and the establishment of stations; and the location of offices of the first, second, and third classes and stations connected therewith, and the arranging for leases therefor.

Allowances for clerk hire, etc., rent, etc.

Consolidation of post offices; establishment of stations.

Leases.

Division of City Delivery.
Superintendent.
—duties.

5. The Division of City Delivery, under the supervision of the Superintendent Division of City Delivery, is charged with the consideration and preparation of regulations for the government of the city and special delivery services, and preparation of cases for the appointment, upon the nomination of postmasters, and the bonding of letter carriers, for allowances for collection wagon service, and the preparation of cases for the establishment of new service and the extension of existing service.

City and special delivery services.

SECOND ASSISTANT POSTMASTER GENERAL.

Office of the Second Assistant Postmaster General.
—duties.

Sec. 12. To the Second Assistant Postmaster General are assigned the authorization and management of the transportation of the domestic and foreign mails by means of railroads, electric and cable cars, steamships, steamboats, mail messengers, wagons, pneumatic tubes in cities, star routes in Alaska, and aviation, and the making

Transportation of mails.

and execution of all contracts or agreements therefor; the appointment of mail weighers; the direction of the weighing of the mails and the adjustment of compensation thereon; the authorization of and allowances for railway post-office car service; the authorization of the transportation of postal cards, stamped envelopes, and mail bags by freight; the preparation of advertisements for mail lettings for the transportation of mail by steamboats, wagons, pneumatic tubes in cities, and star routes in Alaska; the preparation of orders of award thereon and the execution of contracts accordingly; the authorization of changes in schedules where the same are fixed by orders; the receipt and examination of reports from postmasters and others as to the performance of such service, and the preparation of orders for the Postmaster General making deductions for nonperformance and imposing fines for delinquencies; the issuance of statements of amounts found upon administrative examination to be due the various companies, contractors, and others for performance of such mail service, and the forwarding of such statements to the Auditor for the Post Office Department for audit and certification for payment; the authorization of payment of salaries to railway postal clerks and the making of allowances for their travel expenses; the distribution of pouches, sacks, and pouch locks used in the transportation of the mails; the designation and supervision of mail-bag depositories; the direction of the mail distribution and the course of the mails; the supervision of the Railway Mail Service, Foreign Mail Service, and other classes of transportation mentioned above, also of the Navy Mail Service; and the general supervision of the various divisions of the bureau.

2. The divisions of this office shall perform duties as follows:

3. The Division of Railway Adjustments, under the supervision of the Superintendent Division of Railway Adjustments, is charged with the preparation of cases authorizing the transportation of mails by railroads; the establishment of railway post-office car service and changes in existing service; the preparation of orders and instructions for the weighing of the mails on railroads; the receipt and tabulation of returns and the computa-

—contracts.
Weighing of mails.

Railway post-office cars.
Freight shipments.

Mail lettings.

Deductions and fines.
Statements of amounts due.

Salaries and travel allowances to railway postal clerks.
Pouches, sacks, and pouch locks.

Railway Mail Service.
Foreign Mail Service.

Division of Railway Adjustments.
Superintendent.
—duties.

Railway post-office cars.

Weighing of mails.

Adjustment of pay. of the basis of pay therefrom; the preparation of cases for the adjustment of allowances to railroads for carrying the mails and for railway post-office cars; the authorization of miscellaneous expenditures and of credits therefor for the weighing of the mails and for the transportation by freight or express of postal cards, stamped envelopes, mail equipment, and such official matter as may be transported in this manner; the preparation of orders authorizing lap routes for the transportation of periodical mail matter in freight trains and payments therefor; the examination of reports of performance of mail service by railroads; the preparation of orders for deductions for nonperformance of service and for imposition of fines for delinquencies; the preparation of statements of amounts found upon administrative examination to be due railroads for transportation of mails and for railway post-office car service, to be forwarded to the Auditor for the Post Office Department for audit and certification for payment; and the preparation of all correspondence and the drafting of all orders relating to these matters.

Division of Miscellaneous Transportation. Superintendent. —duties. 4. The Division of Miscellaneous Transportation, under the supervision of the Superintendent Division of Miscellaneous Transportation, is charged with the preparation of orders authorizing the transportation of the mails by electric and cable cars and aviation service; the preparation of advertisements inviting proposals for the transportation of the mails by screen wagons and pneumatic tubes in cities, mail messengers, steamboats, or other power boats, and by star routes in Alaska; the indorsement and recording of all proposals received, and the drawing of orders for the award of contracts; the preparation of cases for the establishment of new service and changes in existing service, including changes in number of trips and schedules of departures and arrivals where the same are fixed by the department; the examination of reports of the performance of service by these methods of transportation; the preparation of orders for deductions for nonperformance of service and for the imposition of fines for delinquencies; and the preparation of statements of amounts found upon administrative examina-

Electric and cable cars. Aviation service. Screen wagons and pneumatic tubes. Mail messengers, steamboats, star routes in Alaska. Award of contracts. Changes in service. Deductions and fines. Statements of amounts due.

tion to be due contractors and others for the performance of mail service, to be forwarded to the Auditor for the Post Office Department for audit and certification for payment.

5. The Division of Foreign Mails, under the supervision of the Superintendent Division of Foreign Mails, is charged with the arrangements of all details connected with the exchange of mails with foreign countries, including ocean transportation of 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 cases relative to foreign mail matter, and for the remission of erroneous postage charges in excess of the authorized rates 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 assigned to the Third Assistant Postmaster General and the Chief Inspector; 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; the consideration of applications for the return to senders of, or change of address on, mail matter 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 monthly schedule of the sailings of mail steamers; the supervision of the sea post service, Navy Mail Service, and the international parcel-post service; the examination of the accounts of each vessel or line carrying mails from the United States; and the preparation of statements of amounts due for such service, to be forwarded to the Auditor for the Post Office Department for audit and certification for payment.

Division of Foreign Mails.
Superintendent.—duties.

Transportation of foreign mails.
Postal conventions.—except.

Remission of excessive postage.

Transit rates.

Correspondence.—except.

Translation.

Inquiries.

Return of mail.

Fraudulent foreign stamps.

Sailings.

Sea post.

International parcel post.

Payments for service.

(a) The assistant superintendent at New York, N. Y., shall perform such duties as may be assigned to him.

Assistant superintendent at New York.

Division of Railway Mail Service.
General Superintendent.
—duties.

6. The Division of Railway Mail Service, under the supervision of the General Superintendent Division of Railway Mail Service, is charged with the preparation of all regulations for the government of the Railway Mail Service, and of cases for the 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 distribution of pouches, sacks, and pouch locks used in the transportation of the mails; the designation and supervision of mail-bag depositories; the preparation of statements of allowances for travel expenses of railway postal clerks; the printing of the official Daily Bulletin; the preparation of cases for the authorization of miscellaneous expenditures and credits for the incidental needs of the Railway Mail Service.

Regulations, etc.
Appointments, etc.
Conduct of service.
New service.
Weighings.
Car space.
Distribution and dispatch of mails.
Travel allowances.
Miscellaneous expenditures.
Assistant general superintendent.

(a) The assistant general superintendent shall perform the such duties as may be assigned to him.

Note. NOTE.—See Title Eleven for laws and regulations relative to the organization and conduct of the Railway Mail Service; secs. 471 to 476, as to preparation of certain matter for mailing under direction of the General Superintendent.

THIRD ASSISTANT POSTMASTER GENERAL.

Office of the Third Assistant P. M. General.
—duties.
Finances.
Postal Savings System.
Money-Order System.
Classification of mail matter.
Penalty envelopes, etc.
Limit of weight.
Stamps, postal cards, etc.
—manufacture.
—distribution.
Registry system.

Sec. 13. To the Third Assistant Postmaster General are assigned the general supervision of the financial operation of the postal service; the supervision of the Postal Savings System; the general conduct of the Money-Order System; the classification of mail matter; questions pertaining to the use of penalty envelopes and the franking privilege; the enforcement of the statutes relative to the limit of weight and size of mail; the granting of authority to refund postage charges in excess of the lawful amounts; the supervision, through the Government agencies, of the manufacture of all postage stamps, postal cards, stamped envelopes, and newspaper wrappers, and their distribution; 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 countries relating to the foreign registry system, except on the subject of claims for indemnity, shall be conducted through the Second Assistant Postmaster General, Division of Foreign Mails; but all changes from existing methods relating to the foreign registry system resulting from such correspondence shall be reported to the Third Assistant Postmaster General; the management of the insurance and collect-on-delivery features of the domestic parcel post; and the consideration of all claims for indemnity for lost registered, insured, and collect-on-delivery matter.

Insurance.
Collect-on-delivery.
Indemnity.

2. The divisions of this office shall perform duties as follows:

3. The Division of Finance, under the supervision of the Superintendent Division of Finance, is charged with gathering and distributing the funds derived from the collection of the revenues of the postal service for the purpose of meeting the obligations of the service when and where payable; covering postal moneys into the Treasury of the United States; receiving moneys coming directly to the department; paying indebtedness not settled by postmasters; handling matters affecting the postal revenues; the sale of parcel-post maps and guides; and the regulation of box-rent rates and deposits for keys of lock boxes in post offices.

Division of Finance.
Superintendent.
—duties.

4. The Superintendent of Division of Finance shall give bond in such amount as the Postmaster General may determine for the faithful discharge of his duties.

Bond of superintendent.
1906, June 22;
34 Stat., 433.

(a) The amount of the bond required is \$10,000.

5. The Division of Postal Savings, under the supervision of the Director Division of Postal Savings, is charged with the general direction of postal-savings business at post offices, the administrative examination of postal-savings accounts, and the preparation of correspondence and the keeping of records of accounts pertaining thereto.

Division of Postal Savings.
Director.
—duties.

(a) The Assistant Director Division of Postal Savings is charged with the direct supervision of the postal-savings accounting system and with such other duties as may be assigned to him by the Director.

Assistant director.
—duties.

Division of Money Orders.
Superintendent.
 —duties.
 Conventions.

6. The Division of Money Orders, under the supervision of the Superintendent Division of Money Orders, 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.

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

7. The Division of Classification, under the supervision of the Superintendent Division of Classification, 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 admissibility of matter as parcel-post mail; the limit of weight and size of mail; the admissibility of meat and meat-food products under the meat-inspection act, and of nursery stock, etc., under the plant-quarantine act; the requirements as to the name and address of the sender on mail; the use of precanceled stamps; 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 the granting of authority to refund postage charges in excess of the lawful amounts.

Division of Stamps.
Superintendent.
 —duties.
 Manufacture of stamped paper.
 —payment for.
 —distribution of.
 —accounts of.
 Reports.
 Adjustments.

8. The Division of Stamps, under the supervision of the Superintendent Division of Stamps, is charged with the general supervision of the production of postage, due, and special-delivery stamps, postal cards, stamped envelopes, newspaper wrappers, international reply coupons, postal-savings stamps and cards, and official stamps and stamped envelopes; the examination, verification, and adjustment of the accounts of the several contractors for these supplies; the reviewing, revising, and recording of requisitions from distributing subagents and postmasters for stamp supplies; the preparation of orders for their distribution; the keeping of accounts of stamped paper issued to subagents and to postmasters; the administrative examination of the reports of the distributing agents and subagents, and of the quarterly stamp reports of postmasters; the adjustment of cases involving the loss, miscarriage, or detention of stamp supplies in transit; the receipt, examination, and destruction of stamped paper sent by postmasters to the department

for redemption, and the certifying of credits to the Auditor in favor of postmasters therefor; the consideration of cases relating to the counterfeiting or imitating of United States postage stamps, and the legitimacy of postmasters' sales of stamped paper.

Counterfeit stamps.
Legitimacy of sales.

9. The Division of Registered Mails, under the supervision of the Superintendent Division of Registered Mails, is charged with the management of the registry system and all correspondence in relation thereto, both foreign and domestic, subject to the proviso in paragraph 1 of this section; 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 rotary-lock, brass-lock, and lead-sealed exchanges and dispatches of registered mail; the management of the insurance and collect-on-delivery features of the domestic parcel post, and the keeping of statistics relating thereto; the consideration of all claims for indemnity for lost registered, insured, and collect-on-delivery matter, and the notification of applicants if claims are rejected.

Division of Registered Mails.
Superintendent.
—duties.

Records.

Insurance.

Collect-on-delivery.

Indemnity.

FOURTH ASSISTANT POSTMASTER GENERAL.

Sec. 14. To the Fourth Assistant Postmaster General are assigned the general supervision of the rural mail service, including rural-delivery routes, star routes (except in Alaska), and establishment, discontinuance, and change of site of fourth-class post offices; the custody and distribution of supplies for the postal service; general supervision of the mail-bag repair shops, mail-bag storehouse, and the mail-lock shop; the manufacture and repair of mail bags, locks, keys, and key chains; the making, printing, and distribution of post-route and rural-delivery maps, and the making and printing of parcel-post maps; and the treatment of all unmailable and undeliverable mail matter.

Office of the Fourth Assistant Postmaster General.

—duties.
Supervision of rural mail service.

Discontinuance, etc., fourth-class offices.

Distribution of supplies.
Mail bags, etc.

Maps.
—post-route.
—rural-delivery.
—parcel-post.
Unmailable and undeliverable matter.

2. The divisions of this office shall perform duties as follows:

3. The Division of Rural Mails, under the supervision of the Superintendent Division of Rural Mails, is charged with the consideration of all matters pertaining to the rural-delivery service and the service on star routes (ex-

Division of Rural Mails.
Superintendent.
—duties.
Rural-delivery and star-route services.

<p>Fourth-class offices, establishment, discontinuance, and change of site. Rural carriers.</p>	<p>cept in Alaska); the establishment, discontinuance, and change of site of post offices of the fourth class; the appointment and discipline of rural carriers; the preparation of advertisements inviting proposals for service on such star routes, the drafting of orders awarding service, and the preparation of contracts therefor; the examination of monthly and special reports of postmasters as to the performance of service, and the preparation of orders making deductions and imposing fines for nonperformance of service and other delinquencies on the part of contractors and carriers; and the preparation of monthly statements to the Auditor for the Post Office Department of the amounts found upon administrative examination to be due contractors for the performance of such star-route service.</p>
<p>Reports of performance of service. Deductions and fines.</p>	<p>tion of monthly and special reports of postmasters as to the performance of service, and the preparation of orders making deductions and imposing fines for nonperformance of service and other delinquencies on the part of contractors and carriers; and the preparation of monthly statements to the Auditor for the Post Office Department of the amounts found upon administrative examination to be due contractors for the performance of such star-route service.</p>
<p>Reports to Auditor.</p>	<p>ments to the Auditor for the Post Office Department of the amounts found upon administrative examination to be due contractors for the performance of such star-route service.</p>
<p>Division of Supplies. Superintendent. —duties. Specifications for supplies.</p>	<p>4. The Division of Supplies, under the supervision of the Superintendent Division of Supplies, is charged with the preparation of specifications for supplies for the postal service; the preparation of requisitions on the Purchasing Agent therefor; the keeping of a record of expenditures as charged to the proper appropriations; the custody, transportation, and distribution of supplies, and conduct of correspondence in connection therewith; the general management of the mail-bag repair shops and the mail-lock shop; the preparation of specifications and requisitions for mail bags and materials for the repair thereof, and for materials required for the manufacture and repair of mail locks and metal attachments for mail bags; the examination of all accounts pertaining to the repair of mail bags, locks, keys, and key chains; the issuing of letter-box locks, all mail keys, key chains, etc., to postmasters and other officials entitled thereto; and the keeping of records of the receipt and issue thereof; the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Record of expenditures.</p>	<p>as charged to the proper appropriations; the custody, transportation, and distribution of supplies, and conduct of correspondence in connection therewith; the general management of the mail-bag repair shops and the mail-lock shop; the preparation of specifications and requisitions for mail bags and materials for the repair thereof, and for materials required for the manufacture and repair of mail locks and metal attachments for mail bags; the examination of all accounts pertaining to the repair of mail bags, locks, keys, and key chains; the issuing of letter-box locks, all mail keys, key chains, etc., to postmasters and other officials entitled thereto; and the keeping of records of the receipt and issue thereof; the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Distribution of supplies.</p>	<p>and distribution of supplies, and conduct of correspondence in connection therewith; the general management of the mail-bag repair shops and the mail-lock shop; the preparation of specifications and requisitions for mail bags and materials for the repair thereof, and for materials required for the manufacture and repair of mail locks and metal attachments for mail bags; the examination of all accounts pertaining to the repair of mail bags, locks, keys, and key chains; the issuing of letter-box locks, all mail keys, key chains, etc., to postmasters and other officials entitled thereto; and the keeping of records of the receipt and issue thereof; the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Repairshops.</p>	<p>the mail-bag repair shops and the mail-lock shop; the preparation of specifications and requisitions for mail bags and materials for the repair thereof, and for materials required for the manufacture and repair of mail locks and metal attachments for mail bags; the examination of all accounts pertaining to the repair of mail bags, locks, keys, and key chains; the issuing of letter-box locks, all mail keys, key chains, etc., to postmasters and other officials entitled thereto; and the keeping of records of the receipt and issue thereof; the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Accounts.</p>	<p>the examination of all accounts pertaining to the repair of mail bags, locks, keys, and key chains; the issuing of letter-box locks, all mail keys, key chains, etc., to postmasters and other officials entitled thereto; and the keeping of records of the receipt and issue thereof; the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Issue of letter-box locks, etc.</p>	<p>the issuing of letter-box locks, all mail keys, key chains, etc., to postmasters and other officials entitled thereto; and the keeping of records of the receipt and issue thereof; the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Records.</p>	<p>the keeping of records of the receipt and issue thereof; the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Maps.</p>	<p>the preparation and revision of post-route maps and the superintendence of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of the stores and property in the department and in the possession of the contractors; also the making of rural-delivery maps and the distribution of parcel-post maps and guides.</p>
<p>Division of Dead Letters. Superintendent. —duties.</p>	<p>5. The Division of Dead Letters, under the supervision of the Superintendent Division of Dead Letters,</p>

is charged with the treatment of all unmailable and undelivered mail matter which is sent to it for disposition; 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 letters which have failed of delivery; the inspection and return to the country of origin of undelivered foreign matter; recording and restoration to owners of letters and parcels which contain valuable inclosures; care and disposition of all money, negotiable paper, and other valuable articles found in undelivered matter, and correspondence relating to these subjects.

Sec. 15. The chief clerk or assistant superintendent in any office or division shall perform such duties as may be assigned to him by the head of that office or division.

AUDITOR FOR THE POST OFFICE DEPARTMENT.

Sec. 16. The Auditor for the Post Office Department is an officer of the Treasury Department. It is his duty to audit and settle the accounts of the Post Office Department, postal service, and Money-Order and Postal Savings Systems, and to certify balances arising thereon to the Postmaster General for accounts of the postal revenues and expenditures therefrom and to the Division of Book-keeping and Warrants, Treasury Department, for other accounts; to register, charge, and countersign all warrants upon the Treasury for receipts and payments issued by the Postmaster General; to prepare quarterly and annual financial statements showing the fiscal operations of the Post Office Department and its financial condition at the close of each fiscal year; to superintend the collection of all debts due the Post Office Department and all penalties and forfeitures imposed for violations of the postal laws; to compromise, mitigate, remit, or discharge, with the written consent of the Postmaster General, judgments for debt or damages due the department and all cases of fines, penalties, forfeitures, disabilities, and other liabilities, and to perform such other duties in relation to the financial concerns of the Post Office Department as may be assigned by the Secretary of the Treasury.

See sec. 180 for the organization of his office.

CHAPTER 2.

CLERICAL ORGANIZATION OF THE DEPARTMENT.

I.—CLASSIFICATION.

Classification of clerks. R. S., § 163. —to be revised, when. 1883, Jan. 16, ch. 27, § 6; 22 Stat., 406.

Sec. 17. The clerks in the departments shall be arranged in four classes, distinguished as the first, second, third, and fourth classes. 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. 18.)

Classes.

3. The clerical department force shall be classified as follows:

All persons receiving an annual salary of, or a compensation at a rate per annum of—

Less than \$720.....	Class A
\$720 or more, but less than \$840.....	Class B
\$840 or more, but less than \$900.....	Class C
\$900 or more, but less than \$1,000.....	Class D
\$1,000 or more, but less than \$1,200.....	Class E
\$1,200 or more, but less than \$1,400.....	Class 1
\$1,400 or more, but less than \$1,600.....	Class 2
\$1,600 or more, but less than \$1,800.....	Class 3
\$1,800 or more, but less than \$2,000.....	Class 4
\$2,000 or more, but less than \$2,500.....	Class 5
\$2,500 or more.....	Class 6

II.—APPOINTMENTS—ASSIGNMENTS—TRANSFERS.

Appointments. 1883, Jan. 16, ch. 27, § 7; 22 Stat., 406. —civil-service examination. —exceptions.

Sec. 18. * * * 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.

2. A person employed merely as a laborer or workman without examination under the civil-service rules shall not be assigned to work of the grade performed by classified employees.

Laborers not to do same work as classified employees.

See civil-service rule 2, par. 5.

Sec. 19. 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.

Employment in departmental service.

1882, Aug. 5, ch. 389, § 4; 22 Stat., 219.

—only as appropriated.

—contingent fund not to be used for, except.

Sec. 20. 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.

Soldiers and sailors.

R. S., § 1754.

—preferred for appointment.

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.

1876, Aug. 15, ch. 287, § 3; 19 Stat., 143.

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

Sec. 21. The Civil Service Commission shall, subject to the approval of the President, establish a system of efficiency ratings for the classified service in the several executive departments in the District of Columbia, based upon records kept in each department and independent establishment, with such frequency as to make them as nearly as possible records of fact. Such system shall provide a minimum rating of efficiency which must be attained by an employee before he may be promoted; it shall also provide a rating below which no employee may fall without being demoted; it shall further provide for a rating below which no employee may fall without being dismissed for inefficiency. All promotions, demotions, or dismissals shall be governed by provisions of the civil-service rules. Copies of all records of efficiency shall be furnished by the departments and independent establishments to the Civil Service Commission for record in

Efficiency ratings; establishment of system, 1912, Aug. 23; 37 Stat., 413.

—preference shown honorably discharged soldier or sailor. accordance with the provisions of this section: *Provided*, That in the event of reductions being made in the force in any of the executive departments no honorably discharged soldier or sailor whose record in said department is rated good shall be discharged or dropped or reduced in rank or salary.

—penalty for violation of law. Any person knowingly violating the provisions of this section shall be summarily removed from office, and may also upon conviction thereof be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year.

Civil pension roll prohibited.
1899, Feb. 24, ch. 187, § 4; 30 Stat., 890.
Sec. 22. 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. 98, as to payment of incapacitated employees.

Assignment of clerks.
R. S., § 166.
1896, May 28, ch. 252, § 3; 29 Stat., 179.
Sec. 23. 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.

Details.
—renewal of. **Sec. 24.** 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.

Detail of clerks, etc., from postal to departmental service forbidden.
1898, Mar. 15, ch. 68, § 9; 30 Stat., 317.
Sec. 25. 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.

Transfers of clerks.
—from Railway Mail Service.
—from post offices.
Sec. 26. 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: * * *.

III.—PERFORMANCE OF SERVICE.

Hours of service in department.
1898, Mar. 15, ch. 68, § 7; 30 Stat., 316.
Sec. 26. 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.

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.

Reports of condition of business. Id.

3. The daily hours of labor in the Post Office Department shall begin at 9 a. m. and terminate at 4.30 p. m., except Sundays and legal holidays, unless otherwise specially ordered.

Daily hours.

4. The chief clerk of each bureau or office shall report each day to the Chief Clerk of the department all absences from his office during the preceding day.

Chief clerks to report absences.

Sec. 27. 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.

Leaves of absence. 1898, Mar. 15, ch. 68, § 7; 30 Stat., 316.

—additional, on account of sickness.

—absence in excess of, without pay.

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. * * *

—sick, not to affect regular. 1898, July 7, ch. 571; 30 Stat., 652.

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.

—exclusive of Sundays and holidays. 1899, Feb. 24, ch. 187, § 4; 30 Stat., 890.

Sec. 28. Leave of absence for more than one day shall be granted only by the Chief Clerk of the department upon application previously approved by the chief of division and head of bureau under which the applicant is serving.

Applications for leave.

2. Absence for one day or less may be granted by the administrative officer under whose jurisdiction the em-

One day or less.

ployee is serving, and such absence shall be charged in periods of 30 minutes or multiples thereof.

Employed part of year.

3. Employees who have been in the executive civil service of the Government less than one year may be granted annual leave at the rate of two and one-half days for each month of service.

Transferred from other department.

4. Persons transferred to this department from other departments or independent offices at Washington may have their current annual leave transferred with them. The total leave taken by an employee shall not exceed 30 days in any calendar year.

Temporary employees.

5. Temporary employees shall not be granted leave of absence with pay.

Leave not cumulative.

6. Annual leave of absence is not cumulative. Any portion not taken within the calendar year shall be forfeited.

Military leave.

7. Applications for military leave shall be supported by the certificate of a competent officer of the District National Guard.

Sick leave.

8. Sick leave or leave on account of exposure to contagious disease shall be granted by the Chief Clerk of the department upon application previously approved by the chief of division and head of bureau under which the applicant is serving, and when the absence is for more than two days shall be accompanied with a certificate of a regular practicing physician. Only diseases against which the health authorities quarantine shall be recognized as contagious.

-cumulative.

9. Sick leave shall be cumulative at the rate of 10 days a year, provided that not more than 30 days may be granted in any one year. Sick leave shall not be granted for less than one day.

Removals from classified service. 1912, Aug. 24, § 6; 37 Stat., 555.

Sec. 29. No person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished

to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however,* That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member thereof, shall not be denied or interfered with.

Membership in organizations, etc.

Right to petition Congress.

CHAPTER 3.

POST-OFFICE INSPECTORS.

Sec. 30. Authority to appoint the following-named officers and employees may be found in the statutes cited:

Inspectors.—authority for appointment.

Chief Inspector, act of July 31, 1886 (24 Stat., 205), and subsequent appropriation acts.

Inspectors in charge, June 17, 1878 (20 Stat., 140); Mar. 3, 1891 (26 Stat., 1079); June 2, 1900 (31 Stat., 260); and subsequent appropriation acts.

Post-office inspectors, R. S., 4017; June 11, 1880 (21 Stat., 177); and subsequent appropriation acts.

Clerks at division headquarters of inspectors in charge, annual appropriation acts.

Sec. 31. The Chief Inspector, inspectors in charge, and inspectors without per diem allowance, shall be paid their actual expenses while traveling on business of the department, and inspectors in the field, expenses incurred not covered by per diem allowance.

Expenses of inspectors.—1880, June 11; 21 Stat., 177. 1912, Aug. 24; 37 Stat., 540.

Sec. 32. Post-office inspectors in the field (shall be allowed a per diem) while actually traveling on official business away from their home, their official domicile, and their headquarters, at a rate to be fixed by the Postmaster General, not to exceed three dollars per day: *Provided,* That the Postmaster General may, in his discretion, allow inspectors per diem while temporarily located at any place on business away from their home, or their designated domicile, for a period not exceeding twenty consecutive days at any one place, and make rules and regulations governing the foregoing provisions relating to per diem.

Per diem allowance to inspectors in the field.—1912, Aug. 24; 37 Stat., 540. —when made. *Proviso.* —while temporarily located at one place.—regulations.

Department officers may be inspectors.
R. S., § 4019.

Expenses.

Sec. 33. 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. 34. 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. Every inspector, before he shall receive any compensation, shall give a bond in the sum of \$5,000, with sureties qualifying to double that sum.

Divisions.
—territory comprising.

Sec. 35. The territory assigned to and the headquarters of the several divisions of post-office inspectors shall be as follows:

Territory.	Headquarters.
Florida, Georgia, South Carolina.....	Atlanta, Ga.
Louisiana, Texas.....	Austin, Tex.
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.	Boston, Mass.
Alabama, Mississippi, Tennessee.....	Chattanooga, Tenn.
Illinois, Michigan, Wisconsin.....	Chicago, Ill.
Indiana, Kentucky, Ohio.....	Cincinnati, Ohio.
Colorado, New Mexico, Utah, Wyoming.....	Denver, Colo.
Kansas, Nebraska, Oklahoma, city of Kansas City, Mo.....	Kansas City, Mo.
State of New York.....	New York, N. Y.
New Jersey, Pennsylvania.....	Philadelphia, Pa.
Arkansas, Iowa, Missouri (except city of Kansas City).....	St. Louis, Mo.
Minnesota, North Dakota, South Dakota.....	St. Paul, Minn.
Arizona, California, Nevada, Territory of Hawaii.....	San Francisco, Cal.
Idaho, Montana, Oregon, Washington, Territory of Alaska.....	Spokane, Wash.
Delaware, Maryland, North Carolina, Virginia, West Virginia, District of Columbia, Island of Porto Rico.	Washington, D. C.

Duties of post-office inspectors.
—to make investigations.
—report needs of service.

Sec. 36. 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. Alleged violations of law are to be investigated and reported upon by them, and they will, when necessary, aid in the prosecution of all criminal offenses.

—aid in prosecutions.

Employees of service subordinate to inspectors.

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.

3. Inspectors are empowered to open pouches and sacks and examine the mails therein and are authorized to enter and inspect post offices at all times.

Inspectors may open and examine mail.—may enter post offices.

4. Inspectors are required to exhibit as evidence of their authority the commission issued by the Postmaster General, which commission, in the event of death, resignation, or removal, must be immediately returned to the Chief Inspector. All officers in the service to whom commissions are issued must at the end of the calendar year send their expired commissions through official channels to the Chief Inspector, who shall designate a committee of three employees of his office to check the returned commissions with the list of those issued, and personally witness the destruction of such commissions by burning.

Commissions of inspectors to be exhibited.

See sec. 1567, as to payment to legal representatives, if killed while on duty.

Sec. 37. Special regulations are prescribed in a confidential book of instructions furnished to each inspector, obedience and conformity to which are enjoined.

Book of instructions.

CHAPTER 4.

UNDELIVERABLE MAIL MATTER.

I.—WHERE TO BE SENT.

Sec. 33. All undeliverable and unmailable matter, domestic and foreign, shall be forwarded by postmasters and other employees of the postal service to the Fourth Assistant Postmaster General, Division of Dead Letters, unless otherwise provided by regulations.

Undeliverable and unmailable matter to be forwarded to Division of Dead Letters.

2. Such matter originating in or reaching any post offices in the Territory of Hawaii shall be forwarded to the post office at Honolulu; in Porto Rico, to the post office at San Juan; and in the Philippine Islands, to the post office at Manila, where it shall, so far as practicable, be treated in accordance with the regulations governing the disposi-

Dead-letterservice in Hawaii, Porto Rico, and the Philippines.

tion of undeliverable and unmailable matter and the conduct of the Division of Dead Letters.

Matter not sent to Division of Dead Letters, except.

3. Undeliverable third and fourth class matter shall be sent to the post offices at the headquarters of the Railway Mail Service of the division in which such matter is detained, except that matter addressed to foreign countries and posted in violation of law or treaty stipulations shall be sent to the Division of Dead Letters.

See sec. 645, as to instructions to postmasters in Hawaii, Porto Rico, and Philippine Islands.

II.—TREATMENT OF UNDELIVERABLE MATTER.

Return of undelivered letters to writers.
U. S., § 2930.

Sec. 39. * * * (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.

Unclaimed matter reaching Division of Dead Letters to be returned to senders.
—exception.

Sec. 40. All matter unclaimed by the addressees and undelivered matter of every character reaching the Division of Dead Letters shall, as far as circumstances and conditions permit, be returned to senders, except such as is obviously of no value or is unmailable under any provision of law, which shall be disposed of as the Fourth Assistant Postmaster General may direct. All registered matter shall be returned to the senders upon payment of any postage due thereon required to be paid before transmission.

All registered matter to be returned.

Examination of returns received at Division of Dead Letters.

Sec. 41. Unmailable, misdirected, and unclaimed mail matter received at the Division of Dead Letters from post offices shall be treated as follows:

Unmailable matter.
Hotel, fictitious, etc., matter.

(a) Unmailable, hotel, fictitious, and other matter not forming part of the regular returns of unclaimed matter shall be examined and compared with the entries on the accompanying list.

Unclaimed matter.
—from city-delivery offices.

(b) Unclaimed matter from city-delivery offices shall be compared with the accompanying dead-letter bills, and if errors are discovered the bill shall be corrected and the postmaster notified thereof. A record shall be kept showing the number of pieces and character of matter received in each return, and 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 391. (See secs. 591 and 646.)

—record of.

—credit for postage-due stamps affixed, etc.

(c) Returns of unclaimed matter from other than city-delivery post offices shall be examined and compared with the lists accompanying the same, and such account kept of the character of the matter and number of pieces received as may be necessary for statistical reports.

Unclaimed matter.—from other than city-delivery offices.

(d) The advertised lists accompanying returns from other than city-delivery offices shall be preserved for reference for six months.

Dead-letter lists, except from city-delivery offices, to be preserved.

Sec. 42. Applications for the recovery of mail matter sent to the Division of Dead Letters, or money or other valuable or important inclosures therein, or the proceeds from the sale of such inclosures, should be addressed to the Fourth Assistant Postmaster General, Division of Dead Letters, on Form 1521.

Application for recovery of mail matter, or inclosures therein, etc., sent to Division of Dead Letters.

—to whom addressed.

Sec. 43. When necessary to open letters for the purpose of making proper disposition of them they shall be opened only by clerks or employees designated for that purpose, and under the direction of the Superintendent Division of Dead Letters. Every letter containing a valuable inclosure shall be indorsed with the name of the person opening it and a brief memorandum of the character of the inclosure. When a letter is found to contain money, a record of the address thereon and the amount shall be immediately made by the person who opens it, and the record and all such letters, together with all other letters containing inclosures of value, shall be delivered at the close of each day to the clerk designated to receive them.

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. 44. 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., § 3933.—record of.—disposition.—proceeds may be reclaimed in four years.

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

Sec. 45. A record shall be kept in the Division of Dead Letters of the address and contents of undeliverable letters inclosing articles of merchandise of apparent value,

Dead matter containing valuable inclosures.

—to be treated same as letters.

which shall be treated and disposed of under the provisions of section 44.

Dead matter containing money.
—record.

Sec. 46. A record shall be kept of all letters and other matter containing money, showing the name and address of both sender and addressee, the amount and description of the inclosure, and the disposition thereof. Each employce of the Division of Dead Letters through whose hands such mail matter passes shall receipt and account for it.

—undeliverable.

2. Money inclosed in mail matter which can not be delivered to the person addressed or returned to the sender shall be separated therefrom before such matter is filed, the amount of contents entered upon the envelope or other wrapper and in the record kept for that purpose.

Money to be delivered to Superintendent Division of Finance and deposited in Treasury.

Such money shall be delivered at least once a month to the Superintendent Division of Finance, office of the Third Assistant Postmaster General, who shall give a receipt therefor to be filed in the Division of Dead Letters, and shall deposit promptly all such moneys in the Treasury to the credit of the postal revenues.

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

Sec. 47. 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 valuable personal photographs or pictures. Such matter as can not be delivered or returned to the sender shall be filed for reclamation.

Stamps in letters.

2. Letters containing more than 5 cents in postage stamps shall 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 shall be destroyed, under proper supervision, and an account kept of the value thereof.

—destruction.
—record of value.

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

Sec. 48. Records shall be kept of the address and contents of third-class matter of apparent value and of valuable fourth-class matter not of a perishable character received at the Division of Dead Letters and at post offices at division headquarters of the Railway Mail Service; and when such inclosures can not be delivered or restored to sender they shall be filed for a period of one year from the date of recording, after which no claim for reclamation will be considered.

Disposition of unclaimed matter.

2. All articles remaining unclaimed at the expiration of the time prescribed shall be disposed of under such conditions as the Postmaster General may direct.

3. An account shall be kept of the proceeds of sales of dead matter and the net amount realized delivered by the Division of Dead Letters to the Superintendent Division of Finance, office of the Third Assistant Postmaster General, for deposit in the Treasury to the credit of the postal revenues.

4. Packages reaching the Division of Dead Letters or post offices at division headquarters of the Railway Mail Service containing medicine, perishable articles, liquids, or articles of a like character liable to injure other matter with which they come in contact, or to attract rodents or vermin, 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.

5. A parcel of fourth-class mail returned to the sender from the Division of Dead Letters or post offices at division headquarters of the Railway Mail Service shall be charged with postage at the zone rate from Washington, D. C., or such division headquarters, together with an additional charge for postage at the zone rate from the post office where the matter was originally detained to Washington, D. C., or such division headquarters.

IV.—DISPOSITION OF LETTERS WITHOUT VALUABLE ENCLOSURES, PRINTED AND UNMAILABLE MATTER.

Sec. 49. Letters which do not contain valuable inclosures shall be returned to the writers, so far as circumstances and conditions permit, and no record shall be kept thereof except the number so returned. Letters not returned to writers shall be delivered daily to the superintendent of the department building to be sold as waste paper.

Sec. 50. Printed matter, obviously without value, received by the Division of Dead Letters, shall be delivered to the superintendent of the department building for disposal as waste paper.

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

Columbia, as the Fourth Assistant Postmaster General may direct.

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

Sec. 51. 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.

Third and fourth class matter received by Division of Dead Letters.
—destruction of, except.

2. All matter of the third or fourth class received by the Division of Dead Letters which is unmailable under sections 479, 480, 481, and 482, shall be destroyed under the direction of the superintendent, except when it can be ascertained therefrom by whom it was deposited in the mails, in which case the matter shall be held and the fact reported to the Chief Inspector; or, unless on submission to the Postmaster General, he shall direct its preservation as evidence or other disposition.

Sealed matter which is nonmailable.

3. Sealed matter declared nonmailable by law and received by the Division of Dead Letters 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 485 and 486 which is received by the Division of Dead Letters 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. 52. 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. 53. 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.

—return to country of origin.

2. 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.

Sec. 54. All bonds taken and contracts entered into by the Post Office Department shall be made to and with the United States of America.

Bonds and contracts to be in name of United States.

R. S., § 403.

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.

Contracts to contain clause that Members of Congress shall not be interested.

R. S., § 3741.

3. Whoever, being elected or appointed a Member of or Delegate to Congress, or a Resident Commissioner, shall, after his election or appointment and either before or after he has qualified, and during his continuance in office, directly or indirectly, himself, or by any other person in trust for him, or for his use or benefit, or on his account, undertake, execute, hold, or enjoy, in whole or in part, any contract or agreement, made or entered into in behalf of the United States by any officer or person authorized to make contracts on its behalf, shall be fined not more than three thousand dollars. All contracts or agreements made in violation of this section shall be void; and whenever any sum of money is advanced by the United States in consideration of any such contract or agreement, it shall forthwith be repaid; and in case of failure or refusal to repay the same when demanded by the proper officer of the department under whose authority such contract or agreement shall have been made or entered into, suit shall at once be brought against the person so failing or refusing, and his sureties, for the recovery of the money so advanced.

Member of Congress interested in public contracts.

R. S., § 3739.

1909, Mar. 4, ch.

321, § 114; 35 Stat., 1109.

Punishment.

Contracts void.

Repayment, etc.

Sec. 55. 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.

Orders, contracts, etc., to bear true date.

R. S., § 402.

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

Sec. 56. 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.

Contracts not assignable.

R. S., § 3737.

—if assigned, causes annulment.

—right of action reserved.

See secs. 1453 to 1457, as to subletting of contracts for carrying the mail.

Sec. 57. 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.

Contracts not to exceed one year.

R. S., § 3735.

—except for mail

bags, stamps, etc.

Res. 1868, Jan.

31; 15 Stat., 246.

Res. 1874, Mar.

24; 18 Stat., 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. (See sec. 69.)

—money-order supplies.
1883, Mar. 3; 22 Stat., 527.

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. 68.)

—supplies for Free Delivery Service.
1889, Mar. 2, ch. 374; 25 Stat., 841.
—printing post-route maps.
1895, Mar. 2, ch. 177; 28 Stat., 803.
—Postal Guide.
1896, May 28, ch. 252; 29 Stat., 176.

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.

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.

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.

7. The Postmaster General is authorized to contract for a term not exceeding four years, for the supply of any or all articles enumerated under the head of "Supply Division," when, in his judgment, it shall appear to be for the best interests of the service.

Contracts for supplies.
1902, Apr. 21; 32 Stat., 114.

8. The Postmaster General may, in his discretion, enter into contracts for a period of not exceeding four years for the rental of canceling machines, for the hire of the equipages for the City Delivery Service, for the collection service by means of boxes attached to street cars, and for the steamboat and other equipment necessary for the Detroit River postal service.

—canceling machines.
—equipages, City Delivery Service.
1911, Mar. 4; 36 Stat., 1333.

9. 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, * * *.

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

See sec. 96, forbidding contracts for future payments in excess of appropriations.

Collusion among bidders.
1912, Aug. 24; 37 Stat., 553.

10. No contract for furnishing supplies to the Post Office Department or the postal service shall be made with any person who has entered, or proposed to enter, into any combination to prevent the making of any bid for furnishing such supplies, or to fix a price or prices therefor, 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, or to bid at a specified price or prices thereon; and if any person so offending is a contractor for furnishing such supplies, his contract may be annulled, and the person so offending shall be liable to a fine of not less than one hundred dollars nor more than five thousand dollars.

—penalty.

Signing of contracts.
1877, Mar. 3, ch. 103, §§ 2-4; 19 Stat., 335.
First Assistant P. M. Gen.
—for supplies.
—street letter boxes.
Second Assistant Postmaster General.
—for mail transportation.
—mail bags, keys, etc.

Sec. 58. 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.

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.

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.

Third Assistant Postmaster General.
—for stamps, stamped paper, etc.
—official envelopes, etc.

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.

Fourth Assistant P. M. Gen.
—to approve postmasters' bonds.
1893, Dec. 21,
ch. 6; 28 Stat., 21.

5. The bonds of all postmasters may, by the direction of the Postmaster General, be approved and accepted, and the approval and acceptance signed by the First Assistant Postmaster General in the name of the Postmaster General.

First Assistant Postmaster General.
—to approve postmasters' bonds.
1877, Mar. 3; 19 Stat., 335.

II.—PURCHASES, AND CONTRACTS FOR SUPPLIES AND SERVICES—USELESS SUPPLIES.

Sec. 59. There shall be appointed by the President, by and with the advice and consent of the Senate, a purchasing agent for the Post Office Department, who shall hold office for four years unless sooner removed by the President, and who shall * * * give bond to the United States in such sum as the Postmaster General may determine, and report direct to the Postmaster General; and who shall, under such regulations, not inconsistent with existing law, as the Postmaster General shall prescribe, and subject to his direction and control, have supervision of the purchase of all supplies for the postal service.

Purchasing Agent.
—appointment.
1904, Apr. 28,
ch. 1759; 33 Stat., 440.
Bond.

Duties.

The purchasing agent, in making purchases for supplies necessary for the Post Office Department, shall advertise, as now provided by law, and award contracts for such supplies to the lowest responsible bidder in pursuance of existing law. The purchasing agent shall have recorded in a book to be kept for that purpose a true and faithful abstract of all bids made for furnishing supplies to the Post Office Department, giving the name of the party bidding, the terms of the offer, the sum to be paid, and he shall keep on file and preserve all such bids until the end of the contract term to which they relate. Each bidder shall have the right to be present, either in person or by attorney, when the bids are opened, and shall have the right to examine and inspect all bids. All purchases, advertisements, and contracts for supplies for the Post Office Department shall be made by the purchasing agent in the name of the Postmaster General subject to his approval, and in purchasing such supplies preference shall be given to articles of domestic production and manufacture, conditions of price and quality being equal. There shall be separate proposals and separate contracts for each class of material furnished. These records shall be open at all times for the inspection of Congress, and for the inspection of those who may be interested in such contracts made, or to be made, to furnish supplies to the Post Office Department.

Purchasing supplies.

Records of bids.

Inspection of bids.

Preference to domestic products.

Proposals.
Records to be open to inspection.

Preparation of specifications.

2. Specifications for supplies shall be prepared under the direction of the head of the bureau for which the supplies are to be purchased. The Purchasing Agent shall review such specifications carefully, and if he finds them unsatisfactory shall state his objections in writing to the said officer. If, after further consideration, the officer and the Purchasing Agent still disagree, each shall submit a written statement of his position to the Postmaster General.

Advertisement for proposals.

3. The Purchasing Agent shall prepare and issue all advertisements for proposals to furnish supplies and all forms for use in making such proposals. All such proposals shall be opened and examined by a committee appointed by the Postmaster General, which committee shall make a report suggesting such awards as in their judgment are desirable and proper. Such report shall be submitted for review to the Purchasing Agent and the bureau officer, who shall forward it with their recommendations to the Postmaster General for action.

Purchase of contract items.

4. Orders for items under contract shall be drawn by the Purchasing Agent in quintuplicate upon requisitions made by the superintendent or chief of the division requiring the supplies, approved by the head of the bureau. The requisition shall state the appropriation to which the purchase is to be charged, the item number, quantity required, description of the article, unit price, cost, and, when practicable, the estimated time the supply on hand will last; also that these supplies are necessary for the public service and that the available balance of the appropriation is adequate for the purchase. If the Purchasing Agent, because of his knowledge of market conditions, or for other than administrative reasons, doubts the advisability of the purchase at the particular time of the requisition, he shall communicate immediately with the bureau officer, stating the reasons which lead him to believe that the purchase should not be made at that time, and in the event of a disagreement each shall submit a written statement of his position to the Postmaster General. The order shall be sent to the contractor by the Purchasing Agent, the duplicate retained on file, the triplicate sent to the bureau officers, the quadruplicate to the Board of Inspection, and the quintuplicate attached to the contractor's invoice when prepared for payment.

5. Requisitions for articles not under contract shall be made on the Purchasing Agent by the superintendent or chief of the division requiring the supplies, approved by the head of the bureau. The Purchasing Agent, after ascertaining that there is no contract under which the purchase may be made, shall issue the specifications and when practicable send them to three or more responsible dealers so as to reach them at least three days prior to the date fixed for the opening of the bids. If samples are available they will accompany the specifications calling for proposals or a statement will be made as to where samples may be seen. Bids received by the Purchasing Agent and bidders' samples, if furnished, shall be submitted to the officer making the requisition, who will examine them, recommend an award, mark the accepted samples, and return bids and samples to the Purchasing Agent for his action. If a purchase is made, the order shall be drawn in the manner prescribed in paragraph 5. The approved bid shall be held by the Purchasing Agent to be attached to the contractor's invoice, and the accepted sample (if any) shall be forwarded to the Board of Inspection.

Open-market
purchases.

6. Invoices in such forms as will meet the requirements of accounting officers of the Treasury shall be used for purchases for the Post Office Department and for the postal service. Two copies of the proper form shall accompany each order sent to the contractor, except where statements are rendered monthly or at other stated periods, in which case the invoice may be made to cover all orders during the period.

Invoices.

7. A Board of Inspection, consisting of five members appointed by and acting under the direction of the Postmaster General, shall, except as hereinafter provided, receive and inspect all supplies purchased which are delivered in Washington, reporting their findings in quadruplicate to the Purchasing Agent, who, after indorsing his action thereon, shall attach the "original" to the contractor's invoice, retain the "duplicate" on file, send the "triplicate" to the requisitioning officer, and return the "quadruplicate" to the Board of Inspection. The board shall retain custody of the articles until they are accepted or rejected by the Purchasing Agent. If accepted, the articles will be turned over to the requisition-

Receipt and
inspection of sup-
plies.

ing officer, who shall give a receipt therefor. If rejected, they will be disposed of under direction of the Purchasing Agent, provided that when inspections in the field are necessary the Purchasing Agent shall request the Postmaster General to designate one or more persons to perform this duty, and they shall report their findings in the same manner as prescribed for inspections made by the Board of Inspection in Washington. In emergent cases, when the requisitioning officer shows the necessity therefor, the Purchasing Agent may waive the inspection, and in such cases he shall state the reasons for the waiver on the invoice when it is prepared for payment. The Purchasing Agent shall have the right to make an independent inspection, and for this purpose may ask the Postmaster General for any necessary assistance.

Payments.

8. All invoices shall be received by the Purchasing Agent. Those for accepted supplies shall be properly prepared, certified for payment, and transmitted by him to the requisitioning officer, who will enter them on the Postmaster General's journal and then forward the invoice with the journal for payment. A copy of that portion of the journal authorizing payment for purchases shall be sent to the Purchasing Agent for his information.

Rejected supplies.

9. If supplies are rejected the Purchasing Agent shall immediately notify the contractor, the requisitioning officer, and the Board of Inspection, giving the reasons therefor. If contractors fail to remove supplies within the time specified by the Purchasing Agent, the supplies may be sent to storage by the Purchasing Agent at the contractors' risk and expense.

Accounts.

10. The bureau officers shall be responsible for the appropriations under their control and shall keep an accurate account of the expenditures thereunder. The bureau officers shall furnish the Purchasing Agent a statement of the balances of the appropriations under their jurisdiction out of which supplies are purchased as frequently as they are determined. The Purchasing Agent shall keep individual ledger accounts with contractors and such general accounts of expenditures for purchases as he may deem necessary.

Correspondence.

11. Correspondence with contractors and others from whom supplies are purchased shall be conducted by the

Purchasing Agent. Correspondence with postmasters and other postal officials in regard to supplies shall be conducted by the officer controlling the appropriation to which the supplies are chargeable.

12. All appropriations for supplies for the Post Office Department shall be under the control of the Chief Clerk of the department, except the appropriation for post-route maps, which shall be under the control of the Fourth Assistant Postmaster General. The regulations hereinbefore prescribed shall govern purchases under these appropriations.

Sec. 60. 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.

2. And the advertisement for such proposals shall be made by all the executive departments, including the Department of Labor, 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 establishments 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 statements of the proposed action of each department and the Government establishment thereon, shall be submitted to a board, consisting of one of the Assistant Secretaries of the Treasury and the 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.

Supplies for department.

Advertisements for proposals.
R. S., § 3700.

Exigency purchase in open market.

Proposals for certain supplies to be called for at same time by all departments.
1894, Jan. 27; 23 Stat., 33.

—except.

—time of opening designated.

—board to consider.

Advertisements for proposals.

Fuel, ice, stationery, and miscellaneous supplies for executive departments at Washington.

1894, Apr. 21; 28 Stat., 62.

Executive order, May 13, 1905.

Contracts by officers of U. S., involving employment of labor. —to contain stipulation, etc.

Supplies for parcel-post system.

1912, Aug. 24; 37 Stat., 558.

Proposals for certain supplies to be advertised for by Secretary of the Treasury.

General supply committee.

1910, June 17; 35 Stat., 531.

—duties.

—annual schedule, miscellaneous supplies.

—proper fulfillment of contracts.

Secretary of Treasury to prescribe rules.

Articles for use of two or more departments.

Secretary of the Treasury to amend schedule.

One bond required for each contract.

3. The provisions * * * shall apply only to advertisements 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 therein named; and no advertisements made or contracts awarded or to be awarded thereon since January twenty-seven, eighteen hundred and ninety-four, in accordance with the laws in force prior to said date, shall be declared to be illegal or invalid for noncompliance with said law of January twenty-seven, eighteen hundred and ninety-four.

4. All contracts which shall hereafter be entered into by officers or agents of the United States involving the employment of labor in the States composing the Union, or the Territories of the United States contiguous thereto, shall, unless otherwise provided by law, contain a stipulation forbidding, in the performance of such contracts, the employment of persons undergoing sentences of imprisonment at hard labor which have been imposed by the courts of the several States, Territories, or municipalities having criminal jurisdiction.

Sec. 61. The Postmaster General shall provide such special equipment, maps, stamps, directories, and printed instructions as may be necessary for the administration of this section. (Parcel-post act.)

Sec. 62. All supplies of fuel, ice, stationery, and other miscellaneous supplies for the executive departments and other Government establishments in Washington, when the public exigencies do not require the immediate delivery of the article, shall be advertised and contracted for by the Secretary of the Treasury, instead of by the several departments and establishments, upon such days as he may designate. There shall be a general supply committee in lieu of the board provided for in section thirty-seven hundred and nine of the Revised Statutes as amended, composed of officers, one from each such department, designated by the head thereof, the duties of which committee shall be to make, under the direction of the said Secretary, an annual schedule of required miscellaneous supplies, to standardize such supplies, eliminating all unnecessary grades and varieties, and to aid said Secretary in soliciting bids based upon formulas and specifications drawn up by such experts in the service of the Government as the committee may see fit to call upon, who shall render whatever assistance they may require. The committee shall aid said Secretary in securing the proper fulfillment of the contracts for such supplies, for which purpose the said Secretary shall prescribe, and all departments comply with, rules providing for such examination and tests of the articles received as may be necessary for such purpose; in making additions to the said schedule; in opening and considering the bids, and shall perform such other similar duties as he may assign to them: *Provided*, That the articles intended to be purchased in this manner are those in common use by or suitable to the ordinary needs of two or more such departments or establishments; but the said Secretary shall have discretion to amend the annual common supply schedule from time to time as to any articles that, in his judgment, can as well be thus purchased. In all cases only one bond for the proper performance of each contract shall be required, notwithstanding that supplies for more than one department or Government establishment are included

in such contract. Every purchase or drawing of such supplies from the contractor shall be immediately reported to said committee. No disbursing officer shall be a member of such committee. No department or establishment shall purchase or draw supplies from the common schedule through more than one office or bureau, except in case of detached bureaus or offices having field or outlying service, which may purchase directly from the contractor with the permission of the head of their department: *And provided further*, That telephone service, electric light, and power service purchased or contracted for from companies or individuals shall be so obtained by him.

Report of purchases to committee.

Disbursing officers not allowed on committee.

Supplies not to be drawn through more than one bureau.

—except.

Telephone, electric light, and power service.

NOTE.—This act does not apply to supplies for the postal service. See decision of the comptroller dated Apr. 2, 1912.

Note.

Sec. 63. 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.

Bidders to be notified of opening of bids.

R. S., § 3710.

—may be present.

Sec. 64. The head of a bureau, the Chief Clerk of the Post Office Department, or the chief of a division who certifies to the correctness of any bill or account contracted for, or through, his division, 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.

Committee to examine bids and contracts.

—who not to be members.

Sec. 65. Proposals shall be invited by advertisement prior to the beginning of each fiscal year for the purchase of waste material from the mail-bag repair shop which the department may have for sale during the ensuing fiscal year, and a contract made therefor.

Waste material.

—contract for sale.

2. The Chief Clerk and superintendent of the department buildings shall provide for the collection of waste paper and its delivery to the Public Printer.

—waste paper, collection of.

3. All sales of other property and unserviceable material of the department shall be made by the Chief Clerk and superintendent as may be specially directed by the Postmaster General.

Useless property and material.

4. All money for the sale of useless property or materials shall be collected by the Superintendent Division of Finance, who shall deposit the same in the Treasury and render account therefor.

Payments for useless property, etc., how collected and deposited.

—accounts thereof.

Sec. 66. 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,

Record and report of property in department.

R. S., § 397.

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.

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; 25 Stat., 672.
1881, Mar. 3, ch. 130; 21 Stat., 385.
—report to Congress.

—sale, etc., how authorized.

See sec. 362, as to disposition of useless files; sec. 1478, as to disposition as waste paper of certain reports of arrivals and departures of mails and certificates of oath of mail carriers.

Advertisements for proposals.

Sec. 67. 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, including the printing of post-route maps and the Official Postal Guide. The Chief Clerk of the Post Office Department shall supervise the printing of the Official Postal Guide.

Exigency purchases.

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.

—bids.

Blank forms, etc., for the Money-Order Service.

Sec. 68. 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 term of contract, and is included in sec. 57.

Sec. 69. 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. * * *

2. The Postmaster General shall contract, for a period not exceeding four years, for all envelopes, stamped or otherwise, designed for sale to the public, or for use by the Post Office Department, the postal service, and other executive departments, and all Government bureaus, and establishments, and the branches of the service coming under their jurisdiction, and may contract for them to be plain or with such printed matter as may be prescribed by the department making requisition therefor.

Sec. 70. 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. * * *

Sec. 71. 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.

Sec. 72. * * * 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.

Sec. 73. The distribution of pouches, sacks, and locks,

1883, Mar. 3; 22 Stat., 527.
See R. S., § 4048.
—proposals for furnishing.
—contracts.
—estimates for furnishing by Public Printer and Bureau of Engraving and Printing.

Note.

Official envelopes.
1895, Jan. 12, ch. 23, § 96; 28 Stat., 624.
—contract for.

Contracts for four years.
1906, June 26; 34 Stat., 476.

Envelopes, plain or printed.

Uniform canceling ink.
1878, June 20, ch. 359; 20 Stat., 266.
—may be adopted, when.

—distribution of.

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

Delivery of supplies by contractors.
1894, July 16, ch. 137, § 2; 28 Stat., 104.

Distribution of supplies, etc.

and other supplies for the performance of work for the postal service shall be under the supervision of the following officers:

—by Second Assistant Postmaster General.

(a) Second Assistant Postmaster General—Division of Railway Mail Service: Mail pouches, sacks, and locks other than those used exclusively in the city and rural delivery service.

—by Third Assistant Postmaster General.

(b) Third Assistant Postmaster General—Division of Stamps: Postage stamps, stamped envelopes, newspaper wrappers, and postal cards.

—by Fourth Assistant Postmaster General.

(c) Fourth Assistant Postmaster General—Division of Supplies: Practically all blanks, books, stationery, general supplies, letter-box locks, mail keys and key chains, and office appliances used in the postal service.

List of Postal Supplies.

2. A catalogue entitled "List of Postal Supplies," giving the form numbers and a brief description of every article supplied by the Division of Supplies, will be furnished to all post offices, the Railway Mail Service, and post-office inspectors upon request, and it should be consulted whenever a requisition is made for additional supplies.

III.—ADVERTISEMENTS.

Advertising.
R. S., § 3823.

—authority for, to be in writing.
—bill therefor.

Sec. 74. 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; 20 Stat., 250.

See 1876, July 31, ch. 246; 19 Stat., 102.
—not to exceed commercial.

Sec. 75. 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. 1410 to 1413, as to advertisement of mail lettings.

IV.—PRINTING AND BINDING.

Printing and binding.

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

—only as authorized by law.

Sec. 76. 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.

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.

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.

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.

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. * * *

V.—OFFICIAL BONDS.

Sec. 77. 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. 13, as to bond of Superintendent Division of Finance; sec. 10, of disbursing clerk; sec. 34, of post-office inspectors; sec. 256, of postmasters; sec. 316, of clerks in post offices; sec. 639, of letter carriers; sec. 1548, of railway postal clerks.

Sec. 78. 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.

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

1895, Jan. 12, ch. 23, § 94; 28 Stat., 623.
—of annual reports.

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

—not to be in excess of appropriation.

1895, Jan. 12, ch. 23, § 89; 23 Stat., 622.

Reports of mail contracts not to be printed.

1895, Jan. 12, § 73; 28 Stat., 612.
See R. S., § 3797.

Bonds of persons employed in department and postal service.

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

Official bonds.
1895, Mar. 2, ch. 177, § 5; 28 Stat., 807.

—to be examined every two years.

—to be renewed every four years.

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. 262.)

—liability on, to cover period of service.
Postmasters' bonds not affected.

VI.—CORPORATE SECURITY ON OFFICIAL BONDS AND CONTRACTS.

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

Sec. 79. Official bonds, contracts, and undertakings executed by a company authorized to do business under the act of Congress approved August 13, 1894 (28 Stat., 279), as amended by act of March 23, 1910 (36 Stat., 241), 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.

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

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

Corporate surety.
—not to be exacted.

3. 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.

Limitation of cost.
1909, Aug. 5; 36 Stat., 125.

4. Until otherwise provided by law no bond shall be accepted from any surety or bonding company for any officer or employee of the United States which shall cost more than thirty-five per centum in excess of the rate of premium charged for a like bond during the calendar year nineteen hundred and eight: *Provided*, That hereafter the United States shall not pay any part of the premium or other cost of furnishing a bond required by law or otherwise of any officer or employee of the United States.

United States to pay no part of premium or cost.

Certificate required.

5. On every bond of an officer or employee of the postal service accepted from any surety or bonding company there shall appear a certificate, signed by the person signing for the surety or bonding company, stating the amount of the premium per \$1,000 on said bond and the rate of premium charged by said company for a like bond during the calendar year 1908, where such bonds were

issued by said company during that year. If no such bond was issued during said year, that fact shall be stated.

Sec. 80. No company having authority under the act of Congress of August 13, 1894 (28 Stat., 279), to do business with the United States shall be accepted as sole surety on any recognizance, stipulation, bond, or undertaking under this department the penal sum of which is greater than 10 per cent of the paid-up capital and surplus of such company. Surety companies authorized to act on bonds.

2. Two or more companies may be accepted as sureties on any recognizance, stipulation, bond, or undertaking under this department the penal sum of which does not exceed the limit herein prescribed of their aggregate paid-up capital and surplus; and in such cases each company may limit its liability, in terms, upon the face of the bond, to a definite specified amount, such amount to be in all cases, however, within the limitations herein prescribed. In cases where the law expressly or impliedly requires or contemplates it, every such recognizance, stipulation, bond, or undertaking shall be executed by the principal and sureties jointly and severally.

3. No company shall be accepted as surety on any recognizance, stipulation, bond, or undertaking under this department which shall execute any recognizance, stipulation, bond, or undertaking on behalf of any individual, firm, association, or corporation, whether or not the United States is interested as a party thereto, the penal sum of which is greater than 10 per cent of the paid-up capital and surplus of such company, except under the conditions and limitations herein prescribed.

4. No portion of any recognizance, stipulation, bond, or undertaking shall be included in determining the limitations herein prescribed which shall have been reinsured at the time of execution and delivery of the original obligation, or within 20 days thereafter, in a company authorized to do business under the act above referred to, within the limitations herein prescribed, or in such companies and under such limitations as the Secretary of the Treasury shall have approved, provided that on every such recognizance, stipulation, bond, or undertaking in which the United States is interested as a party, the reinsurance agreement shall be executed

simultaneously with the original obligation by a company authorized to do business under the act of August 13, 1894, and shall run directly to the United States.

5. The amount of paid-up capital and surplus of every such company shall be determined by the annual and quarterly financial statements filed with the Secretary of the Treasury as herein provided, or by reports upon current examinations made by the insurance departments of the several States or by the Attorney General of the United States. The Secretary of the Treasury will keep the other executive departments advised, from time to time, as to the status and qualifying power of the various companies under these instructions.

6. In the event that it becomes necessary to waive the limitations herein prescribed on any recognizance, stipulation, bond, or undertaking given to the United States, notice of such waiver and the manner in which the excess is required to be covered shall in each instance be immediately transmitted by letter to the head of each of the other executive departments.

7. Failure on the part of any company to comply with the provisions of these instructions will be considered sufficient ground for refusing to accept further such company as surety on obligations under this department during the continuance of such delinquency, and in the event of persistent failure to observe the provisions of these instructions the name of any such company will be eliminated from the published list of sureties acceptable to this department.

VII.—ANNUAL REPORTS.

Reports to Congress.

R. S., § 413.
1897, Mar. 3, ch. 385; 29 Stat., 644.
—of finances.

Sec. 81. The Postmaster General shall make the following annual reports to Congress:

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 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; 23 Stat., 612.

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.

2. The Postmaster General shall each year prepare and submit in his annual report to Congress estimates of the revenue and expenditures in the postal service for the fiscal year current and also for the fiscal year next ensuing at the time said report is submitted, together with a statement of the receipts and expenditures for the preceding completed fiscal year.

Sec. 82. 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.

Sec. 83. 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. 178, as to reports of Auditor for Post Office Department.

Sec. 84. 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.

Sec. 85. 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.

Sec. 86. 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. 150, as to annual report of action on postmasters' claims for credit on account of losses; sec. 66, as to reports of department property, etc.

Sec. 87. 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

—of revenues and expenditures for current and ensuing fiscal years. 1907, Mar. 2; 34 Stat., 1217.

Postal-car service. 1879, Mar. 3, ch. 180; 20 Stat., 357. —report of increase or diminution of.

Financial condition to be shown by report of Auditor. 1876, July 12, ch. 179, § 4; 19 Stat., 80.

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

Former appropriations.

Disbursing officers to return statements of next preceding year.

Report of employees in the P. O. Dept. 1890, July 11, ch. 667, § 2; 26 Stat., 228. —below standard of efficiency.

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

Reports to the President. —to be made annually.

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.

—of condition of business to be made quarterly. 1898, Mar. 15, ch. 68, § 7; 30 Stat., 316.

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.

Failure to make returns or reports.

R. S., § 1780.
1909, Mar. 4, ch. 321, § 101; 35 Stat., 1107.

Punishment.

Sec. 88. Every officer who neglects or refuses to make any return or report which he is required to make at stated times by any act of Congress or regulation of the Department of the Treasury, other than his accounts, within the time prescribed by such act or regulation, shall be fined not more than one thousand dollars.

CHAPTER 6.

DISBURSEMENTS AND ACCOUNTS OF THE POST OFFICE DEPARTMENT.

I.—APPROPRIATIONS—ACCOUNTS.

Annual estimates.

See R. S., §§ 3660-3665, 3669; 1875, Mar. 3, ch. 130, § 3; 18 Stat., 371; 1901, Mar. 3, ch. 830; 31 Stat., 1003.

—for salaries.
—supplies.
—rent of buildings.
—post-route maps.
—Postal Guide.

Sec. 89. 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 Guides shall be prepared annually on or before October 15, to be submitted to Congress through the Secretary of the Treasury.

Note.
—distinct from postal service.

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. 92.)

See sec. 133, as to estimates for the postal service; sec. 10, par. 5, as to payments by disbursing clerk.

Accounts of disbursing clerk.

—to be prepared quarterly.
—examination of.

Sec. 90. The disbursing clerk shall prepare his accounts quarterly, and submit the same to the Postmaster General for examination and for transmission to the Auditor for the Post Office Department.

Receipts.
—post-route maps.

2. The disbursing clerk shall deposit monthly in the Treasury to the credit of the appropriation for

“Post-route maps,” all moneys realized from the sale of post-route maps, and render a quarterly account thereof, accompanied with a certified copy of the monthly statement of orders forwarded to the Division of Supplies.

3. The accounts of the disbursing clerk shall be made in duplicate, and one copy filed in his office.

Accounts of disbursing clerk in duplicate.

Sec. 91. The disbursing clerk shall make a report to the Postmaster General at the close of each quarter, showing the fiscal transactions of his office for the respective quarter, which shall include a statement of the amount deposited with the Treasurer of the United States; the amounts received from the sale of post-route maps, from the sale of old material, and from all other sources; the amounts disbursed for salaries and for other purposes; also the balance on deposit with the Treasurer of the United States subject to check, and the amount of cash on hand at the close of the quarter.

Quarterly report of disbursing clerk.

2. At the close of each quarter a committee of three appointed by the Postmaster General, shall examine the accounts, count the cash on hand, verify the balances on hand and subject to check at the close of business on the last day of the quarter, and shall certify the result of their examination in writing to the Postmaster General.

Examination of accounts of disbursing clerk.

II.—REQUISITIONS—PAYMENTS.

Sec. 92. Requisitions on the Treasury for salaries shall be made and presented to the Postmaster General at such time, and for such amount only, as may be necessary to meet the customary semimonthly payments. Requisitions for all other objects shall be made for no greater amount than will be required for disbursement during one month from the date of the requisition, and on the first day of each month a statement showing the condition of all appropriations shall be furnished to the Postmaster General, and filed and preserved in the office of the Chief Clerk.

Salary requisitions on Treasury.

Monthly statement showing condition of appropriations.

Sec. 93. All salaries shall be paid in cash upon monthly pay rolls, which shall first be submitted to the Chief Clerk, who shall certify, before payment is made, that the names and salaries as therein stated are correct as shown by the records in his office, and that the amounts are severally due to the respective persons named.

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

Payments (except salaries) by check.

2. Payments for all sums of \$10 and upward (except salaries) shall be made by the check of the 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. 96, as to limitations on expenditures.

III.—CARE OF PUBLIC FUNDS.

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

Sec. 94. 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. 95. 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., § 3673.
See 1878, June 19, ch. 329; 20 Stat., 178; R. S., §§ 3690, 3691.

Sec. 96. 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.

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

See 1875, Mar. 3, ch. 129; 18 Stat., 367; R. S., § 3682.
—written order for expenditures from.
R. S., § 3683.

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 and 3682, apply also to the postal service. See sec. 84, as to annual report of expenditures from contingent fund; and Mar. 15, 1898 (30 Stat., 316), as to restriction on purchase of books.

4. No executive department or other Government establishment of the United States 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 or other obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law. Nor shall any department or any officer of the Government 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. All appropriations made for contingent expenses or other general purposes, except appropriations made in fulfillment of contract obligations expressly authorized by law, or for objects required or authorized by law without reference to the amounts annually appropriated therefor, shall, on or before the beginning of each fiscal year, be so apportioned by monthly or other allotments as to prevent expenditures in one portion of the year which may necessitate deficiency or additional appropriations to complete the service of the fiscal year for which said appropriations are made; and all such apportionments shall be adhered to and shall not be waived or modified except upon the happening of some extraordinary emergency or unusual circumstance which could not be anticipated at the time of making such apportionment, but this provision shall not apply to the contingent appropriations of the Senate or House of Representatives; and in case said apportionments are waived or modified as herein provided, the same shall be waived or modified in writing by the head of such executive department or other Government establishment having control of the expenditure, and the reasons therefor shall be fully set forth in each particular case and communicated to Congress in connection with estimates for any additional appropriations required on account thereof. Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than one hundred dollars or by imprisonment for not less than one month.

5. In addition to the apportionment required by the so-called anti-deficiency act, approved February twenty-seventh, nineteen hundred and six (Statutes at Large, volume thirty-four, page forty-nine), the head of each executive department shall, on or before the beginning of each fiscal year, apportion to each office or bureau of his department the maximum amount to be expended therefor during the fiscal year out of the contingent fund or funds appropriated for the entire year for the department, and the amounts so apportioned shall not be increased or diminished during the year for which made except upon the written direction of the head of the department, in which there shall be fully expressed his reasons therefor; and hereafter there shall not be purchased out of any other fund any article for use in any office or bureau of any executive department in Washington, District of Columbia, which could be purchased out of the appropriations made for the regular contingent funds of such department or of its offices or bureaus.

6. No book or document not having to do with the ordinary business transactions of the executive departments shall be printed on the requisition of any executive department or unless the same shall have been expressly authorized by Congress.

Expenditures in excess of appropriations forbidden. 1906, Feb. 27, ch. 510; 34 Stat., 49.

Voluntary service.

Allotments to prevent deficiencies.

Exceptions in emergencies.

Appropriations for Congress.

Written orders required.

Penalty for violations.

Annual apportionment of contingent fund. 1912, Aug. 23; 37 Stat., 414.

Restriction on printing books by departments. 1905, Mar. 3, ch. 1484; 33 Stat., 1249.

Restriction on
Illustration, etc.
1905, Mar. 3, ch.
1483; 33 Stat.
1213.

7. No part of the appropriations made for printing and binding shall be used for any illustration, engraving, or photograph in any document or report ordered printed by Congress, unless the order to print expressly authorizes the same, nor in any document or report of any executive department or other Government establishment until the head of the executive department or Government establishment shall certify in a letter transmitting such report that the illustration is necessary and relates entirely to the transaction of public business.

Private tele-
phone tolls.
1912, Aug. 23,
§ 7; 37 Stat., 414.

8. No money appropriated by this or any other act shall be expended for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except for long-distance telephone tolls required strictly for the public business, and so shown by vouchers duly sworn to and approved by the head of the department, division, bureau, or office in which the official using such telephone or incurring the expense of such tolls shall be employed.

Publications
for public distri-
bution.
1912, Aug. 23,
§ 8; 37 Stat., 414.
—preparation for
mailing.

9. No money appropriated by this or any other act shall be used after the first day of October, nineteen hundred and twelve, for services in any executive department or other Government establishment at Washington, District of Columbia, in the work of addressing, wrapping, mailing, or otherwise dispatching any publication for public distribution, except maps, weather reports, and weather cards issued by an executive department or other Government establishment at Washington, District of Columbia, or for the purchase of material or supplies to be used in such work; and on and after October first, nineteen hundred and twelve, it shall be the duty of the Public Printer to perform such work at the Government Printing Office. Prior to October first, nineteen hundred and twelve, each executive department and other Government establishment at Washington, District of Columbia, shall transfer to the Public Printer such machines, equipment, and materials as are used in addressing, wrapping, mailing, or otherwise dispatching publications; and each head of such executive department and other Government establishment at Washington, District of Columbia, shall furnish from time to time to the Public Printer mailing lists, in convenient form, and changes therein, or franked slips, for use in the public distribution of publications issued by such department or establishment; and the Public Printer shall furnish copies of any publication only in accordance with the provisions of law or the instruction of the head of the department or establishment issuing the publication. The employment of all persons in the several executive departments and other Government establishments at Washington, District of Columbia, wholly in connection with the duties herein transferred to the Public Printer, or whose services can be dispensed with or devolved upon another because of such transfer, shall cease and determine on or before the first day of October, nineteen hundred and twelve, and their salaries or compensation shall lapse for the remainder of the fiscal year nineteen hundred and thirteen and be covered into the Treasury. A detailed statement of all machines, equipment, and material transferred to the Government Printing Office by operation of this provision and of all employments discontinued shall be submitted to Congress at its next session by the head of each executive department and other Government establishments at Washington, District of Columbia, in

Duty of Public
Printer after Oct.
1, 1912.

the annual estimates of appropriations: *Provided*, That nothing in this section shall be construed as applying to orders, instructions, directions, notices, or circulars of information, printed for and issued by any of the executive departments or other Government establishments or to the distribution of public documents by Senators or Members of the House of Representatives or to the folding rooms and documents rooms of the Senate or House of Representatives.

Sec. 97. 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 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 direction 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. 139.)

Departmental orders not included.
Payments not to be made in advance.
R. S., § 3848.

—nor to exceed value of articles, etc.

Advances may be made to disbursing officers, when.

Sec. 98. The appropriations * * * made for the officers, clerks, and persons employed in the public service shall not be available for the compensation of any persons incapacitated otherwise than temporarily for performing such service.

Incapacitated employees.
—not to be paid.
1912, Aug. 23;
37 Stat., 413.

NOTE.—The above clause is taken from the appropriation act for the fiscal year 1913, and merely refers thereto. A similar clause was included in previous appropriation acts. (See sec. 22, as to civil pension roll, etc.)

Note.

Sec. 99. 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; 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.

Extra compensation.
—as acting officer forbidden.
R. S., § 1764.
—for extra services forbidden, unless.

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. 4), is not by reason thereof entitled to any other compensation than that attached to his proper office.

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

NOTE.—These statutes overlap each other, but are both quoted for reference.

Note.

See sec. 141, as to similar provisions applicable to the departmental and postal service alike. The two sets of statutes practically cover the same subject.

See sec. 159, as to holding two offices.

V.—POST-ROUTE AND PARCEL-POST MAPS.

Sec. 100. The Postmaster General may authorize the sale to the public of post-route maps and rural-delivery maps or blue prints 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 and rural-delivery maps or blue prints.

Post-route maps.
—sale of.
1912, Aug. 23;
37 Stat., 403.
—proceeds, how used.

NOTE.—The provision relating to the sale of post-route and rural-delivery maps has been repeated in appropriation acts for several years past, the last one being referred to in the margin.

Note.

- application for. 2. Application for the purchase of post-route and rural-delivery maps and payment therefor shall be made to the disbursing clerk, who shall draw an order on the Superintendent Division of Supplies for them.
- prepared by department. 3. Post-route and rural-delivery maps shall be prepared by and printed under the supervision of the Superintendent Division of Supplies of the Post Office Department. The maps shall not bear the name or any imprint of the contractor doing the printing.
- contractor's imprint not permissible on. 4. The Superintendent Division of Supplies shall issue all maps 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 Fourth Assistant Postmaster General.
- issued to postal service. 5. Postmasters shall make requests on their respective division superintendents of the Railway Mail Service for special diagram maps for preparation of clerks for examination. Requests for maps required by post offices in the dispatch of mails shall be made on the Fourth Assistant Postmaster General, Division of Supplies.
- issued to postmasters. 6. The Superintendent Division of Supplies shall issue all post-route and rural-delivery maps sold through the disbursing clerk on the written order of the latter.
- when sold to be on order disbursing clerk. 7. The Superintendent Division of Supplies at the end of each month shall make a statement in duplicate of all orders received from the disbursing clerk, one copy to be forwarded to the latter and one to the Auditor for the Post Office Department.
- accounts of sales. 7. The Superintendent Division of Supplies at the end of each month shall make a statement in duplicate of all orders received from the disbursing clerk, one copy to be forwarded to the latter and one to the Auditor for the Post Office Department.

See sec. 67, as to contract for printing post-route maps.

Parcel-post maps and guides, sale of.

Sec. 101. Application for the purchase of parcel-post maps and guides, and payment therefor, should be made to the Third Assistant Postmaster General, Division of Finance, who shall draw an order on the Superintendent Division of Supplies for them. The Superintendent Division of Supplies at the end of each month shall make a statement in duplicate of all orders received from the Third Assistant Postmaster General, Division of Finance, one copy to be forwarded to the Auditor for the Post Office Department and the other to be transmitted to the Third Assistant Postmaster General, Division of Finance.

Account of sales.

CHAPTER 7.

REVENUES OF THE POSTAL SERVICE.

I.—SOURCES OF REVENUE.

Sec. 102. Revenues from all sources, except so much of the receipts at post offices as may be needed to pay the authorized expenditures thereof, shall be deposited in the Treasury or designated national banks for the use of the Post Office Department.

Revenues to be deposited in Treasury.—except.

NOTE.—The revenues 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) Excess of profit accruing from postal-savings deposits or investment of postal-savings funds.

1910, June 25, § 9, 36 Stat., 810.

Money-order funds are not part of the postal revenues. (See sec. 1226, as to money-order funds; sec. 187, as to expenditures by postmasters out of receipts of office; sec. 357, as to key-deposit funds.)

Money - order funds not part of postal revenues.

Sec. 103. 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. 232, as to collection of fines, penalties, and forfeitures, and payment of half to informer; sec. 142, as to money stolen from the mails; sec. 90, as to deposit of proceeds of sales of waste material in Post Office Department as part postal revenues; sec. 362, as to sale of waste paper and twine by postmasters.

Sec. 104. Receipts from the transportation of mails for foreign countries arising under the Postal Union Convention and other postal conventions, and balances due the United States from foreign countries which are paid by remittances to the Post Office Department, upon periodical

Receipts from transportation foreign mail.

—how accounted for. adjustments, shall be deposited in the Treasury as “foreign-mail transit service.”

II.—DISPOSITION OF REVENUES—DEPOSITARIES.

Money to be paid to depositaries. **Sec. 105.** 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 by law or as directed by the Postmaster General, pay over all such moneys, not otherwise legally expended, to their designated depositaries.

—as directed by Postmaster General.

See sec. 363, as to deposits of postal funds by postmasters; secs. 111 to 118, as to treatment of deposits by depositaries; sec. 1241, as to remittances of money-order funds; sec. 1247, as to depositaries for money-order funds; sec. 113, as to receipts or certificates of deposit.

Depositaries for postal funds. **Sec. 106.** The Treasurer and assistant treasurers of the United States, such Government depositaries 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. 1246 to 1251, as to depositaries for money-order funds.

Remittance of surplus funds from depository post offices. **Sec. 107.** Postmasters at depository offices will remit surplus postal funds to the Treasurer or such assistant treasurer of the United States or Government depository as may be designated by the Postmaster General.

Payment of postal revenues into the Treasury. **Sec. 108.** 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.

R. S., § 407.
1894, Jan. 22, ch. 17; 28 Stat., 23.
See 1396, May 28, ch. 252, § 5; 29 Stat., 179.
Duplicate receipts for deposits.

Note. **Method of collecting revenue.** **NOTE.**—The postal revenues are generally collected in depository post offices under the provisions of sec. 105, and by such depositaries are remitted to the Treasurer, or an assistant treasurer, or Government depository (sec. 107), as provided above. Only one certificate of deposit is issued in case of deposits of money-order funds (see sec. 1249). (See sec. 1241, as to deposit of money-order funds.)

Transfer of money. **Sec. 109.** 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.

R. S., § 3641.
—how made.
—when.

Note. **Method of transfers.** **NOTE.**—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. 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 Government depositaries. (See sec. 136.)

Sec. 110. 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.

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

NOTE.—The revenues of the postal service are used to meet the expenditures, but all such revenues, whether disbursed directly by postmasters (see sec. 140) or deposited with the Treasurer and disbursed upon warrants (see sec. 136), are brought into the Treasury by warrant of the Postmaster General, and all expenditures are charged against the proper appropriations. (See sec. 134, as to appropriations for services.)

Note.

III.—TREATMENT OF DEPOSITS BY DEPOSITARIES.

Sec. 111. Postmasters at depository post offices shall keep accurate accounts of all remittances received; and the same rules in regard to the care of such funds shall be observed as in the case of the regular funds of the office. (See sec. 361.)

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

2. All deposits shall 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 the deposits as may be necessary will be utilized for this purpose.

—to be used same as regular receipts.

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. 1246 to 1251, relating to money-order depositories; the distinctions must be carefully observed.

Note.
Distinctions between postal and money-order funds.

See sec. 107, as to remittances of surplus funds by depository offices; sec. 378, as to entry of deposits in postal account; sec. 203, as to reports of deposits to Auditor.

Sec. 112. Every depository 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.

Keeping of accounts by depositories.
R. S., § 2642.

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

Note.

Sec. 113. Depositaries and postmasters at depository offices for postal funds shall enter in the proper account every deposit received (see sec. 378) and make out two cer-

Postal funds, account of deposits.

Duplicate certificates.—how treated. certificates therefor. The duplicate certificate shall be sent to the postmaster making the deposit (see sec. 373) and the original kept until the end of the week or transcript period in which the deposit is received, when all such certificates shall 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 shall not include deposits covering different quarters or terms of service; in such cases separate certificates shall be issued specifying the quarters or periods within a quarter for which deposit is made.

Deposits for other postmasters.—how treated. 3. When one postmaster makes a remittance for another, the certificate shall be issued in the name of the postmaster for whom the deposit is made. (See sec. 371.)

Certificates.—how numbered. 4. Certificates of deposit shall 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. When 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.

See sec. 1249, as to money-order funds.

Record of deposits.—to be entered on date of receipt. *Sec. 114. The amount of all deposits which reach depository post offices during business hours shall appear in the account for that day, and the certificates of deposit shall be issued the same day.

Issue of certificates. 2. When it is impracticable to issue and mail all certificates during the same day in which the remittances are received, they shall be issued and mailed on the following day, and shall bear the date of the receipt of the remittances.

—to bear date of receipt. Sec. 115. When 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.

Errors in remittance letters.—certificate to issue for actual deposit. Sec. 116. The Treasurer of the United States, the assistant treasurers of the United States, and depository postmasters accept drafts issued by national or State banks, Post Office Department warrants, pension checks, checks of disbursing postmasters, and other kinds of Government paper, provided satisfactory arrangements are made for the acceptance of such drafts, checks, and other

Unauthorized drafts.—report of use of.

paper at the risk and cost of remitting postmasters. Certificates for such deposits will not be issued until the amount of drafts or warrants has been collected.

2. When a draft can not be collected notice shall be sent immediately to the postmaster making the deposit, and to the Third Assistant Postmaster General, Division of Finance.

Failure to collect drafts.
—notice of.

3. When exchange must be paid for the collection of any draft, it should be deducted from the amount of the deposit.

Exchange to be deducted from deposit.

4. All inquiries concerning the use of drafts and Government paper for the deposit of postal funds should be addressed to the Third Assistant Postmaster General, Division of Finance.

Inquiries, to whom to be made.

See sec. 1248, as to money-order funds; secs. 1242 and 1250, as to remittances of money-order funds by means of drafts.

Sec. 117. Postmasters at depository offices shall designate two employees both of whom shall take part in opening each registered package containing a remittance in currency, and shall examine and count the contents, and compare the same with the remittance letter. If any discrepancy is found in the amounts, it shall be carefully noted on the letter over the initials of both witnesses, and on the letter envelope, which should be forwarded to the Chief Inspector, with a report, as required by paragraph 2 of this section. When 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 possible controversy concerning it shall have been settled.

Remittances in currency.
—by whom opened.
—how opened and verified.

—discrepancy to be noted, how.

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

2. In case of any deficiency in a remittance of postal funds, 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 Finance, and also to the Chief Inspector and the inspector in charge of the division in which the post office is located.

Report of deficiency.

See sec. 1248, as to money-order funds.

3. When 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 the notes or coins be counterfeit, stamp or

Counterfeits.
—how treated.

brand them in accordance with instructions from the Treasury Department, which department, under its regulations, will retain such counterfeit notes or coins and acknowledge receipt thereof to the remitting postmaster.

Postmasters to be notified of errors.

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

Errors in remittance.

Sec. 118. Whenever 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 when a remittance or the letter accompanying the same is not prepared in accordance with the instructions in section 371, a report giving the office and date of remittance shall be made to the Third Assistant Postmaster General, Division of Finance, in the case of postal funds.

Antedating of remittance letters.

—to be reported.

See sec. 1248, as to money-order funds.

CHAPTER 8.

POSTAGE STAMPS AND OTHER STAMPED PAPER.

I.—POSTAGE STAMPS—POSTAL-SAVINGS STAMPS.

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

Sec. 119. 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.

See sec. 537, as to use of stamps.

Books of stamps.

—how prepared.

Sec. 120. Books containing postage stamps, interleaved with nonadhesive paper, shall be issued and supplied to postmasters, for sale to the public. Such books shall be charged to postmasters and sold to purchasers at their postage value, and 1 cent additional for each book.

—how charged to postmasters.

See secs. 334 and 335, as to requisitions for books of stamps; sec. 332, as to sale of same by postmasters.

Coiled stamps.

2. Postage stamps, of denominations determined by the department, shall be issued in coils of 500 and of 1,000 stamps each, and shall be charged to postmasters and sold to the public at the cost of coiling in addition to the postage value of the stamps.

3. Postage stamps, of denominations determined by the department, shall be supplied without perforations when desired by purchasers in that form for use in automatic stamp-affixing or stamp-vending machines.

Sec. 121. * * * (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.

See secs. 587 to 591 and 630, as to use of postage-due stamps.

Sec. 122. 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. 345 to 348).

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

See Title Five, ch. 3, "Special-delivery service." See sec. 845, as to use of ordinary stamps for special-delivery service.

2. It is made the duty of the Postmaster General to prepare postal savings cards and postal savings stamps of denominations of ten cents, and to keep them on sale at every postal savings depository office, and to prescribe all necessary rules and regulations for the issue, sale, and cancellation thereof.

3. The Postmaster General is hereby directed to prepare and issue special stamps of the necessary denominations for use, in lieu of penalty or franked envelopes, in the transmittal of free mail resulting from the administration of this act (postal-savings act). (See sec. 501.)

II.—STAMPED ENVELOPES AND WRAPPERS.

Sec. 123. 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: [Provided, That no envelope shall be sold by the Government containing any lithographing or engraving, nor any printing nor 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.

Note. NOTE.—The clauses in brackets show the amendments to the original statute as indicated in the margin.

Styles of envelopes. Sec. 124. The stamped envelopes issued by the Post Office Department shall be known as—

“Ordinary.” (a) “Ordinary,” of various sizes, qualities of paper, and denominations, and without printed return card; and

“Special request.” (b) “Special request,” bearing a printed return request, with name and post-office address of the writer, which shall be furnished through postmasters upon special order, 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. 340.)

Postal-savings official stamped envelopes. Sec. 125. Envelopes bearing embossed official stamps shall be issued for use in the transmittal of free mail resulting from the administration of the postal-savings law. (See act June 25, 1910; 36 Stat., 815.)

See sec. 501.

Letter-sheet envelopes. Sec. 126. 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 for public

Double-letter envelopes. use a double-letter envelope, on which stamps of the denominations now in use may be placed, and with the arrangement 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. NOTE.—No letter-sheet and double-letter envelopes are now issued.

III.—POSTAL CARDS.

Postal cards. R. S., § 3916. Sec. 127. 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.

—Postmaster General shall furnish.
—to be sold at 1 cent each.

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

Double cards. 1879, Mar. 3, ch. 180, § 32; 20 Stat., 362.

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.

Sec. 128. 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; 20 Stat., 357. 1880, June 11, ch. 206; 21 Stat., 179. —to be sold at 2 cents each. Double foreign cards.

2. Postal cards with paid reply shall 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 4 cents each, including the cost of their manufacture.

—to be sold at 4 cents each.

3. Embossed stamped envelopes, single 1-cent postal cards, and the reply half of double postal cards of the United States are valid for postage in the Philippine Islands when directed to addresses in the United States, and such envelopes and postal cards of the Philippine Islands are valid for postage in the United States when directed to addresses in the Philippine Islands.

Stamped envelopes and postal cards to and from Philippines.

IV.—MISCELLANEOUS PROVISIONS RELATING TO STAMPS, ETC.

Sec. 129. 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.

Sec. 130. No portrait shall be placed upon any of the securities of the United States while the original of such portrait is living.

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

NOTE.—Postage stamps, stamped envelopes, and postal cards are securities of the United States.

See sec. 1688, as to penalty for issuing or circulating business or professional cards, etc., in likeness of securities of the United States; secs. 537 and 1684, as to offenses in connection with postage stamps, etc.

Sec. 131. International reply coupons, of the denomination of 6 cents, shall be issued to postmasters and sold to the public for use in prepaying international reply postage. The reply coupons of all the countries participating in their exchange shall be redeemed in postage stamps equivalent in value to 5 cents in United States money for each coupon. (See sec. 345.)

International reply coupons.

2. The postmark of the selling post office shall be stamped in the circle on the left side of reply coupons

Postmarking.

sold; and the postmark of the redeeming post office shall be stamped in the circle on the right side of reply coupons redeemed.

See Postal Guide for list of countries with which international reply coupons are exchanged.

Note.

NOTE.—International reply coupons are not specifically authorized by statute, but are issued and redeemed pursuant to sec. 2 of art. 11, Universal Postal Convention (Rome, 1906), and Art. VII of the regulations for its execution.

V.—STAMPED ENVELOPE AGENCY, ETC.

Distribution of stamped envelopes and postal cards.

Sec. 132. An agency shall be maintained at the place of manufacture of stamped envelopes and newspaper wrappers, to oversee their production and attend to their distribution. Subagencies for the distribution of stamped envelopes, newspaper wrappers, and postal cards shall be maintained under the supervision of postmasters at centrally located points to be designated by the Postmaster General.

CHAPTER 9.

EXPENDITURES FOR THE POSTAL SERVICE.

I.—ESTIMATES.

Estimates for appropriations.

R. S., § 3668. —to be submitted annually.

1906, June 22; 34 Stat., 448.

Estimates to follow preceding year's appropriations.

Changes.

General appropriation bills.

All estimates to be included in Book of Estimates.

Restrictions on special estimates.

Sec. 133. 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.

2. The estimates for expenses of the Government, except those for sundry civil expenses, shall be prepared and submitted each year according to the order and arrangement of the appropriation acts for the year preceding. And any changes in such order and arrangement, and transfers of salaries from one office or bureau to another office or bureau, or the consolidation of offices or bureaus desired by the head of any executive department may be submitted by note in the estimates. The committees of Congress in reporting general appropriation bills shall, as far as may be practicable, follow the general order and arrangement of the respective appropriation acts for the year preceding.

3. The heads of the several executive departments and all other officers authorized or required to make estimates for the public service shall include in their annual estimates furnished the Secretary of the Treasury for inclusion in the Book of Estimates all estimates of appropriations required for the service of the fiscal year for which they are prepared and submitted, and special or additional estimates for that fiscal year shall only be submitted to carry out laws subsequently enacted, or when deemed imperatively necessary for the public service by the department in which they shall originate, in which case such

special or additional estimate shall be accompanied by a full statement of its imperative necessity and reasons for its omission in the annual estimates.

4. When estimates hereafter transmitted to the Treasury for sub-^{Arrangement}mission to Congress do not in form and arrangement comply with the ^{of estimates.} provisions of section four of the legislative, executive, and judicial ^{1909, Mar. 3; 35} appropriation act, approved June twenty-second, nineteen hundred ^{Stat., 907.} and six, they shall, under direction of the Secretary of the Treasury, be rearranged so as to comply with said requirements of law.

5. The Postmaster General shall furnish a copy of his annual esti-^{—through Secre-}mates to the Secretary of the Treasury prior to the (fifteenth of October) ^{tary of Treasury.} in each year, which shall be reported to Congress by the latter in his ^{R. S., § 414.} regular printed estimates. ^{1901, Mar. 3; 31}

6. Until otherwise provided by law, the regular annual estimates of ^{Stat., 1009.} appropriations for expenses of the Government of the United States ^{See 1875, Mar. 3,} shall be prepared and submitted to Congress, by those charged with ^{§ 3; 18 Stat., 343.} the duty of such preparation and submission, only in the form and at ^{1912, Aug. 21,} the time now required by law, and in no other form and at no other ^{§ 9; 37 Stat., 415.} time. ^{—form for sub-}

Sec. sec. 81, as to report of receipts and expenditures; sec. 89, as to estimates for departmental service.

II.—APPROPRIATIONS.

Sec. 134. 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.}

NOTE.—The following sections apply also to the postal service: Sec. 96, as to use of appropriations for object specified and miscellaneous appropriations; secs. 210 and 211, as to unexpended balances of appropriations and expenditures therefrom. ^{R. S., § 4054.}

III.—DISBURSEMENTS.

Sec. 135. The revenues shall be applied to the main-^{Disburse-}tenance of the postal service. Disbursements shall be ^{ments.} made either—^{—how made.}

(a) By warrants drawn upon the Treasurer of the ^{—by warrant.} United States, countersigned by the Auditor for the Post Office Department. (See sec. 136.)

(b) By postmasters retaining out of the receipts of the ^{—by postmasters} post office their salaries, and such amounts as may be ^{out of receipts.} 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. 187.)

(c) By payments by certain postmasters designated as ^{—by postmasters} disbursing officers, of such sums as may be ordered by the ^{as disbursing officers.} Post Office Department to be paid its creditors and postal employees. (See sec. 382.)

Payments by warrant.
R. S., § 3674.
—how drawn.
—to show appropriation on which drawn.

Designation of officers to sign warrants.
1903, Mar. 3, ch. 1009, § 6; 32 Stat., 1176.
1907, Mar. 2; 34 Stat., 1206.

Third Assistant Postmaster General.

—chief clerk to.—Superintendent Division of Finance.
—other officer or employee, when.

Official title on warrants.

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

Note.

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

—how accounted for.

Payments by postmasters.
R. S., § 406.

Sec. 136. 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.

Sec. 137. The Postmaster General may, from time to time, designate any officer of the Post Office Department above the grade of fourth-class clerk * * * or * * * any employee in the office of the Third Assistant Postmaster General above the grade of a clerk of class E to sign warrants, "collection" and "transfer" drafts in his stead, and such warrants and drafts when so signed shall be of the same validity as if signed by the Postmaster General.

2. The Third Assistant Postmaster General, or whoever is acting in his stead, shall sign all warrants and "transfer" drafts on account of the postal service, provided that, in the discretion of the Third Assistant Postmaster General, such warrants and "transfer" drafts may be signed by the chief clerk to the Third Assistant Postmaster General, the Superintendent Division of Finance, or any employee in the office of the Third Assistant Postmaster General above the grade of a clerk of class E, or other officer of the Post Office Department above the grade of fourth-class clerk who may be designated by the Postmaster General as acting superintendent Division of Finance.

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

Sec. 138. 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.—The practice authorized by this section is no longer pursued, contractors being paid directly by warrant. (See sec. 1440.)

Sec. 139. 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. 97.)

See sec. 187, as to payments by postmasters for expenses of their offices; sec. 382, as to postmasters as disbursing agents.

Sec. 140. 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. 187.)

IV.—RESTRICTIONS ON EXPENDITURES.

Sec. 141. 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.

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.

NOTE.—These statutes 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. 99 for similar provisions applicable solely to the department. See sec. 159, as to holding two offices. See also ch. 6, this title, "Disbursements and Accounts of the Post Office Department," which apply also to the postal service.

See sec. 241, 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; and as to withholding salary where officer or employee is in arrears to the United States.

V.—MONEY OR PROPERTY STOLEN FROM MAILS.

Sec. 142. 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.

Sec. 143. All moneys received from mail robbers or other offenders against the postal laws, and moneys recovered by suit, or otherwise, on account of moneys taken from the mail or losses therein, shall be forwarded at once to the Chief Inspector, who shall deposit the same daily with the Superintendent Division of Finance, office of the Third Assistant Postmaster General.

2. The Chief Inspector shall determine, upon satisfactory evidence, the proper persons or owners to whom the moneys shall be restored, and the Superintendent Division of Finance, office of the Third Assistant Postmaster General, shall make payments in accordance with the schedule furnished and approved by the Chief Inspector, under the authorization of the Postmaster General.

Investigation of loss of or rifling of or damage to mail.

Payment of indemnity.

—demand, when and of whom.

—report.

—receipt given in case of collection.

—protest.

Sec. 144. The loss or rifling of or damage to registered and other mail (reported under sec. 487) shall be investigated by the Chief Inspector, who shall ascertain the facts.

2. In case the facts ascertained by the Chief Inspector establish a loss which is of mail involving the payment of indemnity and for which recovery can not be made without materially delaying the payment of indemnity, the Chief Inspector shall report the facts of the loss and detailed information regarding the same to the Third Assistant Postmaster General, who shall, when in his judgment the facts warrant it, certify for the payment of such indemnity as shall be involved. The Third Assistant Postmaster General shall report to the Chief Inspector that he has certified for payment of the indemnity, where indemnity is involved.

3. In case the facts ascertained by the Chief Inspector establish a responsibility for such loss upon the postal employee or mail contractor by reason of the fault or negligence of such employee, person, company, or corporation, or that of his or its agent or employee, the Chief Inspector shall demand of such postal employee or contractor the amount of the loss, which, if so recovered, shall be paid to the senders or owners of the mail and to the United States as their interests shall appear. He shall report the facts to the office having such employee, person, company, or corporation in charge for administrative purposes.

4. When an inspector makes a collection from a postal employee as contemplated by the above paragraph, he shall give such employee a receipt on a form furnished by the department, showing the amount, the case number, a description of the mail, and the grounds on which the collection is based. Such receipt shall bear a printed notice advising that if the employee questions the propriety of the collection, he is at liberty to take the matter up with his superiors and that any statement he or his superiors desire to submit may be forwarded to the office having him in charge and will be considered in reviewing the case at the department, and that unless the propriety of the collection is sustained by the Chief Inspector, the money will be returned to the employee from whom collected. Such protest must be filed within 30 days from the date of the collection, and the officer with whom it is filed shall immediately notify the Chief Inspector of such action.

5. If such recovery be not so made then the following Recovery not made. procedure shall be had:

(a) If the loss is chargeable to a mail contractor or railway postal clerk the Chief Inspector shall report all the facts, including a statement that the Third Assistant Postmaster General has certified for the payment of indemnity, where indemnity is involved, to the officer having charge of the service or employee, who shall impose such fine, or take such disciplinary measures as he shall determine proper, and report the amount thereof to the Chief Inspector in order that the latter may determine whether it may be desirable that further proceedings be had.

(b) If the Chief Inspector shall determine that further Disciplinary action. proceedings shall be had, he shall submit all the facts to the Assistant Attorney General for the Post Office Department with a request for advice as to whether suit should be brought by the United States for the recovery of the amount involved. Upon receipt of the reply of the Assistant Attorney General the Chief Inspector shall, if he deem proper, prepare the request of the Postmaster General upon the Solicitor of the Treasury that suit shall Institution of suit. be brought against the party held responsible and against his bondsmen, if there be any. In case of recovery, the amount so recovered shall be paid over to the United States and to the losers of the mail, as their respective interests shall appear.

VI.—ACCOUNTS—FALSE RETURNS.

Sec. 145. That in any case where the Postmaster General shall False returns by postmasters. 1878, June 17, ch. 259; 20 Stat., 140. be satisfied that a postmaster has made a false return of business, it shall be within his discretion to withhold commissions on such —Postmaster General may fix compensation in case of. returns, and to allow any compensation that under the circumstances Orders to be certified to Auditor. he may deem reasonable. * * *

2. All orders of the Postmaster General withholding Collections where accounts are closed. commissions and fixing the compensation of postmasters will be certified to the Auditor for the Post Office Department, who will make the proper charges in their accounts, and whenever an account has been closed it shall be reopened by the Auditor, and the balance due the Government after making the charge provided in the Postmaster General's order shall be collected in the usual manner.

See secs. 272 and 273; sec. 1681 for remainder of statute, which provides a penalty for false returns.

False returns of special-delivery business.
1886, Aug. 4, ch. 901, § 3; 24 Stat., 220.
—Postmaster General may fix compensation when made.

Sec. 146. * * * whenever, upon evidence deemed satisfactory to him, the Postmaster General shall determine that any * * * false return (of the receipt or delivery of any article ofailable 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.

—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. 1681 for balance of statute, which provides a penalty for false returns of special-delivery business.

CHAPTER 10.

LOST WARRANTS AND DRAFTS.

Disbursing officer's check lost.
R. S., § 3646, 1909, Feb. 23; 35 Stat., 643.

Sec. 147. Whenever any original disbursing officer's check is lost, stolen, or destroyed, the Secretary of the Treasury may authorize the officer issuing the same, after the expiration of six months and within three years from the date of such disbursing officer's check, to issue a duplicate thereof upon the execution of such bond to indemnify the United States as the Secretary of the Treasury may prescribe: *Provided*, That when such original disbursing officer's check does not exceed in amount the sum of fifty dollars the Secretary of the Treasury may authorize the issuance of a duplicate at any time after the expiration of thirty days and within three years from the date of such disbursing officer's check: *Provided further*, That whenever any original check or warrant of the Post Office Department has been lost, stolen, or destroyed the Postmaster General may authorize the issuance of a duplicate thereof, at any time within three years from the date of such original check or warrant, upon the execution by the owner thereof of such bond of indemnity as the Postmaster General may prescribe: *And provided further*, That when such original check or warrant does not exceed in amount the sum of fifty dollars and the payee or owner is, at the date of the application, an officer or employee in the service of the Post Office Department, whether by contract, designation, or appointment, the Postmaster General may, in lieu of an indemnity bond, authorize the issuance of a duplicate check or warrant upon such an affidavit as he may prescribe, to be made before any postmaster by the payee or owner of an original check or warrant.

Check of deceased disbursing officer.
R. S., § 3647, 1909, Feb. 23; 35 Stat., 643.

2. In case the disbursing officer or agent by whom such lost, destroyed, or stolen original check was issued is dead or no longer in the service of the United States it shall be the duty of the proper accounting officer, under such regulations as the Secretary of the Treasury may prescribe, to state an account in favor of the owner of such original check for the amount thereof and to charge such amount to the account

of such officer or agent: *Provided*, That in case a check drawn by any officer or agent of the Post Office Department is lost, stolen, or destroyed a duplicate thereof may be issued under regulations prescribed by the Postmaster General, as set forth in section thirty-six hundred and forty-six.

3. Application for the issuance of a duplicate warrant or check on the ground that the original is lost, stolen, or destroyed must be addressed to the Third Assistant Postmaster General, Division of Finance, and be accompanied with the affidavit of the applicant showing time, place, and all the circumstances attending the loss or destruction of the warrant or check, its number, date, and amount, in whose favor it was issued, the bank, Treasurer, or assistant treasurer of the United States upon whom drawn, and if assigned, to whom and how, with any other material particulars within the knowledge of the applicant. The Third Assistant Postmaster General shall thereupon furnish a blank bond of indemnity if the amount of the warrant or check is in excess of \$50, with instructions for its execution. Such bond must be returned to the Third Assistant Postmaster General duly executed, together with a letter or certificate from the officer on whom the warrant or check 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.

Sec. 148. A duplicate warrant or check, when issued, shall have the same tenor, force, and effect as the original; except that in case of an assigned warrant or check the duplicate may, on production of due authority in writing from the payee for its issue, be made payable to the assignee.

Sec. 149. 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.

CHAPTER 11.

LOSSES OF FUNDS AND STAMPED PAPER.

Sec. 150. 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, news-

1888, May 9, ch. 231; 25 Stat. 135.
 —not due to negligence of postmasters.

—in excess of \$10,000 to be reported to Congress.
 1896, June 11, ch. 424; 29 Stat., 458.

Claims to be filed in six months.

Reports.

Stamps, etc., damaged.

—claim for.

—to be sent to Third Assistant Postmaster General.

Inventory after casualty.

Claims for credit.

—correspondence and blanks.

paper wrappers, and postal cards, belonging to the United States in the hands of such postmasters, resulting from burglary, 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*, 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.

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. 86.)

Sec. 151. Under the provisions of the preceding section claim may be made for credit on account of stamps or other stamped paper so damaged by fire, or other unavoidable casualty, that their value can not be ascertained; but before filing such claim the damaged supplies shall be sent, as provided in section 346, to the Third Assistant Postmaster General, Division of Stamps, who shall determine their value, if possible, and notify the postmaster and the Assistant Attorney General.

2. Immediately after a fire, burglary, or other similar casualty, the postmaster shall count all Government funds, postage stamps, and other stamped paper remaining in his possession and make and keep a complete inventory of the same.

Sec. 152. All claims for credit on account of losses by burglary, fire, or other unavoidable casualty, and all correspondence concerning the same, shall be addressed to the Assistant Attorney General for the Post Office Department, who shall furnish the necessary blanks for making such claims.

See sec. 291, as to reporting losses by burglary, fire, or other unavoidable casualty.

CHAPTER 12.

MISCELLANEOUS PROVISIONS RELATING TO THE
DEPARTMENT AND POSTAL SERVICE.

I.—OATH OF OFFICE.

Sec. 153. 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.

Oath of office.
—general, as employed in Government.

1884, May 13, ch. 46, § 2; 23 Stat., 21.

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.

—special, as employed in postal service.

R. S., § 391.
1874, Mar. 5, ch. 46; 18 Stat., 10.

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 are combined in the following form:

—form of.

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.

R. S., § 1757.

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.

R. S., § 391.
1874, Mar. 5; 18 Stat., 19.

Sworn to and subscribed before me, a _____, _____ day of _____, A. D. 19—

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 Mar. 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. 1440 and 1482.)

Note.

See sec. 1478, 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; 18 Stat., 19.

Sec. 154. (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. 153 with the special oath required by the act of Mar. 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. 184, as to jurat to postal accounts.

Chief clerks of departments may administer oaths.

1890, Aug. 29,
ch. 820, § 1; 26
Stat., 370.

Sec. 155. 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; 26
Stat., 370.

Sec. 156. * * * 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.

Notary's fees.—not to be charged by clerks, etc., during office hours.

2. No officer, clerk, or employee in the executive service of the Government who is also a notary public shall charge or receive any compensation whatever for performing any notarial act for another officer, clerk, or employee in his official relation to the Government, nor charge or receive any compensation for performing a notarial act for any person during the hours of such notary's service to the Government, which hours shall include the half

hour allowed each week day for luncheon, except that fourth-class postmasters and rural carriers are permitted to charge a fee for administering oaths at any time in connection with the execution of pension vouchers. (See sec. 292.)

—except by fourth-class postmasters and rural carriers for pension vouchers.

3. Postmasters, assistant postmasters, * * * chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, * * * are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand * * * by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and * * * no fee or money paid for the services herein described shall be paid or reimbursed by the United States.

Oaths to expense accounts.—additional officers authorized to administer.

1912, Aug. 24; 37 Stat., 487.

—no charges allowed.

Sec. 157. Whenever any woman employed in the postal service, either as postmaster or unclassified clerk, marries she shall take the oath of office anew.

New oath required when female employee marries.

2. A married woman will not be appointed to a classified position in the postal service and a classified woman employee in the postal service who shall change her name by marriage will not be reappointed.

Classified woman employee.

Sec. 158. Every person employed in the postal service shall be subject to all penalties and forfeitures for the violation of the laws relating to such service, whether he has taken the oath of office or not.

Omission to take oath.
R. S., § 3832.
1909, Mar. 4, ch. 321, § 230; 35 Stat., 1134.

See sec. 29, as to removals from classified service.

II.—RESTRICTIONS ON HOLDING OTHER OFFICES.

Sec. 159. No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thousand 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.

Holding two offices forbidden.
R. S., § 1763.
1894, July 31, ch. 174, § 2; 28 Stat., 205.
—exceptions.

See secs. 99 and 141, as to extra compensation for discharging duties of different offices, etc.

Sec. 160. No person holding an office under the Post Office Department shall accept or hold any elective office under any State, Territorial, or municipal government (including the offices of alderman, councilman, etc.), even though no compensation may attach thereto, and no such person shall accept or hold such office by appointment.

State or municipal offices.—election not permitted.

2. A person in the postal service may be appointed (not elected) to the office of justice of the peace, notary

—positions that may be held by appointment.

public, commissioner to take acknowledgment of deeds or administer oaths, or a commission in State or Territorial militia, or may accept an appointive position in a local or municipal fire department without compensation, or on a school committee, board of education, public library, or religious or eleemosynary institution incorporated or sustained by State or municipal authority, but will not be permitted to hold such office or position if it interferes with his duties in the postal service.

III.—MILITIA DUTY—OTHER OBLIGATIONS AS CITIZENS.

Post masters and certain other employees exempt from militia duty.
R. S., § 1629.
Note.

Sec. 161. * * * 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.

NOTE.—The act of Jan. 21, 1903 (32 Stat., 775), exempts from militia duty "postmasters and persons employed by the United States in the transmission of the mail; ferrymen employed at any ferry on a post road."

—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 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 rule 1, § 1.

Sec. 162. No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or political campaigns.

—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 shall not use their official positions to control elections or political movements.

Political contributions.
—not to be solicited.
1883, Jan. 16, ch. 27, § 11; 22 Stat., 406.
1909, Mar. 4, ch. 321, § 118; 35 Stat., 1110.

Sec. 163. No Senator or Representative in, or Delegate or Resident Commissioner to, Congress, or Senator, Representative, Delegate, or Resident Commissioner elect, or officer or employee of either House of Congress, 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. 167.)

Sec. 164. 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 the preceding section (sec. 163, P. L. and R.), or in any navy yard, fort, or arsenal, solicit in any manner whatever or receive any contribution of money or other thing of value for any political purpose whatever. (See sec. 167.)

Sec. 165. 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 or Delegate to Congress, or Resident Commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever. (See sec. 167.)

Sec. 166. No officer or employee of the United States mentioned in section one hundred and eighteen (sec. 163, P. L. and R.), 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. 167.)

Sec. 167. Whoever shall violate any provision of the four preceding sections (secs. 163, 164, 165, and 166, P. L. and R.) shall be fined not more than five thousand dollars, or imprisoned not more than three years, or both.

V.—GIFTS TO SUPERIORS.

Sec. 168. 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.

2. Whoever, being an officer of the United States, or a person acting for or on behalf of the United States, in any official capacity, under or by virtue of the authority of any department or office of the Government thereof; or whoever, being an officer or person acting for or on behalf of either House of Congress, or of any committee of either House, or of both Houses thereof, shall ask, accept, or receive any money, or any contract, promise, undertaking, obligation, gratuity, or security for the payment of money, or for the delivery or conveyance of anything of value, with intent to have his decision or action on any question, matter, cause, or proceeding which may at any time be pending, or which

Political contributions.

—not to be received in public offices.

1883, Jan. 16, ch. 27, § 12; 22 Stat., 407.

1909, Mar. 4, ch. 321, § 119; 35 Stat., 1110.

Political contributions.

—not to be given to officials.

1883, Jan. 16, ch. 27, § 14; 22 Stat., 407.

1909, Mar. 4, ch. 321, § 121; 35 Stat., 1110.

Immunity from official proscription.

1883, Jan. 16, ch. 27, § 13; 22 Stat., 407.

1909, Mar. 4, ch. 321, § 120; 35 Stat., 1110.

Punishment for violations.

1883, Jan. 16, ch. 27, § 16; 22 Stat., 407.

1909, Mar. 4, ch. 321, § 122; 35 Stat., 1110.

Gifts.

R. S., § 1784.

—superiors not to receive.

—subordinates not to make.

Official accepting bribe.

R. S., §§ 5501, 5502.

1909, Mar. 4, ch. 321, § 117; 35 Stat., 1109.

Punishment.

may by law be brought before him in his official capacity, or in his place of trust or profit, influenced thereby, shall be fined not more than three times the amount of money or value of the thing so asked, accepted, or received, and imprisoned not more than three years; and shall, moreover, forfeit his office or place and thereafter be forever disqualified from holding any office of honor, trust, or profit under the Government of the United States.

VI.—POSTAL EMPLOYEES—MISCELLANEOUS PROVISIONS.

Employees interested in mail contracts.
R. S., § 412.
1909, Mar. 4, ch. 321, § 226; 35 Stat., 1134.
Punishment.

Sec. 169. Whoever, being a person employed in the postal service, 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, shall be immediately dismissed from office, and shall be fined not more than five thousand dollars, or imprisoned not more than one year, or both.

See sec. 232, as to recovery of penalties; sec. 1313, as to postmasters being interested in mail contracts; sec. 1693, as to penalty for officers being interested in contracts, etc.

Employees forbidden to receive fees from public.
R. S., § 3858.
Note.

Sec. 170. 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.—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 and rural carriers as provided in sec. 292.

See sec. 156, as to notarial fees.

Conduct of postal employees.
—not to borrow money or contract debts.
—not to solicit contributions, gifts, or presents.

Sec. 171. Employees in the postal service shall not borrow money or contract debts which they have no reasonable prospect of being able to pay, and are expected to pay their just debts, but the department will not participate in the collection of debts of employees. They shall 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 for theaters, concerts, balls, fairs, picnics, excursions, or places of amusement or entertainments of any kind; issue for profit souvenirs or postal handbooks, or cooperate with or assist 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; nor request publishers of newspapers or periodicals to send copies thereof to them free.

—not to distribute or sell tickets, etc.

—not to issue postal handbooks.
—not to compile city directories.

Sec. 172. The leave of absence authorized by law to postal employees shall be construed exclusive of Sundays and holidays.

Leaves of absence.

1908, May 27; 35 Stat., 406.

—exclusive of Sundays and holidays.

VII.—INVESTIGATIONS.

Sec. 173. Any officer or clerk of any of the departments lawfully detailed to investigate frauds on, or attempts to defraud, the Government, 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.

Oaths to witnesses in investigations.

R. S., § 183.

1901, Mar. 2, ch. 809, § 3; 31 Stat., 951.

—officers and clerks may administer.

CHAPTER 13.

GOVERNMENT TELEGRAMS.

Sec. 174. 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.

Rates for Government telegrams over lines given certain privileges.

R. S., § 5266.

See 1892, July 5, ch. 147; 27 Stat., 82.

—Postmaster General to fix.

NOTE.—The rates for official telegrams may be obtained from the annual orders of the Postmaster General issued in accordance with law.

Note.

Sec. 175. 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.

Companies accepting privileges to file acceptances with Postmaster General.

R. S., § 5268.

2. The Chief Clerk of the Post Office Department shall file, with the date of filing indorsed thereon, and preserve in the office of the Postmaster General all acceptances by telegraph companies.

Chief Clerk to file acceptances.

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 shall furnish copies of this circular on application.

List of companies.

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 Aug. 7, 1888, ch. 772 (25 Stat., 382), which requires all railroad and telegraph companies which have been aided by the United States to construct and operate telegraph lines.

Note.

TITLE TWO.

THE AUDITOR FOR THE POST OFFICE DEPARTMENT.

CHAPTER 1.

SETTLEMENT OF ACCOUNTS.

Settlement of accounts.

R. S., § 236.
—by or against United States.
—in Treasury Department.

Appointment of Auditor.

Auditor for Post Office Department.

R. S., § 277.
—duties of.
—to make quarterly settlements.
—to report manner of keeping accounts, when.

—to report delinquent postmasters.

—to countersign warrants.

—to make reports.

Note.

Auditing of Post Office Department and postal accounts.
1894, July 31, ch. 174, § 7; 28 Stat., 207.

Certification of balances.

Sec. 176. 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 as creditors, shall be settled and adjusted in the Department of the Treasury.

Sec. 177. For authority for the appointment of the Auditor for the Post Office Department, see Revised Statutes, section 276, and section 3 of the act approved July 31, 1894 (28 Stat., 205).

Sec. 178. 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 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.

NOTE.—The part of the statute which is omitted, as shown by the stars, is superseded by the succeeding paragraph.

2. * * * 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 revenue 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.

(a) The further duties of this auditor shall continue as now defined by law, except as the same are modified by the provisions of this act.

3. 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.

Quarterly re-
port to Postmas-
ter General of
money disbursed
by postmasters.
R. S., § 294.

See sec. 140, as to charging disbursements by postmasters to appropriations.

(a) 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.

Financial condi-
tion to be
shown by report
of Auditor.
1876, July 12, ch.
179, § 4; 19 Stat.,
80.

4. The Auditor for the Post Office Department shall superintend the collection of all debts due the Post Office Department, 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.

Auditor to
superintend col-
lections.
R. S., § 292.
See 1896, Feb.
26, ch. 33; 29 Stat.,
25.
—to enforce pay-
ment.

See secs. 103 and 232, as to deposit of fines in criminal cases as part of postal revenue; sec. 235, as to priority of debts due United States.

5. It shall hereafter be the duty of the Auditor for the Post Office Department to maintain a complete and permanent record of all unpaid money orders issued by postmasters in the United States, or such of its insular possessions as are amenable to the authority of the Postmaster General for payment within its own territory, such record to serve as a basis for adjudicating claims for payment by warrant of the amounts of said orders.

Permanent rec-
ord of unpaid
money orders.
1908, May 27; 35
Stat., 416.

6. All expenditures in the postal savings system shall be audited by the Auditor for the Post Office Department.

Expenditures
Postal Savings
System.
1912, Aug. 24; 37
Stat., 559.
Note.

NOTE.—All statutes relating to the proper accounting for postal receipts are made applicable to postal-savings funds. (See act June 25, 1910, sec. 12; 36 Stat., 818.)

Sec. 179. 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.

Oaths in set-
tlement of ac-
counts.
R. S., § 297.

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.

—who may ad-
minister.
R. S., § 298.

3. Postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments

1912, Aug. 24, §
8; 37 Stat., 487.

and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies or Indian agencies, and chiefs of field parties, are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand * * * by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July first, nineteen hundred and twelve, no fee or money paid for the services herein described shall be paid or reimbursed by the United States.

CHAPTER 2.

ORGANIZATION—DUTIES.

Assistant and
chief clerk.

Sec. 180. The assistant and chief clerk signs in the name of the Auditor such letters and papers as the Auditor may direct and performs any other duties that may be assigned. During the absence of the Auditor the assistant and chief clerk acts in his stead.

Law clerk.

2. The law clerk has charge of all civil suits for the recovery of balances due the Post Office Department and all penalties imposed for violations of the postal laws; the preparation of all cases requiring the action of the Comptroller of the Treasury; the consideration of all offers of compromise and applications for remissions of fines, penalties, forfeitures, and other liabilities, and the giving of legal advice in all matters pertaining to the work of the office.

Expert account-
ant.

3. The expert accountant has general supervision of the accounting system; the keeping of the general revenue, expenditure, appropriation, resource and liability accounts of the postal service and Money-Order System; the preparation of the quarterly and annual financial statements; the certification of balances to the Division of Bookkeeping and Warrants; the settlement of the accounts of the disbursing clerk of the Post Office Department and Postal Savings System, and the accounts of postmasters acting as subagents for the distribution of stamped paper, and the making of special investigations and recommendations relative to improved methods of accounting.

4. The Division of Postmasters' Accounts audits and settles the postal and money-order accounts of postmasters, and postal and money-order depositories, including those of the Treasurer of the United States, and the accounts of the Superintendent Division of Finance, Post Office Department; keeps a ledger account with each postmaster; collects and pays balances due from and to postmasters and late postmasters; keeps a record of the appointments of postmasters and the appointments and salaries of railway postal clerks, city and rural carriers, clerks in first and second class post offices, and post-office inspectors, and prepares quarterly recapitulations of postmasters' postal and money-order accounts.

Division of
Postmasters'
Accounts.

5. The Division of Warrant Payments audits and settles the international postal and money-order accounts with foreign postal administrations; audits, settles, and certifies to the Postmaster General the balances arising on all accounts for the transportation of inland and foreign mails, post-office supplies, expense accounts of post-office inspectors, superintendents, assistant superintendents, and chief clerks of the Railway Mail Service, and officers designated by the Postmaster General to travel on official business of the Post Office Department; claims for indemnity for registered articles lost in the mails; expenses of stamped envelope agency; invalid money-order claims and other miscellaneous expenses of the postal service; and registers and charges Post Office Department warrants.

Division of
Warrant Pay-
ments.

6. The Divisions of Mechanical Tabulation, Money-Order Accounts, verify and audit postmasters' lists of money orders issued and paid by the use of automatic machines.

Divisions of
Mechanical Tab-
ulation, Money-
Order Accounts.

7. The Division of Postal Savings Accounts audits and settles the postal-savings accounts of postmasters.

Division of
Postal Savings
Accounts.

Sec. 181. Hereafter the Secretary of the Treasury may from time to time designate any employees in the office of the Auditor for the Post Office Department above the grade of class 1 to countersign warrants and drafts in the name of the auditor, and such warrants and drafts, when so countersigned, shall be of the same validity as if countersigned by the Auditor for the Post Office Department.

Designation of
employees to
sign warrants.
1909, Mar. 4; 35
Stat., 866.

See sec. 136, as to payments by warrants.

CHAPTER 3.

KEEPING AND RENDERING ACCOUNTS.

Orders and regulations to be certified to Auditor. **R. S., § 405.** **Sec. 182.** 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.

Note.

NOTE.—See sec. 145, as to withholding compensation of postmaster; sec. 247, as to establishment of post offices; sec. 252, as to discontinuance of post offices; sec. 253, as to appointment and removal of postmasters; sec. 256, as to bonds of former postmasters; sec. 262, as to vacancies in post offices; sec. 271, as to changes in salaries of presidential postmasters; sec. 1430, as to duplicate contracts for carrying mails.

Manner of keeping accounts. **R. S., § 4049.** **Sec. 183.** 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, § 4; 18 Stat., 343.** **Note.** **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.—The part of R. S., § 4049, which is omitted is superseded by the act of Mar. 3, 1875, quoted.

Money-order accounts. **R. S., § 293.** —to be kept separately. —what to show. **3.** The Auditor for the Post Office Department shall keep the accounts of the 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. 1178, as to permanent appropriation for payment of “unpaid money orders more than one year old;” Title Eight, ch. 6, as to money-order funds and accounts.

Revenues and expenditures of postal service to be reported by Secretary of the Treasury. **1890, Sept. 30; 26 Stat., 511.** **4.** The Secretary of the Treasury shall include in his annual report, in the statements of actual and estimated receipts and expenditures of the Government, the revenues from and expenditures on account of the postal service.

Quarterly return of accounts. **R. S., § 3843.** —to be rendered. **Sec. 184.** 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 matter, or by reason of keeping a branch office, or for the delivery of mail matter in any manner whatever.

2. Postal accounts shall be sworn to before a notary public, justice of the peace, or other public officer authorized to administer oaths. (See sec. 192(d) and 201.)

Oath, how taken.

NOTE.—All postal 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. 190 vouchers for all such payments must be submitted to the auditor for settlement.

Note.

Sec. 185. 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; 20 Stat., 141.

NOTE.—The first part of the section of the act of June 17, 1878, quoted above, given as sec. 145, 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. 1681, "Offenses," makes it an offense for any postmaster to make false returns.

Note.

Sec. 186. 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.

Certified copies of returns.
1883, Mar. 3, ch. 142, § 1; 22 Stat., 602.
—may be required.

2. Unless specially instructed, postmasters shall not be required to furnish certified copies of their regular returns.

—not to be furnished unless called for.

Sec. 187. 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.

Deduction of salaries and expenses from receipts.
R. S., § 3861.
—to be under direction of Postmaster General.

Sec. 188. 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. * * *

Postmasters not to retain more than salary or compensation and commissions allowed.
R. S., § 3857.

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.

Note.

See sec. 1118, as to commissions on money-order business; secs. 845 and 868, as to special-delivery fees and as to payments at free-delivery offices on account of special-delivery service.

Sec. 189. Payments are regularly made in cash, but postmasters who maintain temporary deposits in national banks, as provided in section 363, 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.

Payments by check.

—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 sig-

Form of check.

nature of the postmaster shall always be followed by his official title.

Evidence re-
quired.

3. Postmasters shall require evidence, on Form 1526-D, of authority to receive and receipt for moneys due to firms or to incorporated or unincorporated companies before making payment; and the same shall be entered of record in the post offices, and said authority shall then be forwarded to the Auditor for the Post Office Department.

Vouchers for
expenditures.
R. S., § 3862.
—to be submitted
to Auditor.

Sec. 190. 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.

—to be taken in
duplicate for all
payments.

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, shall be taken in duplicate on the forms furnished by the department.

Bills, how
made out.

3. Bills for articles purchased out of allowances shall be fully itemized and show the date of purchase and the quantity and price for each item.

Affidavits to ac-
company adver-
tising accounts.

4. Postmasters shall 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. 75.)

Duplicate of
vouchers to be
filed in office.

5. The duplicates of the clerks', letter carriers' (see secs. 380 and 381), special-delivery messengers' (see sec. 868), and railway postal clerks' (see sec. 384) pay rolls, and of each voucher or receipt taken, shall be retained in the files of the post office, subject to inspection.

See R. S., § 5438, as to penalty for taking and presenting a receipt for a greater sum than actually paid.

Accounts of
city-delivery
service.
R. S., § 3874.
Note.

Sec. 191. All expenses of letter carriers, * * * or incident thereto, shall be kept and reported in a separate account. * * *

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 quarterly postal account.

Sec. 192. Postmasters shall observe the following ^{Quarterly re-}directions in rendering their quarterly postal accounts: ^{turns.}

(a) The accounts shall be made out and forwarded im-^{—manner of mak-}mediately after the close of the quarter on the last day ^{ing.} of March, June, September, and December upon the ^{—when to be}blanks furnished by the Post Office Department, a suffi- ^{made.}cient supply of which shall be kept on hand for one year.

(b) The name of the postmaster, post office, and State, ^{—name of post-}and number of the post office and period, shall be written ^{master, etc., to be}in the proper blank spaces in the account. ^{given in.}

(c) The account shall be signed by the postmaster ^{—signing of.}himself, or in case he is necessarily absent or sick, by his assistant.

See sec. 264, as to signature to account.

(d) The oath at the foot of the account shall be sub-^{—oath to.}scribed 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.

(e) The account shall be made in duplicate, one copy ^{—to be in dupli-}of which shall be retained by the postmaster. At offices ^{cate.}of the fourth class the duplicate shall be made upon the form provided in the record account book.

(f) All statements accompanying the account and con-^{—statements ac-}stituting part thereof shall be accurate. ^{companying.}

(g) Vouchers for all expenditures, including the clerks' ^{—vouchers must}and special-delivery messengers' pay rolls at offices of the ^{accompany.}first and second classes, shall accompany the account. Vouchers on account of the city-delivery service shall be entered on Form 1542.

(h) Postmasters who act as disbursing officers shall ^{—expenditures as}include in their accounts all expenditures made in this ^{disbursing offi-}capacity, and all vouchers therefor, including railway ^{cers included in.}postal clerks' pay roll, shall accompany the account.

(i) The account, with its accompanying papers, shall, ^{—how forwarded}unless forwarded in a special envelope provided for that ^{and addressed.}purpose, be inclosed in one package, in which no letter, receipt, or other paper not relating thereto shall be

inclosed, and addressed and forwarded by ordinary mail (not registered) to the "Auditor for the Post Office Department, Washington, D. C." The words "Quarterly postal account" shall be plainly written on the package. Postmasters at offices of the first, second, and third classes will be furnished, on application to the Fourth Assistant Postmaster General, Division of Supplies, with printed labels for pasting upon the package containing their quarterly postal accounts.

Neglect to render accounts.
R. S., § 3845.

—penalty for.

Sec. 193. 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.

Note.

NOTE.—Accounts must be rendered immediately after the close of each quarter. (See sec. 192.) 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. 178, as to recovery of penalties.)

Returns to be made even where no business done.

Sec. 194. Every postmaster shall 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. 248), and in such cases the postmaster shall 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. 195. Whenever a change of postmaster occurs, the outgoing postmaster shall 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 shall 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 shall 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. 196. Whenever a person is designated by the sureties of a postmaster to act as postmaster until a suc-

cessor is appointed and qualifies, as provided in section 263, and has taken charge of the office, he shall 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 shall render an account as acting postmaster.

See sec. 264, as to signing of accounts.

Sec. 197. The execution of a new bond shall 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. 256.)

Sec. 198. Whenever a postmaster, having mailed his accounts, is notified by the Auditor for the Post Office Department that they have not been received, he shall 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 shall make true copies and retain the same in his office.

Sec. 199. 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. 272 and 274); and until such time the daily reports of cancellations shall be kept and transcripts thereof furnished to the Auditor for the Post Office Department, on which the compensation of the postmaster will be determined.

Sec. 200 When 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.

Sec. 201. In accounts and claims relating to the postal revenues and expenditure therefrom any affidavit required by the regulations and not required by statute may be waived when it is shown to the satisfaction of the Postmaster General and Auditor for the Post Office

Department that the officer or claimant is located at a distance from any person authorized to take acknowledgments, or that for good and sufficient reason it is impracticable to furnish the affidavit.

Computation of salaries of postal employees.
1911, Mar. 4, § 4; 36 Stat., 1339.

Sec. 202. Where the salary or compensation of any employee in the postal service is at an annual or monthly rate, the following rules shall be followed in computing the amount due: An annual salary or compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payment for a fractional part of any calendar month there shall be paid such proportion of one of such installments, or of the amount of the monthly salary or compensation, as the number of days in the fractional part of that month bears to the actual number of days in that month.

Depositories to make returns of deposits and payments.

R. S., § 3644.
—P. M. G. to prescribe time and form.

Postmasters at depository offices to make returns of deposits.

Sec. 203. * * * Each depository * * * 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.

2. Postmasters at depository post offices shall forward by ordinary mail (not registered) to the Auditor for the Post Office Department at the end of each week or transcript period, on forms furnished by the Fourth Assistant Postmaster General, Division of Supplies, a transcript of deposits of postal funds received during the period.

Note.

NOTE.—Depositories of money-order funds are required to make and forward to the Auditor transcripts of all deposits, as provided in sec. 1249.

Money - order accounts.

R. S., § 4044.
1894, Jan. 27, ch. 21, § 8; 28 Stat., 32.

Sec. 204. 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.

Presidential offices.

2. Postmasters at first, second, and third class offices (except daily offices, which receive special instructions) shall forward by ordinary mail (not registered) to the Auditor for the Post Office Department semimonthly accounts at the close of business on the 15th and last days of each month on Form 6014, of all paid and repaid money orders, accompanied with the vouchers themselves; and on Form 6013 of all money orders issued, accompanied with the spoiled forms. In making up such semimonthly accounts of money orders issued and paid the following instructions shall be strictly observed:

(a) Money-order forms are numbered consecutively and each serial number shall be accounted for. When a domestic form is spoiled, the serial number shall be entered in the same sequence as though issued and across the amount and fee columns write in red ink "Not issued." Make the same notation on the face of both the coupon and order. Retain the coupon and forward the spoiled order, with the semimonthly account, to the Auditor. Money orders issued which are payable in the Canal Zone and Philippine Islands, and in Canada, Mexico, Cuba, and all other foreign countries named in Table 1, section 1189, are treated as domestic and must be so drawn and entered on the account. All international money orders issued, except those payable in the countries named in Table 1, shall be entered, described, and totaled under a separate heading. The entire spoiled international order shall be forwarded with the account to the Auditor.

(b) Enter the serial number, issuing-office number, and amount of each paid domestic money order. The issuing-office number is to be entered in lieu of the name of the issuing office and State. Paid money orders from the Canal Zone and Philippine Islands, and from Canada, Mexico, Cuba, and all other foreign countries named in Table 1, section 1189, are treated as domestic and shall be entered at the close of the list of domestic paid orders and included in the same total. Enter the name of the country where issued in lieu of the issuing-office number. All international money orders except those from the countries named in Table 1 shall be entered, described, and totaled under a separate heading. The orders listed on each sheet shall be tied separately and the packages numbered to correspond with the sheets. Separate by a slip of paper the orders listed in each column.

Special care shall be exercised to detach the coupons from the paid money orders in such manner as not to remove the serial numbers or amounts of the orders. No credit can be allowed by the Auditor on money orders mutilated by removal of such particulars.

Mexican money orders must be plainly marked in red figures, with the amount paid in United States money (one-half the amount stated in Mexican money), in the upper right corner of the order under the entry in Mexican money.

—recapitulation. Make a recapitulation on the last sheet of each semi-monthly report, Form 6014, showing the number and amount of paid domestic money orders (including those from the countries named in Table 1 mentioned above) listed on each sheet and the total for the half-monthly period; also a similar recapitulation showing the number and amount of paid international money orders. Like recapitulations shall also be made of the number and amount of domestic money orders issued and international money orders issued, on Form 6013. Carry the semimonthly totals to the recapitulation column of the monthly money-order account (Form 6011), which shall be forwarded to the Auditor for the Post Office Department at the close of business on the last day of each month, except as provided in paragraph 6. Before forwarding the accounts to the Auditor carefully verify all entries and additions and see that the correct fee is entered opposite each order.

Fourth-class offices. 3. Postmasters at fourth-class offices shall forward by ordinary mail (not registered) to the Auditor for the Post Office Department monthly accounts of their money-order transactions. "Domestic" offices shall use Form 6010, and when necessary continuation sheets, Form 6010-a for issues and Form 6010-b for payments. "International" offices shall use Form 6011, and continuation sheets Form 6013 for issues and Form 6014 for payments. In making up the lists of money orders issued and paid the following instructions shall be strictly observed:

—issued lists. (a) Money-order forms are numbered consecutively and each serial number shall be accounted for. When a form is spoiled the serial number shall be entered in the account in the same sequence as though issued, and across the amount and fee columns write in red ink "Not issued." Make the same notation on the face of both the coupon and order. Retain the coupon and forward the spoiled order, with the account, to the Auditor.

—paid lists. (b) Enter the issuing-office number and amount of each paid money order. The issuing-office number is to be entered in lieu of the name of the issuing office and State. Paid money orders from the Canal Zone and Philippine

Islands, and from Canada, Mexico, Cuba, and all other countries named in Table 1, section 1189, are treated as domestic and shall be entered at the close of the list of domestic paid and repaid orders and included in the same total. Enter the name of the country where issued in lieu of the issuing-office number. The orders listed on each sheet shall be tied separately and the packages numbered to correspond with the sheets. Separate by a slip of paper the orders listed in each column.

Special care shall be exercised to detach the coupons ^{—detaching coupons.} from the paid money orders in such manner as not to remove the serial numbers or amounts of the orders. No credit can be allowed by the Auditor on money orders mutilated by removal of such particulars.

Mexican money orders must be plainly marked in red ^{—Mexican money orders.} figures, with the amount paid in United States money (one-half the amount stated in Mexican money), in the upper right corner of the order under the entry in Mexican money. Before forwarding the accounts to the Auditor carefully verify all entries and additions and see that the correct fee is entered opposite each order.

4. The money-order transactions of contract branch ^{Contract branches and stations.} offices and contract branch stations shall be taken up in the account of the main office. The totals for the main office and for each station shall be kept separate on the report sheets and combined only when carried to the semimonthly recapitulation. Contract branch offices and contract stations shall transmit to their respective main offices daily, with report (Form 6019-a—Contract), the applications and stubs of all money orders issued at such branches or stations, and the amount thereof (including fees) either in cash or in cashed or repaid money orders. Form 6012² shall also be used by all offices having contract branches and contract stations.

5. Classified branch offices and classified stations (not ^{Classified branches and stations.} contract) when authorized to issue orders on the international form shall render their accounts as directed in paragraphs for first, second, and third class offices; when authorized to issue money orders on the domestic form only they shall render their accounts monthly. Classified branch offices and classified stations shall forward their money-order accounts to their respective main offices for examination and transmission to the Auditor for the Post Office Department.

Special instructions for rendering accounts.

6. Postmasters having money-order remittances in transit at the close of a quarter shall hold their last money-order accounts of that quarter until the certificates covering such remittances are received, in order that credit therefor may be claimed in the same quarter in which the certificates were issued and dated. Accounts, however, shall not be thus delayed in cases where it is manifest that the certificates to be issued will bear dates of a subsequent quarter.

(a) As three days, in most cases, will doubtless prove ample time in which to receive such certificates, an account shall not be held for this purpose for a longer period, and under no circumstances shall credit be taken in such account for a certificate issued in a subsequent quarter.

(b) In claiming credit for a certificate of deposit received on account of a money-order remittance, the date to be entered in the cashbook shall be that on which the certificate is received, except at the close of a quarter, when credit for a certificate received shall be claimed under date of the certificate itself.

(c) In the few cases, however, in which it may happen that a certificate of deposit is received after the account has gone forward at the close of a quarterly period, and such certificate bears date of the quarter just closed, take credit therefor in the next money-order account rendered, making a note thereon for the information of the Auditor, so that the irregularity may be adjusted by his office.

Money orders issued by express companies.

7. Postmasters shall not claim credit for money orders issued by express companies, banks, and commercial houses. Such credits will be disallowed by the Auditor for the Post Office Department.

Reports of "No Business."

Sec. 205. If no business has been transacted an account shall be forwarded giving the last balance and bearing the words "No business" written across the face of the blank.

Cash balance from preceding account to be brought forward.

2. The cash balance, however small, remaining on hand at the close of the period covered by the preceding account shall be brought forward and accounted for in the usual way from month to month.

Sec. 206. When the postmaster at a money-order office turns the office over to his successor he shall 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 shall be forwarded to the Auditor for the Post Office Department with his final account, and a credit for a like amount should be entered in the cashbook.

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 shall transmit to the Auditor a final account covering all 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 month.

—final account to Auditor.

3. In his final account the outgoing postmaster shall take credit for the amount of funds actually turned over to his successor in cash, after the following form:

Credit in final account.

By cash turned over to my successor, John Doe, per his receipt herewith, \$—.

—form of receipt.

Sec. 207. Upon taking charge of a money-order office the incoming postmaster shall debit himself in the cashbook and in his first money-order account with the amount of funds received in cash from his predecessor, after the following form:

Incoming postmaster.

To cash received from my predecessor, Richard Roe, per my receipt to him, \$—.

Form of receipt.

Sec. 208. 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 accompanying the same, as well as all descriptive lists of international money orders certified to or by the exchange offices designated for conducting money-order transactions with foreign countries, and all coupons of issued international money orders now filed in the office of the Auditor for the Post Office Department, or which may hereafter be filed therein, after three years shall have elapsed from the expiration of the period covered by such statements and lists.

Destruction of money-order records.
1908, May 27; 35 Stat., 415.

After three years.

Sec. 209. Upon receipt of proper evidence showing the performance of service, the Second Assistant Postmaster General shall state the accounts in the steam and power boat, Alaskan star, railroad, railway post-office car, mail-messenger, electric and cable car, screen-wagon, and pneumatic-tube services, and the Fourth Assistant Postmaster General shall state the accounts in the star serv-

Statement of mail-service accounts.

ice, except Alaskan, and certify the same to the Auditor for settlement.

Communications to Auditor.

2. All communications relative to the settlement of the accounts of such services shall be addressed to the Auditor for the Post Office Department.

CHAPTER 4.

APPROPRIATIONS.

Balances of appropriations. R. S., § 3690. —to be used for payment of obligations incurred during year.

—carried to surplus fund.

Unexpended balances of appropriations. 1874, June 20, ch. 328, § 5; 18 Stat., 110.

Claims under exhausted and unavallable appropriations. 1878, June 14, ch. 191, § 4; 20 Stat., 130.

—when allowed to be reported to Congress. 1884, July 7, ch. 334; 23 Stat., 254.

—rejected, not to be reopened, except.

Note.

Sec. 210. 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.

Sec. 211. * * * 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: * * *.

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.

3. * * * (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.

NOTE.—The act of July 7, 1884, shown in parentheses, 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. 134.)

See sec. 242, as to witnesses in connection with claims against the Government.

Balances certified by Auditor. 1894, July 31, ch. 174, § 8; 28 Stat., 207.

—subject to revision by Comptroller.

Sec. 212. 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.

Secretary of Treasury may direct reexamination of accounts.

Sec. 213. 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.

Where payments accepted, revision can not be had.
1894, July 31, ch. 174, § 8; 28 Stat., 208.
Separate items may be suspended.

Secretary of Treasury to fix time before warrant issues.

Sec. 214. 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.)

Application of payments after new bond.
R. S., § 3835.

—how may be made.

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.

Deficiencies in postmasters' accounts.
R. S., § 3835.
1879, Feb. 4, ch. 45; 20 Stat., 281.
—to be reported to Postmaster General.
—sureties to be notified.

NOTE.—Sec. 214 is R. S., § 3835, in its original form, and the act of Feb. 4, 1879, was added as an amendment thereto.

Note.

Sec. 215. Hereafter, whenever any deficiency shall be discovered in the accounts of any official of the United States, or of any officer disbursing or chargeable with public money, it shall be the duty of the accounting officers making such discovery to at once notify the head of the department having control over the affairs of said officer of the nature and amount of said deficiency, and it shall be the immediate duty of said head of department to at once notify all obligors upon the bond or bonds of such official of the nature of such deficiency and the amount thereof. Said notification shall be deemed sufficient if mailed at the post office in the city of Washington, District of Columbia, addressed to said sureties, respectively, and directed to the respective post offices where said obligors may reside, if known; but a failure to give or mail such notice shall not discharge the surety or sureties upon such bond.

Deficiencies in accounts of any officer.
1888, Aug. 8; 25 Stat., 387.

CHAPTER 5.

COLLECTIONS.

Collection orders. **Postmaster's duty.** **Sec. 216.** Upon receipt of a collection order issued by the Auditor for the Post Office Department for the recovery of a balance due the United States, the postmaster shall notify the person or persons upon whom the order is drawn and demand payment of the amount thereof.

Payment. 2. Upon receipt of such notice, the person or persons drawn upon should make payment of the amount of the order to the postmaster making demand, without risk or expense to the United States.

Deposit. 3. When an order is paid the postmaster shall transmit to the Auditor his receipt in evidence thereof. The money shall be deposited to the postmaster's credit with his designated depository.

Failure to make payment. 4. If the person or persons upon whom a collection order is drawn fail to respond to the demand, notice shall be sent to the Auditor, accompanied with any reply made to the demand. The order shall be retained by the collecting postmaster for further instructions.

Report to Auditor. 5. When payment is not made within the time specified by the Auditor, the postmaster shall so report to the Auditor, stating the residence and pecuniary circumstances of all parties; and, if any of them are deceased, the financial condition of their estates and the names and addresses of their legal representatives, executors, or administrators.

Instructions. 6. The instructions contained in the circulars which accompany the orders shall be obeyed.

Neglect of postmaster to use diligence in making collections. **Sec. 217.** When a postmaster shall fail to use due diligence in making collection of a collection order, or, failing to make collection, shall neglect to advise the Auditor for the Post Office Department or return the collection order, 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 amount of the order shall be charged to his account and he and his sureties held responsible for the amount thereof.

-cause for removal.

-liability on bond.

CHAPTER 6.

LEGAL PROCEEDINGS.

Sec. 218. The district courts shall have original jurisdiction as follows * * * Sixth. Of all cases arising under the postal laws.

2. * * * all suits arising under the postal laws shall be brought in the name of the United States.

3. 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.

See sec. 1666, as to jurisdiction of courts in criminal cases under the postal laws.

Sec. 219. 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 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.

See sec. 178, as to duty of Auditor to superintend collection of debts due the Post Office Department.

Sec. 220. 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.

Sec. 221. 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.

Sec. 222. 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.

District courts.
1911, Mar. 3; 36
Stat., 1092.

Suits to be in
name of United
States.

R. S., § 919.
State and Terri-
torial courts.

R. S., § 3833.

Fraudulent
and improper
payments.

R. S., § 4057.

—for service not
performed.

—made upon
fraudulent repre-
sentations, mis-
takes, etc.

—Postmaster
General to bring
suit to recover.

Papers to be
furnished De-
partment of
Justice in suits
against delin-
quents.

R. S., § 296.

U. S. attorney
to obey instruc-
tions of Depart-
ment of Justice
in postal suits.

R. S., § 381.

Reports of pro-
ceedings in post-
al suits.

R. S., § 775.

—district attor-
neys to make.

Execution on
judgments to be
speedy.

Copies of quarterly returns of postmasters and money-order transcripts to be admitted as evidence.

R. S., § 889.
—to be certified by Auditor.

Sec. 223. 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.

—judgment thereon.

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. 224. 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 shall not be necessary to make a further demand for the new balance found to be due.

What constitutes demand.

No demand to be made on late postmasters, when.

When claims to be allowed in suits.

R. S., § 952.

Sec. 225. 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.

See R. S., § 951, as to credits on account of claims, etc., in suits against others than postmasters.

Interest on balances.

R. S., § 964.
—rate of.

Sec. 226. 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.

Judgment in postal suits.

R. S., § 958.
—rendered at return term, except.

Continuances.

Sec. 227. 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.

Sec. 228. 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.

Sec. 229. 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:

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.

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.

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.

2. 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.

See R. S., §§ 926 to 933, as to proceedings under warrants of attachment.

Sec. 230. 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 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.

—where defendant has claim against Post Office Department.

Returns of marshal to Auditor of proceedings on executions.
R. S., § 792.

Warrant of attachment in postal suits.
R. S., § 924.

—may issue where parties are nonresidents.

—where property is to be removed.

—where property has been removed, how executed.

Application for warrant of attachment.
R. S., § 925.

—to whom and by whom to be made.
—affidavit in support of.

Proceedings in equity for money due Post Office Department.
R. S., § 382.

Limitations in suits. **Sec. 231.** If on the settlement of the account of any postmaster—on postmasters' bonds, **three** years. **R. S., § 3838.** 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; 25 Stat., 387.** **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.

Recovery of penalties and forfeitures. **Sec. 232.** 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.

R. S., § 4059.
—by action, how disposed of.

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. 103.

For the statutes which provide penalties or forfeitures for their violations see—

SEC. 169. Postal employees interested in contract or acting as agent for contractor.

SEC. 193. Neglect of postmasters to render accounts.

SEC. 247. Setting up or professing to keep an office bearing the sign, name, or title of post office, without authority from the Postmaster General.

SEC. 290. Postmaster acting as agent for a lottery.

SEC. 1289. Establishing private express for the conveyance of letters or packets, or aiding or assisting therein.

SEC. 1292. Carrying persons on stagecoach, railway car, steamboat, vehicle, or vessel who are employed as private express for conveyance of letters and packets.

SEC. 1293. Sending letters by private express, or delivering them for transmission thereby.

SEC. 1294. Stagecoach, railroad, car, steamboat, etc., carrying letters or parcels otherwise than in the mail; penalty on owner and driver, conductor, etc.

SEC. 1298. 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. 1299. Carrying letters or packets on board a mail vessel otherwise than in the mail.

SEC. 1304. Forfeiture of package seized on mail vessel with concealed letter.

SEC. 1404. Failure by master of steamboat passing between ports of the United States to deliver to postmaster letters and packets brought by him.

SEC. 1713. Delaying passage of mail at a ferry by ferryman's neglect or refusal to transport it.

See Title Twelve, as to offenses against the postal service, etc.

Sec. 233. 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.

Liability of informer in action on penal statute. —for costs on failure of suit, etc., except.
R. S., § 976.

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.

Sec. 234. 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. 105 and 368.)

Money voluntarily paid for violation of penal laws.

—how disposed of.

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.

Amount of fine for violation of criminal laws to be collected only through courts.

Sec. 235. Whenever any person indebted to the United States is insolvent, or whenever the estate of any deceased debtor, in the hands of the executors or administrators, is insufficient to pay all the debts due from the deceased, the debts due to the United States shall be first satisfied; and the priority hereby established shall extend as well to cases in which a debtor, not having sufficient property to pay all his debts, makes a voluntary assignment thereof, or in which the estate and effects of an absconding, concealed, or absent debtor are attached by process of law, as to cases in which an act of bankruptcy is committed.

Priority established.
R. S., § 3466.

Sec. 236. Every executor, administrator, or assignee, or other person, who pays any debt due by the person or estate from whom or for which he acts, before he satisfies and pays the debts due to the United States from such person or estate, shall become answerable in

Liability of executors, etc.
R. S., § 3467.

his own person and estate for the debts so due to the United States, or for so much thereof as may remain due and unpaid.

Priority of sureties.
R. S., § 3468.

Sec. 237. Whenever the principal in any bond given to the United States is insolvent, or whenever, such principal being deceased, his estate and effects which come to the hands of his executor, administrator, or assignee are insufficient for the payment of his debts, and, in either of such cases, any surety on the bond, or the executor, administrator, or assignee of such surety, pays to the United States the money due upon such bond, such surety, his executor, administrator, or assignee shall have the like priority for the recovery and receipt of the moneys out of the estate and effects of such insolvent or deceased principal as is secured to the United States; and may bring and maintain a suit upon the bond, in law or equity, in his own name, for the recovery of all moneys paid thereon.

CHAPTER 7.

COMPROMISES, ETC.

Compromise of judgments.
R. S., § 295.

Auditor may make, with consent of Postmaster General.

Compromise, remission, etc., of fines, penalties, forfeitures, disabilities, liabilities, etc.
R. S., § 409.

Auditor may make, with consent of Postmaster General.

Deposit to be made before offer of compromise will be entertained.

Sec. 238. 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.

Sec. 239. 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.

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.

CHAPTER 8.

CLAIMS AGAINST UNITED STATES.

Sec. 240. All transfers and assignments made of any claim upon the United States, or of any part or share thereof, or interest therein, whether absolute or conditional, and whatever may be the consideration therefor, and all powers of attorney, orders, or other authorities for receiving payment of any such claim, or of any part or share thereof, shall be absolutely null and void, unless they are freely made and executed in the presence of at least two attesting witnesses, after the allowance of such a claim, the ascertainment of the amount due, and the issuing of a warrant for the payment thereof. Such transfers, assignments, and powers of attorney must recite the warrant for payment, and must be acknowledged by the person making them before an officer having authority to take acknowledgments of deeds, and shall be certified by the officer; and it must appear by the certificate that the officer, at the time of the acknowledgment, read and fully explained the transfer, assignment, or warrant of attorney to the person acknowledging the same.

Transfers and assignments of claims on United States null and void.
R. S., § 3477.

2. Hereafter the provisions of section thirty-four hundred and seventy-seven of the Revised Statutes shall not apply to payments for rent of post-office quarters made by postmasters to duly authorized agents of the lessors.

Exception.
1908, May 27; 35 Stat., 411.

Sec. 241. 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.

Claims, etc., against United States.
1875, Mar. 3, ch. 149; 18 Stat., 481.

—amount to be withheld where claimant indebted to United States.

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.

—proceedings where indebtedness denied.

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.

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.

Balance, how paid when claimant obtains judgment against United States.

2. 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

Officers, etc., in arrears.
R. S., § 1766.
—no salary to.

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.

—suit upon bond of.

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

Sec. 242. 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 subpoena for a witness being within the jurisdiction of such court, to appear at a time and place in the subpoena 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.

See R. S., § 185, as to fees to witnesses; R. S., § 186, as to penalty for witness refusing to attend in response to subpoena; 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.

Court of Claims.
Jurisdiction.
1911, Mar. 3; 36 Stat., 1136.

Sec. 243. The Court of Claims shall have jurisdiction to hear and determine the following matters:

First. All claims (except for pensions) founded upon the Constitution of the United States or any law of Congress, upon any regulation of an executive department, upon any contract, express or implied, with the Government of the United States, or for damages, liquidated or unliquidated, in cases not sounding in tort, in respect of which claims the party would be entitled to redress against the United States either in a court of law, equity, or admiralty if the United States were suable, * * *. Second. All set-offs, counterclaims, claims for damages, whether liquidated or unliquidated, or other demands whatsoever on the part of the Government of the United States against any claimant against the Government in said court. * * *

Transmission by head of department of accounts and claims to Court of Claims.
1911, Mar. 3; 36 Stat., 1137.

Sec. 244. When any claim or matter is pending in any of the executive departments which involves controverted questions of fact or law, the head of such department may transmit the same, with the vouchers, papers, documents, and proofs pertaining thereto, to the Court of Claims and the same shall be there proceeded in under such rules as the court may adopt. When the facts and conclusions of law shall have been found, the court shall report its findings to the department by which it was transmitted for its guidance and action: *Provided, however,* That if it shall have been transmitted with the consent of the claimant, or if it shall appear to the satisfaction of the court upon the facts established, that under existing laws or the provisions of this chapter it has jurisdiction to render judgment or decree thereon, it shall proceed to do so, in the latter case giving to either party such further opportunity for hearing as in its judgment justice shall require, and shall report its findings therein to the department by which the same was referred to said court. The Secretary of the Treasury may, upon

Provided.

the certificate of any auditor, or of the Comptroller of the Treasury, direct any claim or matter, of which, by reason of the subject matter or character, the said court might under existing laws, take jurisdiction on the voluntary action of the claimant, to be transmitted, with all the vouchers, papers, documents, and proofs pertaining thereto, to the said court for trial and adjudication.

Sec. 245. 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. The provisions of section one hundred and sixty-six shall apply to cases under this section.

Sec. 246. The district courts shall have original jurisdiction as follows:

* * * * *

Twentieth. Concurrent with the Court of Claims, of all claims not exceeding ten thousand dollars, founded upon the Constitution of the United States or any law of Congress, or upon any regulation of an executive department, or upon any contract, express or implied, with the Government of the United States, or for damages, liquidated or unliquidated, in cases not sounding in tort, in respect to which claims the party would be entitled to redress against the United States, either in a court of law, equity, or admiralty, if the United States were suable, and of all set-offs, counterclaims, claims for damages, whether liquidated or unliquidated, or other demands whatsoever on the part of the Government of the United States against any claimant against the Government in said court. * * *

Settlement of accounts, etc., in Court of Claims. 1911, Mar. 3; 36 Stat., 1141.

—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.

District courts, jurisdiction concurrent with Court of Claims. 1911, Mar. 3; 36 Stat., 1093.

TITLE THREE.

POST OFFICES.

CHAPTER 1.

ESTABLISHMENT OF POST OFFICES AND APPOINTMENT OF POSTMASTERS.

I.—ESTABLISHMENT OF POST OFFICES.

Post offices. **Sec. 247.** The Postmaster General shall establish post offices at all
R. S., § 3529. such places on post roads established by law as he may deem expedient,
Postmaster General to establish. and he shall promptly certify such establishment to the Auditor for the
Post Office Department.

Conducting post office without authority. 2. Whoever, without authority from the Postmaster General, shall
Penalty. set up or profess to keep any office or place of business bearing the sign,
1909, Mar. 4, ch. 321, § 179; 35 Stat., 1123. name, or title of post office shall be fined not more than five hundred
dollars.

Summer and winter resort post offices. **Sec. 248.** Post offices at "summer resorts" and "winter
—to be continued during year. 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 post-
master, or turned over for safe-keeping to the nearest
post office; and at the close of each quarter the post-
master shall report "No business done" on the regular
stamp and postal-account blanks, and forward stamp
account to the Third Assistant Postmaster General and
postal account to the Auditor for the Post Office
Department.

—postmaster report time of closing. to of 3. Thirty days prior to the close of each season the
postmaster at a "winter resort" or "summer resort"
post office shall notify both the Second and Fourth
Assistant Postmasters 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 send
the First Assistant Postmaster General 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 shall notify the First, Second, and Fourth Assistant Postmasters General, that arrangements may be made for supplying the office with mail.

Sec. 249. 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.

Branch post offices. R. S., § 3871. —may be established.

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. * * *

—limitations upon establishment. 1896, June 9, ch. 386; 29 Stat., 313.

NOTE.—The second paragraph is an amendment of the original act. Note.

Sec. 250. Postal stations for the receipt and dispatch of mails that are located outside of the corporate limits of the city or town in which is located the principal office to which they are attached shall be known as branch post offices and designated by local names only, and the name of every such branch post office shall be separately entered in its alphabetical order in the list of post offices in the Postal Guide.

Meaning of term.

—designation.

Shall be listed alphabetically in Postal Guide.

2. Stations located within the corporate limits of the municipality in which the post office to which they are attached is situated, shall be designated by numbers, letters, or local names. Numbered stations may be located outside the corporate limits.

3. Stations and branch post offices shall be divided into the following classes:

Stations and branch post offices.

(a) "Classified," those in charge of classified employees and occupying quarters provided by the Government. —"classified."

(b) "Contract," those usually located in drug stores or other places of business and operated under contract by persons not in the classified service who shall be required to furnish quarters and equipment, heat, light, and the necessary clerical assistance. Stations and branch post offices are "independent" when designated as such for the receipt and dispatch of registered mail direct, without passing through the office to which they are attached. —"independent."

—window service at.

4. All stations and branch post offices shall transact money-order and registry business and shall sell postage supplies, and, when specially designated, shall transact postal-savings business. Stations and branch post offices designated by letters or local names shall also receive and dispatch mails.

—exchange of mails at.

Change of name of post office.

Sec. 251. Names of post offices shall be changed only by order of the Postmaster General.

Discontinu-
ance of post
offices.

R. S., § 3864.
—to be certified to Auditor.

Sec. 252. 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.

—at county seats forbidden for purposes of consolidation.
1896, June 9, ch. 386; 29 Stat., 313.
1912, Aug. 24; 37 Stat., 545.

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, or to Clayton, Saint Louis County, Missouri.

II.—APPOINTMENT AND QUALIFICATION OF POSTMASTERS.

Appoint-
ment and removal of postmasters.
R. S., § 3830.
1876, July 12, ch. 179, § 6; 19 Stat., 80.
—of first, second, and third classes.
—of fourth class.

Sec. 253. 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.

See sec. 29, as to removals.

Appointments.
—under civil-service law.

2. All positions of postmaster of the fourth class, except in Alaska, Guam, Hawaii, Porto Rico, and Samoa, having been by Executive order placed in the competitive classified service and made subject to the civil-service law and rules, appointments to offices having an annual compensation of as much as \$180 shall be made in the same manner as provided by the civil-service law and rules for other positions in the competitive classified service, except as otherwise provided. Appointments to offices having an annual compensation of less than \$180 shall be made in the following manner: When a vacancy has occurred or is about to occur in any such office, a post-office inspector shall visit the locality and make report for appointment from among the persons filing applications, in the order of their fitness, such report to be based

—upon Inspector's recommendation.

solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office.

3. A postmaster of the fourth class having an annual compensation of less than \$500 shall not be eligible to transfer to any other position in the competitive classified service. A postmaster of the fourth class having an annual compensation of as much as \$500 may, in accordance with law and the civil-service rules, be transferred to a position of rural carrier at the same post office after having passed the examination prescribed for original appointment as rural carrier or its equivalent; and he may be transferred under like restrictions to any other position in the competitive classified service after having served three years in such service.

—transfers not permissible.
—exception.

4. When the annual compensation of an office is increased to as much as \$180 the incumbent of such office shall be given all the rights and privileges of persons appointed to offices with annual compensation of as much as \$180.

5. No person shall be appointed as postmaster of an office of the fourth class where the annual compensation is as much as \$500 after he has reached his sixty-fifth birthday.

6. No person occupying the position of postmaster of the fourth class shall be given a competitive classified status unless he has been appointed as a result of open competitive examination or until he is so appointed.

Sec. 254. No person will be appointed postmaster who is not a citizen of the United States, except that where the needs of the service so require, a person not a citizen may be appointed a postmaster of the fourth class in case there is no other eligible candidate.

Ineligible for postmastership.
—alien.
—exceptions.

2. Minors are not eligible for appointment as postmaster. A woman over 18 but under 21 years of age may be appointed postmaster in a State where women are declared by statute to be of full age at 18.

—minor.

3. No person concerned in a contract for carrying the mails, either as contractor, subcontractor, or surety, nor any member of his immediate family shall be appointed postmaster.

—contractor.

4. No person engaged in the prosecution of claims against the Government shall be appointed postmaster.

—holding claim against Government.

5. The husband or wife of a rural carrier shall not be appointed postmaster.

Residence.
1904, Apr. 28; 33
Stat., 441.

Sec. 255. Every postmaster shall reside within the delivery of the office to which he is appointed, or within the town or city where the same is situated.

—State bound-
aries.

2. The delivery district 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 post-
masters.**
R. S., § 3834.
1909, Mar. 1; 35
Stat., 670.

Sec. 256. 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, conditioned for the faithful discharge of all duties and trusts imposed on him either by law or the rules and regulations of the department. 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.

**Bond and oath
to accompany
notice of ap-
pointment.**

Sec. 257. A blank bond and official oath shall be sent to every person appointed postmaster at the time he is notified of his appointment and such blanks must be used by him when executing his bond and oath of office.

Oath.
—how subscribed
to.

2. The bond shall be executed by the appointee and one or more approved bonding companies or two or more individual sureties and the signatures of the principal and sureties attested by witnesses. An authorized officer shall administer the oath of justification to the individual sureties as to their financial responsibility and such an officer shall also certify to the sufficiency of the bond.

Bond.
—how filled out
and executed.

See sec. 79, as to corporate security on bonds.

**Oath and bond,
to whom sent.**

3. After execution the oath and bond shall be transmitted to the First Assistant Postmaster General.

—examination
and filing.

4. Bonds and oaths of office of postmasters shall be examined and, if found satisfactory, shall be approved by the First Assistant Postmaster General, in whose office they shall then be filed.

**Com missions
of postmasters.**
—when issued.

Sec. 258. A commission shall 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.

2. After a postmaster has been commissioned the old postmaster shall continue to be recognized as such and his requisitions shall be honored until his successor has actually taken possession of the office.

Former postmaster to continue until successor takes charge.

See secs. 365 and 366, as to manner of turning over the office to a successor.

Sec. 259. 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; 18 Stat., 23.
—appointed by President.

—affixing of seal.

Sec. 260. That whenever any postmaster, clerk, carrier, or other person in the postal service, employed in the Post Office Department or elsewhere, notifies the Postmaster General of his desire to execute a new bond, or whenever any of the sureties of such postmaster, clerk, carrier, or other person, notifies the Postmaster General of his desire to be released from such suretyship, or whenever the Postmaster General deems a new bond necessary or expedient, the execution of the new bond may be directed by the Postmaster General. When accepted by the Postmaster General, the sureties of postmasters 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, and the sureties of other persons in the prior bond shall be released from responsibility for all acts or defaults of such persons which may be done or committed subsequent to the day such new bond becomes operative.

Release of sureties and renewal of postmasters' bonds.
1905, Mar. 3, ch. 1488; 33 Stat., 1259.

Sec. 261. New bonds will be required from postmasters in the following cases, and also whenever deemed necessary by the First 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 shall 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, etc., 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. (See sec. 78.)

—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. 157.)

—when single woman marries.

IV.—ACTING POSTMASTERS.

Vacancies in post office to be filled promptly.
 R. S., § 3836.
 See 1895, Mar. 2, ch. 177, § 5; 28 Stat., 807.
 Auditor to be advised of change.
 Liability of sureties.
 —to continue till vacancy is filled, etc.
 —may be terminated by notice.

Sec. 262. 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. 78.)

Sureties to take charge of office where vacancy.
 Acting postmaster to be designated.
 —to take oath.
 Oath and designation of sureties to be sent to department.

Sec. 263. Whenever the office of any postmaster becomes vacant by death, resignation, or removal, the sureties, or a majority of them, shall designate one of their number, or some other person, as acting postmaster, who before entering upon the discharge of his duties shall take the oath of office as provided in sections 153 and 154.

2. The designation of the sureties and the oath shall be forwarded to the First Assistant Postmaster General, and upon the approval of such designation by the Postmaster General the acting postmaster shall be recognized. Should the designation be disapproved, another acting postmaster shall immediately be 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.

3. When a postmaster voluntarily abandons his office, such action shall be regarded as a resignation of the office.

Acting postmaster.

Sec. 264. When, 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 shall sign all papers, returns, accounts, requisitions, money orders, etc., as "acting postmaster."

—signature.

—accounts.

2. The accounts up to and including the day of the death or retirement of the postmaster shall, however, unless they have been rendered by the assistant post-

master, be signed by the acting postmaster thus: "A. B., acting postmaster for sureties of ———, postmaster, deceased" (or removed, resigned, as the case may be).

3. The requisitions of an acting postmaster shall not —requisitions. be honored until his designation is approved by the Postmaster General.

4. When an assistant postmaster is in charge of the post office during the temporary absence or sickness of the postmaster, he shall sign all papers, returns, accounts, requisitions, etc.: "A. B., postmaster, by C. D., assistant postmaster." When 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, shall sign all papers, etc.: "A. B., postmaster, deceased (resigned, suspended, etc., as the case may be), by C. D., assistant postmaster." Assistant postmaster. —official signature.

5. 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 section 268, he shall sign all papers, returns, accounts, requisitions, etc.: "A. B., postmaster, by E. F., clerk." Clerk. —official signature.

6. 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. Signing of papers not requiring postmaster's signature.

V.—PERFORMANCE OF DUTIES DURING ABSENCE OF POSTMASTER.

Sec. 265. The assistant postmaster shall in all cases manage the business of the 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. 294 and 295, as to assistant postmasters and their duties.

Performance of duties during absence of postmaster.
 R. S., § 4031.
 —at money-order offices.

Liability of postmaster.

Designation of clerk at money-order offices to perform duties during absence of postmaster.

—how made.

Clerk designated to perform duties of office.

—to take charge during absence of postmaster.

—instructions to be obeyed.

Sec. 266. In case of the sickness or unavoidable absence from his office of the postmaster of any money-order post office, he may, 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.

Sec. 267. 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 shall be made on Form 6834, and forwarded to the Third Assistant Postmaster General. At offices having a money-order credit with the postmaster at New York the designation shall be made in duplicate.

Sec. 268. Whenever at any money-order office, a clerk, who is not assistant postmaster, is authorized, with the approval of the Postmaster General, to take charge of the office during the sickness or absence of the postmaster, as provided in section 267, 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, shall observe his instructions the same as those of the postmaster.

CHAPTER 2.

CLASSIFICATION AND COMPENSATION OF POSTMASTERS.

I.—CLASSIFICATION OF POSTMASTERS.

Classification of postmasters.

1876, July 12, ch. 179, § 5; 19 Stat., 80.

—first class.

—second class.

—third class.

—fourth class.

Sec. 269. Postmasters shall be divided into four classes, as follows:

The first class shall embrace all those whose annual salaries are three thousand dollars or more than three thousand dollars;

The second class shall embrace all those whose annual salaries are less than three thousand dollars, but not less than two thousand dollars;

The third class shall embrace all those whose annual salaries are less than two thousand dollars, but not less than one thousand dollars;

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.

II.—COMPENSATION OF POSTMASTERS.

Sec. 270. 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:

Gross receipts.	Salary.	Gross receipts.	Salary.
<i>Third class.</i>		<i>Second class—Continued.</i>	
\$1,900 and not exceeding \$2,100.....	\$1,000	\$24,000 and not exceeding \$30,000...	\$2,700
\$2,100 and not exceeding \$2,400.....	1,100	\$30,000 and not exceeding \$35,000...	2,800
\$2,400 and not exceeding \$2,700.....	1,200	\$35,000 and not exceeding \$40,000...	2,900
\$2,700 and not exceeding \$3,000.....	1,300	<i>First class.</i>	
\$3,000 and not exceeding \$3,500.....	1,400	\$40,000 and not exceeding \$45,000...	3,000
\$3,500 and not exceeding \$4,200.....	1,500	\$45,000 and not exceeding \$50,000...	3,100
\$4,200 and not exceeding \$5,000.....	1,600	\$50,000 and not exceeding \$50,000...	3,200
\$5,000 and not exceeding \$6,000.....	1,700	\$80,000 and not exceeding \$110,000...	3,300
\$6,000 and not exceeding \$7,000.....	1,800	\$110,000 and not exceeding \$150,000...	3,400
\$7,000 and not exceeding \$8,000.....	1,900	\$150,000 and not exceeding \$200,000...	3,500
<i>Second class.</i>		\$200,000 and not exceeding \$260,000...	3,600
\$8,000 and not exceeding \$9,000.....	2,000	\$260,000 and not exceeding \$330,000...	3,700
\$9,000 and not exceeding \$10,000....	2,100	\$330,000 and not exceeding \$400,000...	3,800
\$10,000 and not exceeding \$11,000...	2,200	\$400,000 and not exceeding \$450,000...	3,900
\$11,000 and not exceeding \$13,000...	2,300	\$450,000 and not exceeding \$500,000...	4,000
\$13,000 and not exceeding \$16,000...	2,400	\$500,000 and not exceeding \$600,000...	5,000
\$16,000 and not exceeding \$20,000...	2,500	\$600,000 and upward ¹	6,000
\$20,000 and not exceeding \$24,000...	2,600		

¹ By special acts of Congress the salaries of the postmasters at New York, N. Y., Chicago, Ill., Philadelphia, Pa., Boston, Mass., and St. Louis, Mo., are fixed at \$8,000 a year.

NOTE.—Postmasters at first and second class offices are not allowed commissions on the money-order business; but see sec. 1118 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 secs. 145 and 332.)

See secs. 848, 862, and 868, as to compensation for special-delivery business at other than city-delivery offices.

2. In determining the gross receipts upon which the salary of a postmaster shall be based, stamps, stamped envelopes, and postal cards sold in large or unusual quantities to any person to be used in mailing matter at other post offices, or in mailing matter diverted from other offices, shall not be included, whether the sale be made with or without solicitation by the postmaster. When postage stamps or other stamped paper are sold in large or unusual quantities, it shall be the duty of the

Salaries of postmasters at offices of the first, second, and third classes.
1883, Mar. 3, ch. 142, 22 Stat., 090.
See R. S., §§ 3852-3856.
—how fixed.

Note.
Money-order commissions.

Special-delivery business.

Salaries of postmasters at offices of the first, second, and third classes.

Gross receipts on which salary of postmaster is based, how determined.

Unusual stamp sales.
—duty of postmaster to investigate.

—and report.

postmaster to inquire into and ascertain whether or not the purchaser intends to use such postage stamps or other stamped paper for mailing matter in his office or other offices; and any "outside" sales shall be reported to the First Assistant Postmaster General, Division of Salaries and Allowances, at the end of the quarter in which the sales are made. The statement of such outside sales shall be itemized by the postmaster as to dates, amounts of purchases, and business addresses of the purchasers, and shall bear the following form of certificate:

I hereby certify on my oath of office that the foregoing is a true and correct statement, and that to the best of my knowledge and belief it shows all the stamp supplies sold at this office for use elsewhere.

Refund of excess salary.

Upon evidence of neglect of the postmaster to ascertain and report such facts, he shall be required to refund the amount of the excess salary and allowances he may have received on account of such sales.

See sec. 332 for penalty for unlawful sales.

Readjustment of salaries of postmasters of first, second, and third classes. 1883, Mar. 3, ch. 142, § 3; 22 Stat., 602. —when to be made. Ib., § 4. —period of. —to take effect July 1.

Sec. 271. 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.

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.

3. Readjustments shall 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. When the receipts at any office fall below the minimum required for the class to which it is assigned it shall 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 shall 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. (See sec. 274.) The omitted parts in the second clause of the statute merely referred to the first adjustment after the act took effect.

Sec. 272. 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 and on postage stamps, * * * stamped envelopes, postal cards, * * * 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:

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. 270).

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.

2. Additional compensation shall be allowed postmasters at post offices of the fourth class for the transaction of postal savings depository business. Such compensation shall not exceed one-fourth of one per centum on the average sum upon which interest is paid each calendar year on receipts at such post office, and shall be paid from the postal revenues; but postmasters, assistant postmasters, clerks, or other employees at post offices of the presidential grade shall not receive any additional compensation for such service.

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. 270.)

See sec. 273, as to commissions on postage collected in money; sec. 848, as to compensation for special-delivery business; sec. 1118, as to commissions on money-order business; sec. 145, as to fixing compensation in case of false returns of cancellations; sec. 1681, as to punishment for making false returns.

Sec. 273. Commissions shall not be claimed by postmasters for the cancellation of the penalty clause on official envelopes. Postmasters shall not claim credit for the cancellation of official postage stamps and stamped envelopes of the Postal Savings System.

Compensation of postmasters at fourth-class offices.
1833, Mar. 3, ch. 142, § 2; 22 Stat., 602.
See R. S., §§ 3852-3856.
Commissions on cancellations.

—rates of.

Assignment of office to higher class.

Excess commissions in any quarter.

—additional for postal-savings business.

1910, June 25, ch. 386, § 13; 36 Stat., 818.

Note.
Gross receipts necessary to be assigned to higher class.

Commissions of postmasters of fourth class.
—not allowed on official matter, or official postal-savings stamps.

—or special-delivery stamps.

2. Credit will not be allowed for cancellation of special-delivery stamps nor of ordinary stamps when affixed to mail for the purpose of effecting special delivery.

Division of compensation where several postmasters serve during quarter.

3. At offices of the fourth class the combined compensation of two or more postmasters serving the fractional parts of a quarter shall not exceed the amount that would be due one postmaster serving the entire quarter.

(a) When the combined cancellations for the quarter amount to less than \$50, each postmaster shall be allowed the entire amount of his individual cancellations and no more.

(b) When such cancellations amount to more than \$50 and not more than \$150, each postmaster shall be entitled to his pro rata share of \$50 at 100 per cent and of the balance at 60 per cent.

(c) When such cancellations amount to more than \$150 and not more than \$350, each postmaster shall 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) When such cancellations amount to more than \$350, each postmaster shall 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 shall be entitled to a pro rata share of that amount, and the excess shall be suspended and considered in adjusting the compensation at the end of the fiscal year. (See sec. 272.)

Box rents, how accounted for.

(e) Each postmaster shall debit himself with the entire amount of box rents collected by him and credit himself with a pro rata share of the entire amount collected at the office during the whole quarter.

See sec. 187, as to deduction of compensation during quarter.

Commissions of postmasters of fourth class.—on newspaper and periodical postage and postage on identical pieces.

4. Postmasters shall be allowed commissions on the amount of newspaper and periodical postage collected in money and on the postage collected in money on identical pieces of third and fourth class matter mailed under the provisions of section 459 without postage stamps affixed, the same as on cancellations of postage stamps. Credit shall be allowed postmasters for cancellations of stamps on matter mailed on rural routes and at rural stations of their offices. The total collections on second-class matter shall be reported as one item, and

Collections, how reported.

the total collections on third and fourth class matter (combined) as another separate item, in the quarterly postal account which postmasters are required by section 184 to send to the Auditor for the Post Office Department, and shall not be included in the transcript of stamps canceled.

5. Postmasters may withdraw their earned compensation at any time during the quarter, but shall not withdraw more than their pro rata portion of the quarterly compensation, to be determined in accordance with the provisions of this section, and shall 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.

Sec. 274. (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.

See Note, sec. 271. The words in parentheses are to make the statute clear.

Sec. 275. 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.

Sec. 276. 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.—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. 262 and 263.)

CHAPTER 3.

GENERAL PROVISIONS RELATING TO POST OFFICES.

I.—LOCATION OF POST OFFICES.

Sec. 277. 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. 278. The site or location of a post office shall not be changed without authority. Application therefor should be made to the First Assistant Postmaster General,

Division of Salaries and Allowances, when the office is of the first, second, or third class, and to the Fourth Assistant Postmaster General, Division of Rural Mails, when of the fourth class.

—what applica-
tion to show.

2. The postmaster shall state in his application the distance and direction of the proposed new site from the one occupied, and whether the cost of transportation of the mails will be increased, and furnish a map of the city, town, or village, showing the present and proposed locations with respect to the principal places of business, and a petition signed by a majority of the patrons of his office that the change is satisfactory to them. The postmaster should also forward a diagram of the present and proposed quarters, upon which is accurately indicated the dimensions of each and the space therein to be used for post-office purposes exclusively. In the case of first, second, or third class post offices the postmaster should also state the amount that will be required for rent and for light and fuel per year for the proposed new quarters. 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. 1346.)

Where site
changed without
authority, extra
service to be pro-
vided by post-
master.

3. 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.

Post offices not
to be located in
barrooms.

Sec. 279. No post office shall be located in a bar-room, or in any room directly connected therewith; and mail shall 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 following section.)

II.—CARE OF POST OFFICES.

Care of post
offices.
—to be kept free
from loungers,
etc.
—smoking may
be forbidden.

Sec. 280. Post offices shall 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 may be closed.

2. Post offices shall be kept at all times in a clean and orderly condition. —to be clean and orderly.

Sec. 281. 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 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 shall be afforded without discrimination as to party or sect. Bulletin board for public notices, etc.

3. Postmasters shall post in a conspicuous place Weather Bureau reports received at their offices. (See secs. 409 and 1314.) Weather Bureau reports.—to be posted.

III.—OFFICE HOURS—HOLIDAYS.

Sec. 282. Post offices shall be kept open for the delivery of mail and the sale of stamps every week day during the hours when the principal business houses are open. Any postmaster desiring specific instructions as to general-delivery and stamp-window hours should write to the First Assistant Postmaster General, stating when mails arrive and depart and what hours are observed by the principal business houses. Post-office hours.—week days.

2. Offices of the first class and their stations shall be kept open for the receipt and delivery of registered mail until 6 p. m., and offices of other classes during the hours observed by the principal business houses. Registry service.

3. Post offices of the first class shall be kept open for the transaction of money-order business from 9 a. m. to 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 must be allowed by the postmaster if necessary. Money-order service at first and second class offices.

4. Third and fourth class offices doing money-order business shall be kept open for such business during the —at third and fourth class offices.

hours observed for the transaction of postal business; and, as a general rule, money-order business should be transacted during the period in which stamps are sold.

Postal-savings service.

5. Every post office designated as a postal-savings depository shall remain open for the receipt and withdrawal of deposits every week day during the hours prescribed for the transaction of money-order business and at such other times as the business of the office may require or as the Postmaster General shall direct.

Window service during distribution of mails.

6. Service to the public at post-office windows should not be suspended on account of the distribution of mails during the regular hours of service at such windows if the clerical force is sufficient to attend to both distribution and delivery at the same time.

Authority for closing.

7. Post offices shall not be closed during business hours, unless special authority has been obtained from the First Assistant Postmaster General.

Night service.

8. Postmasters shall not maintain night service, either at the main office or stations, where such service involves any additional expense, without authority from the First Assistant Postmaster General.

Lobbies open.

9. Lobbies of post offices may remain open at the postmaster's discretion when no one is on duty if the screen work extends to the ceiling and if all doors, windows, and wickets connecting the lobby with the working portion of the office are securely locked, and police protection is adequate.

Sunday hours. 1912, Aug. 24; 37 Stat., 543.

Sec. 283. Post offices of the first and second classes shall not be open on Sundays for the purpose of delivering mail to the general public, but this provision shall not prevent the prompt delivery of special-delivery mail.

—clerks and carriers at first and second class offices.

2. Postmasters at first and second class offices shall not require more clerks and carriers to be on duty on Sundays than are requisite to prepare mail for dispatch and to make such distribution of incoming mail as is necessary to meet the requirements concerning special-delivery mail and all necessary distributions to lock boxes, and to deliver any mail of special importance called for and described while employees are on duty on account of such distributions.

—lobbies.

3. When the distribution of mail to lock boxes is necessary lobbies may be left open for such length of time thereafter as is safe and expedient.

4. Third and fourth class post offices need not be opened on Sundays unless a mail or mails arrive during the time between the Saturday closing hour and 6 p. m. Sunday. If such a mail does arrive and the public convenience requires its delivery on Sunday, the office may be opened to the public not more than once nor for more than one hour, and the time of service to patrons must not be during that of church services.

5. If such an office is opened to the public on Sundays, special-delivery mail shall be delivered, but the sale of postage stamps, the registration of mail, and the delivery of registered mail is left to the option of the postmaster, and money orders need not be issued or paid.

Sec. 284. 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 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.

2. When a legal holiday falls on Sunday the following Monday may be observed, unless otherwise specially provided by proper authority.

3. Post offices shall be kept open on holidays a sufficient length of time to meet the public convenience. Mails shall be made up and dispatched as on other days.

IV.—REGULATIONS, GUIDES, AND CORRESPONDENCE.

Sec. 285. All regulations, instructions, and orders must be complied with.

2. Postmasters shall 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. (See sec. 362.)

Sec. 286. Whenever a postmaster is in doubt as to a provision of law or regulation affecting a matter requiring his official action he should, before taking action, ask instructions from the proper bureau of the Post Office Department, provided the necessary information can not

—when required at third and fourth class offices.

—service.

Opening of post offices on holidays.

—when holiday falls on Sunday.

—to be sufficient to accommodate public.

Regulations, orders, etc. —shall be complied with. —and preserved.

Instructions to be sought of department in cases of doubt.

be found in the Postal Laws and Regulations or Postal Guide.

Correspondence with department.

Sec. 287. In all correspondence with the Post Office Department the name of the post office and State shall be plainly written or printed at the head of each communication, and the letter or indorsement dated and signed. Each letter shall be confined to one subject.

Communications to be answered promptly.

2. All communications from the Post Office Department and Auditor's office and official inquiries and tracers from postmasters or inspectors shall 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 shall, as far as possible, be regarded as confidential, and returned in the same inclosure with the report or answer respecting the same.

Telegrams.

3. Postmasters and others in the postal service should make official telegrams as brief as possible, thus:

—style of.

CHARLESTON, S. C., June 30, 1904.

CHIEF INSPECTOR,
Washington, D. C.:

Post office entered last night. Safe blown. ——— dollars stamps and ——— postal funds stolen. No clue.

SMITH, Postmaster.

—to be addressed to title of official.

(a) A postmaster should be addressed simply by his title, as "Postmaster, Buffalo, N. Y." Postmasters should sign with their surnames, followed by the word "Postmaster." Department officials should not be addressed by name, but simply by their titles. Telegrams to the department shall be sent, "Official business, collect Government rate." Personal telegrams must be prepaid. Employees of the department traveling or located outside of Washington should endeavor to divide equitably the telegraph business between the different companies.

—to be sent "collect" to department.

—personal.
—from employees outside of Washington.

—different companies.

V.—MISCELLANEOUS PROVISIONS.

Demeanor toward patrons.

Sec. 288. Postmasters and their subordinates shall treat all the patrons of their offices with courtesy and consideration.

Postmasters at offices of the fourth class may transact other business.

Sec. 289. 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 shall be kept separate and distinct from that of the post office.

2. Postmasters shall 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 use positions for advertising purposes.

Sec. 290. Whoever, being a postmaster or other person employed in the postal service, shall act as agent for any lottery office, or under color of purchase or otherwise, vend lottery tickets, or shall knowingly send by mail or deliver any letter, package, postal card, circular, or pamphlet advertising any lottery, gift enterprise, or similar scheme, offering prizes dependent in whole or in part upon lot or chance, or any ticket, certificate, or instrument representing any chance, share, or interest in or dependent upon the event of any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance, or any list of the prizes awarded by means of any such scheme, shall be fined not more than one hundred dollars, or imprisoned not more than one year, or both.

Official acting as lottery agent. R. S., § 3851. 1909, Mar. 4, ch. 321, § 214; 35 Stat., 1130.

Punishment.

See secs. 482 to 485, as to lottery matter in the mails.

Sec. 291. When a post office has been robbed, the postmaster shall immediately report all the facts to the Chief Inspector and to the post-office inspector in charge of the division in which the post office is located. (See sec. 35.) The report should give, if possible, all the circumstances connected with the robbery, the date, a detailed inventory of the loss, the denominations of stamped paper stolen, the amount of postal and money-order funds and of each class of Government property. The postmaster shall be held responsible for the loss if he fails to exercise due care in the protection of the property. If the loss includes the mail key the number should be given. (See sec. 1527.) Full particulars regarding registered mail lost or rifled should be reported. The Chief Inspector shall promptly notify the Assistant Attorney General of every such casualty from which a claim for credit under the provisions of section 150 may arise.

Reports of robberies of post offices.

—to whom made.

—what to show.

—postmasters liable, when.

2. All subsequent developments shall be reported to the same officers.

Additional facts to be reported.

3. Brief telegraphic report of the robbery of a post office should also be made when practicable to the post-office inspector in charge of the division in which the post office is located (see sec. 35), the telegram to be sent "collect" and indorsed, "Official business, collect Government rate."

Telegraphic report of robberies.

See sec. 487, as to reports of losses of mail matter, delays, etc.; sec. 1668, as to report of commission of offenses against postal laws; sec. 969, as to indemnity for lost registered matter; sec. 287, as to manner of sending telegrams.

VI.—PENSION VOUCHERS.

Pension vouchers. **Sec. 292.** 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.

—by rural carriers. 2. * * * Rural free-delivery carriers 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 they are authorized to charge and receive for each voucher not exceeding twenty-five cents, to be paid by the pensioner.

Definition of "pensioner." 3. A pensioner within the meaning of said acts and as referred to throughout this section may be any person to whom pension is due and payable from the United States and who is required to execute and present a voucher for the payment thereof, whether such person be in fact a pensioner, the wife of a pensioner, the guardian of a pensioner or of his wife or minor children, or a payee of pension as reimbursement on account of expenses of last sickness and burial of a pensioner. The term voucher applies not only to the form commonly so designated, but to any and all sworn statements required in connection with such form, such as depositions of two witnesses, oaths of identity, affidavits of inability to surrender pension certificates, etc. These and any other papers required for the purpose of payment of pension collectively constitute the voucher proper and are transmissible under cover of the penalty envelope provided for the purpose. A witness for a pensioner within the meaning of said acts may be any person who is called upon to subscribe under oath to a statement in the voucher form, or in any paper attached thereto or to be used in connection therewith. A person whose signature is called for merely as an attesting witness to the signature of another person is not required to be put under oath.

Fees for execution. 4. A postmaster or rural carrier may demand and receive but one fee for each voucher as prescribed by the acts, whether the voucher should include one or several papers or involve the administration of an oath to one or several persons, but he is entitled to the fee if called upon

to authenticate any one of the papers necessary to complete a voucher where the others are required to be or have been executed elsewhere; and he can not refuse to authenticate a voucher or any paper necessary to its completion if the lawful fee be tendered. The acts do not empower postmasters or rural carriers to administer oaths in any other matters relating to pensions, within the jurisdiction of the Commissioner of Pensions or any other Federal officer, such as declarations or affidavits in claims for pension, application for duplicates of lost pension certificates or checks, or for payment of unindorsed checks in the cases of deceased pensioners, etc.

5. No report of the money received by postmasters or rural carriers as fees for authenticating pension vouchers need be made to the department. —not to be reported.

6. Anyone 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 voucher 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 regulations of the Department of the Interior governing the execution of pension vouchers. Taking of oath.

7. In all cases where the voucher form calls for statements of possession and exhibition of the pension certificate, it must be exhibited to the postmaster or rural carrier at the execution of each and every voucher for the payment of any pension, and such exhibition of the certificate shall be primary evidence of the pensioner's identity. When the certificate is lost or can not for any other reason be exhibited, the voucher may be executed only upon the exhibition to the postmaster or rural carrier of a permit duly issued by the Commissioner of Pensions, and, in such event, the postmaster or rural carrier must be careful to cancel the words stating possession and exhibition of the pension certificate in the pensioner's statement and in the jurat, and such permit must be securely attached to the voucher. Exhibition of certificate.

8. When the pensioner's signature to the sworn statement in the voucher is by mark or is illegibly written, it must be attested by two witnesses who write. If the name can not be deciphered from the written signature, letter for letter as given in the head of the voucher, it should be regarded as illegible. And in cases where two deposing witnesses are required to appear the signature by mark of either or both witnesses must be attested by a third person who writes and who is neither the pensioner nor the officiating officer. The pensioner's signature at the bottom of the voucher does not need to be attested in any case. In sworn statements attached to the voucher form or to accompany the same, signatures by mark only need to be attested.
9. A fourth-class postmaster or rural carrier can not authenticate his own vouchers or appear as a deposing witness in a voucher executed before him, not being competent to administer an oath to himself.
10. Postmasters should add after their names, when signed to vouchers, the words "Fourth-class postmaster." Rural carriers shall attach their signatures to vouchers written in the same manner as signed to their official bonds, adding thereafter the words "Rural Carrier No. —," the name of the post office and the State.
11. Neither acting postmasters, assistant postmasters, temporary nor substitute rural carriers are qualified by the acts of August 23, 1894, and June 25, 1910, to authenticate pension vouchers. Vouchers authenticated by any such officials will not be accepted.
12. After the execution of vouchers, rural carriers shall take them to the post office, together with the official penalty envelopes in which they are to be transmitted, and imprint on the vouchers in the space marked "(L. S.)," and above the line indicated, the postmarking stamp of the post office. The postmarking stamp shall not be placed on a voucher before its execution and shall not show a prior date to that indicated in the jurat or certificate. After postmarking stamp has been affixed the voucher should be inclosed in the penalty envelope furnished for the purpose and mailed.
13. Postmasters and rural carriers shall place on each voucher a clear, distinct, and legible impression of the postmarking stamp, showing the date, name of the post

Pensioner's signature.

—witnesses to.

—who can not be.

Signature of postmaster.

—of carrier.

Who can not execute.

Postmarking and dating.

—must be legible.

office, and State, as vouchers authenticated by postmasters and rural carriers without using a postmarking stamp or with unsatisfactory impressions of the postmarking stamp will not be accepted.

14. To authenticate a voucher prior to the fourth day ^{—penalty for false.} of the last month of the quarter for which the pension is payable, and postdate the jurat or certificate to make it appear that the voucher was executed on the fourth day of the last month of the quarter for which the pension is payable; or to authenticate a voucher without the pensioner being present and duly sworn, or in the absence of witnesses where witnesses are required; or to wilfully aid or assist in the making or in anywise procure the making or presentation of any false or fraudulent affidavit, declaration, certificate, voucher, or paper, or writing concerning any claim for pension, renders the offender liable to a fine not exceeding \$500, or to imprisonment for a term of not more than three years.

See R. S., § 4746, as amended July 7, 1898, ch. 578 (30 Stat., 718).

15. Inquiries concerning the execution of pension vouchers should be addressed to the Commissioner of Pensions, Washington, D. C. ^{Instructions concerning execution.}

CHAPTER 4.

ORGANIZATION OF POST OFFICES.

I.—SUPERVISION BY POSTMASTERS.

Sec. 293. Postmasters shall give their personal attention to the business of their offices, and shall not absent themselves therefrom for a longer period than two days without written authority from the Post Office Department. ^{Postmasters to give personal attention to offices.}

2. Postmasters at offices where branch post offices and stations are maintained shall visit the same frequently. ^{—to visit stations.}

3. The Postmaster General is authorized to require postmasters and other postal officers and employees to transact, in connection with their other duties, such postal savings depository business as may be necessary. ^{Postmaster General may require postal employees to transact postal-savings business.}

4. Application for leave of absence should be addressed to the First Assistant Postmaster General, Division of Postmasters' Appointments. Telegrams applying for leave must be prepaid. ^{1910, June 25, § 14; 36 Stat., 818. Application for leave of absence.}

II.—ASSISTANT POSTMASTERS.

Assistant post-
masters.
—appointment of.

—in accordance
with civil-service
rules at first and
second class of-
fices.

—minors and
married women
not eligible.

—bond required.

—at large third-
class offices.

—at smaller third-
class and at
fourth-class of-
fices.

—report of.

—who may be.

—clerks without
pay from depart-
ment.

Sec. 294. Every postmaster shall appoint an assistant postmaster, who shall perform the duties of the postmaster in his absence. (See secs. 264, 265, and 1141.)

2. At first and second class offices the position of assistant postmaster is in the competitive classified service, and appointments thereto shall be made in accordance with civil-service rules and be reported to the First Assistant Postmaster General for approval on Form C-202, in triplicate. Persons under 21 years of age and married women shall not be appointed assistant postmaster. Persons appointed shall furnish suitable bonds and shall not begin service until such bonds have been accepted and approved by the First Assistant Postmaster General.

3. At offices of the third class where the salary of the postmaster is \$1,800 or \$1,900 a year, appointees to the position of assistant postmaster shall have all the qualifications of eligibles for appointment in first and second class post offices, but they are not subject to the civil-service rules.

4. Assistant postmasters at all other third-class post offices and at fourth-class offices may be selected without the approval of the department, but where the office is of the third class notice of such designation shall be given and the required bond transmitted to the First Assistant Postmaster General, Division of Salaries and Allowances, to whom shall be reported any change of assistant postmaster. Every appointment of an assistant postmaster at offices of the fourth class at which no money-order business is transacted shall be reported to the First Assistant Postmaster General, Division of Postmasters' Appointments, on blanks provided for that purpose.

See sec. 267, as to assistants at money-order offices.

5. A member of a postmaster's family or a surety on his bond may if competent be appointed assistant postmaster, except that at a third-class office where the postmaster's annual salary is \$1,800 or more his wife or other married woman should not be appointed.

6. A postmaster at a third or fourth class office may employ as clerks without expense to the department, in addition to the required assistant, such competent mem-

bers of his family or other persons, whether of legal age or not, as he may desire to have assist him.

7. All persons eligible and competent who are regularly employed or likely to be called upon to handle mail or perform other official work in a post office shall take the oath of office. —all must take oath.

8. Contractors or subcontractors for carrying the mail, mail messengers, or assistant mail messengers, or persons concerned in the prosecution of claims against the Government shall not be appointed assistant postmaster or clerk in a post office. —who may not be.

See sec. 265, as to authority of assistant postmaster to perform duties of office during absence of postmaster; sec. 267, as to designation at money-order offices of some clerk besides the assistant postmaster to perform duties of office during absence of postmaster; sec. 153, as to oath of office; secs. 296 and 311, as to clerks in offices of the first and second classes; secs. 312 and 313, as to clerical help at distributing offices for extraordinary business.

Sec. 295. 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 duties of the office, as provided in section 265, 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 266. Duties of assistant postmasters. —to be prescribed by postmaster. —to take charge of office when postmaster is absent, except.

2. When a postmaster resigns or dies, or is removed, the assistant postmaster at all offices, including money-order offices, shall conduct the business thereof until the sureties or a post-office inspector takes charge of the office, as provided in section 263, or until a successor is appointed and qualifies. —to conduct business of office during vacancy, etc., until sureties act.

III.—EMPLOYEES AT OFFICES OF THE FIRST AND SECOND CLASSES.

Sec. 296. The First Assistant Postmaster General may allow to postmasters at offices of the first and second classes such numbers 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 prescribed, and within the limit of the appropriation provided by law. Clerks at post offices of the first and second classes. —employment of, to be authorized.

2. The allowances for clerk hire made to postmasters of the first and second class post offices by the First Assistant Postmaster General, Allowances to include all clerical services.

1894, Jan. 27, out of the annual appropriation for clerks in post offices, shall cover the
 ch. 21, § 3; 28 Stat., cost of clerical services of all kinds in such post offices, including the
 31. cost of clerical labor in the money-order business.

Classification and salaries of clerks at offices of the first class. 1889, Mar. 2, ch. 374; 25 Stat., 841. **Sec. 297.** 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. 270), 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, bookkeepers. Finance clerks, including bookkeepers, 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. 270), 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. 270), 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, 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. Assistant superintendents of delivery.

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. 270), graded in even hundreds of dollars, from one thousand dollars to not exceeding two thousand one hundred dollars per annum, except 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. 270). 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. 270), graded in even hundreds of dollars, from one thousand dollars to not exceeding one thousand five hundred dollars per 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. Assistant superintendents of registry.

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. 270), graded in even hundreds of dollars, from one thousand dollars to not exceeding two thousand four hundred dollars per annum, 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. Superintendent money-order divisions.

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. Assistant superintendents money-order divisions.

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 station.

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, etc. Mailing clerks, letter distributors, dispatchers, registry, money order, directory, and mixie clerks, nine classes, salary, graded in even hundreds of dollars, from six hundred dollars to not exceeding one thousand four hundred dollars per annum.

Separators, etc. Separators and assorters, paper distributors, 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.

Stampers, 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.

Printers. Printers, four classes, salary, graded in even hundreds of dollars, from nine hundred dollars to not exceeding one thousand two hundred dollars per annum.

Pressmen, messengers, etc. 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.

Auditor and draftsman, New York. Auditor and draftsman at New York, New York, three thousand dollars and one thousand two hundred dollars per annum, respectively.

Classification of clerks in second-class offices. 1889, Mar. 2; 25 Stat., 841. **Sec. 298.** The Postmaster General is hereby authorized to classify and fix the salaries of the clerks attached to second-class post offices, * * * as hereinafter provided.

Chief clerk. Chief clerk, nine classes, salary, graded in even hundred of dollars, from seven hundred dollars to not exceeding one thousand five hundred dollars per annum.

Mailing clerks, etc. Mailing clerks, letter distributors, 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 distributors, 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.

Clerks in first and second class offices shall be divided into grades. 1907, Mar. 2; 34 Stat., 1206. **Sec. 299.** Clerks in offices of the first and second class * * * shall be divided into six grades, as follows: First grade, salary six hundred dollars; second grade, salary eight hundred dollars; third grade, salary nine hundred dollars; fourth grade, salary one thousand dollars; fifth grade, salary one thousand one hundred dollars; sixth grade, salary one thousand two hundred dollars. Clerks * * * at first-class offices shall be promoted successively to the fifth grade, and clerks * * * at second-class offices shall be promoted successively to the fourth grade.

—shall be promoted successively.

Appointment to second grade. 1913, Mar. 4; 37 Stat., 793. 2. * * * after June thirtieth, nineteen hundred and thirteen, the first grade for clerks * * * shall be abolished and (that) appointments shall be made to the second grade, salary \$800, * * *.

3. All promotions of * * * clerks * * * shall be made at the beginning of the quarter following the expiration of a year's service in the next lower grade. No promotion shall be made except upon evidence satisfactory to the Post Office Department of the efficiency and faithfulness of the employee during the preceding year. The Post Office Department may reduce a clerk * * * from a higher to a lower grade whenever his efficiency falls below a fair standard or whenever necessary for purposes of discipline. When a clerk * * * has been reduced in salary he may be restored to his former grade or advanced to any intermediate grade at the beginning of any quarter following the reduction, on evidence that his record has been satisfactory during the intervening period. When a clerk * * * fails of promotion because of unsatisfactory service, he may be promoted at the beginning of the second quarter thereafter, or of any subsequent quarter, on evidence that his record has been satisfactory during the intervening period. Clerks * * * of the highest grade in their respective offices shall be eligible for promotion to the higher positions in said post offices.

—may be promoted upon satisfactory evidence. 1907, Mar. 2; 34 Stat., 1206.

—may be reduced in grade.

—may be restored to former grade or advanced to intermediate grade.

—may be promoted at the beginning of second or subsequent quarter, when.

—eligible for promotion to higher positions.

4. Any clerk shall be eligible for transfer to the service of a carrier, and any carrier shall be eligible for transfer to the service of a clerk, such transfer to be made to any grade not higher than the corresponding grade of salary, and the time which such clerk or carrier shall have served in the grade from which such transfer was made shall be counted in connection with the service to which such transfer may be made in computing the time of service necessary to entitle such employees to promotion: *Provided*, That no clerk * * * shall be promoted more than one grade within any one year's period of service. * * *

Clerk may be transferred to carrier and carrier to clerk.

Limitation on promotion.

5. Auxiliary employees may be employed to be paid for actual service at the rate of thirty cents an hour: *Provided*, That such employees shall be required to work not less than two hours daily, and may serve as substitutes: *And provided further*, That such employees shall be eligible for appointment as clerks * * * of the (second) grade.

Auxiliary employees.

6. * * * Substitutes shall be eligible for appointment as auxiliary employees and as clerks * * * of the (second) grade.

Substitutes.

7. * * * after June thirtieth, nineteen hundred and thirteen, * * * substitute post-office clerks employed in first and second class post offices shall be paid at the rate of forty cents an hour when working for a carrier or clerk absent without pay * * *.

Substitute clerks to receive 40 cents an hour under certain conditions.

1913, Mar. 4; 37 Stat., 795.

8. Substitute * * * clerks when assigned to perform the work of regular employees absent on vacations, or when performing auxiliary or temporary work, shall be paid at the rate of 30 cents an hour. * * *

NOTE.—The three preceding sections are superseded in part as to the fiscal year 1914 by the appropriation act, which contains provisions for the following:

Note.

Assistant superintendents of delivery, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,400.

Assistant superintendents of mails, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,100, \$2,200, \$2,400, \$2,500, \$2,600, and \$2,700.

Assistant superintendents of money order, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,400.

Assistant superintendents of registry, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,400.

- Assistant cashiers, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,000.
- Assistant superintendents of stations, at \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, and \$1,800.
- Auditors, at \$3,000.
- Bookkeepers, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,200, and \$2,400.
- Cashiers, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,100, \$2,200, \$2,400, \$2,500, and \$2,600.
- Chief mailing clerks, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,200.
- Chief stamp clerks, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,100, and \$2,200.
- Clerks, at \$800, \$900, \$1,000, \$1,100, and \$1,200.
- Clerks in charge of stations, at \$800, \$900, and \$1,000.
- Examiners of stations, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,000.
- Finance clerks, at \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,100, \$2,200, and \$2,400.
- Foremen, at \$1,200, \$1,300, \$1,400, \$1,500, and \$1,600.
- Night superintendents, at \$2,100.
- Special clerks, at \$1,300 and \$1,400.
- Stenographers, at \$900, \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,400.
- Superintendents of delivery, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,100, \$2,200, \$2,400, \$2,500, \$2,600, \$2,700, and \$3,200.
- Superintendents of mails, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,100, \$2,200, \$2,400, \$2,500, \$2,600, \$2,700, \$3,000, and \$3,200.
- Superintendents of money order, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,100, \$2,200, \$2,400, and \$3,200.
- Superintendents of registry, at \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,100, \$2,200, \$2,400, and \$3,200.
- Superintendents of inquiry, at \$2,000 and \$2,100.
- Superintendents of second-class matter, at \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, and \$2,000.
- Superintendents of carriers, at \$1,000, \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, and \$2,100.
- Superintendents of stations, at \$1,100, \$1,200, \$1,300, \$1,400, \$1,500, \$1,600, \$1,700, \$1,800, \$2,000, \$2,200, and \$2,500.

Classified civil service.
 1883, Jan. 16, ch. 27, § 6; 22 Stat., 406.

Sec. 300. * * * 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 employees of first and second class offices included in.

2. Under civil-service rule 2 all of the employees of post offices of the first and second classes shall be included in the classified postal service, but no officer or employee in any office advanced to these classes or consolidated with an office of these classes shall be classified under the terms of this rule who fails to establish to the satisfaction of the Postmaster General his or her capacity for efficient service in the position held.

—efficiency a requisite.

3. Information concerning examinations may be obtained from the local examining boards or the Civil Service Commission, Washington. Examinations, information concerning.

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. Note.

4. No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service. Classified civil service. Officer or employee may not instruct for examinations.

5. The probationary period of six months for persons appointed in the post-office service, shall begin with the date of appointment as a regular clerk or carrier and not from the date of appointment as substitute. Beginning of probationary period.

Sec. 301. 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. All allowances for clerks will continue from year to year unless otherwise ordered. Appointment of clerks in post offices of first and second classes. Allowances to continue, except.

2. At post offices embraced in the classified postal service under the civil-service act (see sec. 300) appointments shall be made under the civil-service rules from the eligible list furnished by the Civil Service Commission. Appointments under civil-service rules.

3. When at any post office in the classified service there is not a complete list of eligibles, temporary appointments may be made. Temporary appointments.

4. Postmasters shall 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. Approval of First Assistant Postmaster General.

5. All appointments of clerks and changes in grade or compensation shall 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 Appointments and changes to be certified to Auditor.

shall be allowed, except where such payments are made to persons employed by authority of the First Assistant Postmaster General.

See sec. 20, as to preference to be given to honorably discharged soldiers and sailors, their widows and orphans.

Clerks to be subject to postmaster.

Sec. 302. All clerks and employees in post offices shall be subject to the direction and control of the postmaster.

Superintendents of mails.—how appointed.

Sec. 303. When 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.

—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 of Railway Mail Service; the conduct of the case examinations prescribed in section 309; the keeping of a record of all errors and irregularities checked by or against each clerk under his charge; 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.

—duties of. Dispatch and receipt of mails.

Case examinations. Errors.

Detail of clerks in post offices. 1885, Mar. 3, ch. 342; 23 Stat., 385.

Sec. 304. 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

Suspension and fining of clerks.—postmasters to obtain authority for, except.

Sec. 305. 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 for approval.

2. In cases where removal or reduction would not be warranted, but where disciplinary action is necessary, the postmasters should recommend that the offending clerks

be demerited as provided for in the rules governing efficiency records.

See sec. 29, as to reductions and removals.

Sec. 306. * * * 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: *Leaves of absence for clerks. 1890, Oct. 1, ch. 1260; 26 Stat., 648.*
*Provided, That no clerk or employee be granted a leave * * * —not till in service a year.*

See sec. 172, as to excluding Sundays and holidays.

2. Postmasters shall 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 shall be so arranged that it can be carried on during the absence of the clerks on leave without the employment of temporary clerks. *—postmasters to arrange for.*

3. Where leaves can not, however, be granted without serious embarrassment to the service, authority may be obtained from the First Assistant Postmaster General to employ substitutes at the rate of 30 cents an hour out of the appropriation for vacation service. *Substitute, vacation service.*

4. Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence without pay to clerks, such leave not to exceed 30 days in any one calendar year. Applications for leave of absence to cover a longer period in cases of illness, or disability received in the service, must be submitted by the postmaster to the First Assistant Postmaster General with a full statement of the facts, but leave of absence for more than 150 days in one calendar year will not be granted in any such case. Clerks who desire to be absent for longer periods will be dropped from the rolls without prejudice. *Leave of absence without pay.*

Sec. 307. When any clerk in post offices of the first or second class, or in the Railway Mail Service, or any letter carrier in the City Free Delivery Service, is absent from duty from any cause other than the fifteen days' annual leave with pay allowed by law, the Postmaster General, under such regulations as he may prescribe, may authorize the employment of a substitute for such work, and payment therefor from the lapsed salary of such absent clerk or letter carrier at a rate not to exceed the pay of the grade of work performed by such substitute. *Employment and payment of substitute when clerk is absent on other than annual leave. 1905, Mar. 3, ch. 1480; 33 Stat., 1085.*

See sec. 299 for statutory authority for rate of pay of substitutes of clerks in post offices and carriers.

Sec. 308. When clerks in first and second class post offices are subpoenaed as witnesses in the United States courts, allowances for substitutes to take the place of the absent clerks may be authorized by the First Assistant. *Substitutes for clerks subpoenaed as witnesses.*

ant Postmaster General at the rate of 30 cents an hour, to be paid out of the appropriation for temporary and auxiliary clerk hire.

Temporary
clerks.
—application for.

2. When 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; and if the facts justify the same the First Assistant Postmaster General may authorize the employment of temporary clerks.

—may be authorized when regular force can not do work at particular times.

—only allowed when necessary.

3. Temporary clerks shall not be asked for nor be allowed unless absolutely necessary.

Examination
of distributing
clerks.
—what examination to consist of.

Sec. 309. Postmasters at offices of the first and second classes shall 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 shall be conducted by the superintendent of mails at offices having such an officer and at other offices by chief clerks of the Railway Mail Service. A record shall be kept of the number of errors made. 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 not be retained in the service.

Clerks serving
on civil-service
boards.

Sec. 310. The appointment of clerks in post offices as secretaries or as members of boards of civil-service examiners shall not affect their relations to the Post Office Department. They shall continue subordinate to the postmaster, and shall 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.

—to be under direction of Civil Service Commission.

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 shall, however, render faithful and efficient service as post-office clerks, and shall not neglect their duties under the pretext of performing service for the Civil Service Commission.

—not to neglect duties as clerks.

3. Postmasters shall 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 shall in every way facilitate the work of the Civil Service Commission.

Postmasters to facilitate work of civil-service boards.

Sec. 311. * * * Clerks in first and second class post offices shall be required to work not more than eight hours a day: *Provided*, That the eight hours of service shall not extend over a longer period than ten consecutive hours, and the schedules of duty of the employees shall be regulated accordingly.

Clerks in post offices.—hours of service. 1912, Aug. 24, § 5; 37 Stat., 554.

2. In cases of emergency, or if the needs of the service require, * * * clerks in first and second class post offices can be required to work in excess of eight hours a day, and for such additional services they shall be paid extra in proportion to their salaries as fixed by law.

—overtime.

3. Should the needs of the service require the employment on Sunday of * * * clerks in first and second class post offices, the employees who are required and ordered to perform Sunday work shall be allowed compensatory time on one of the six days following the Sunday on which they perform such service.

—compensatory time for Sunday service.

4. The time recorder shall be used by clerks, carriers, and all other employees, excepting assistant postmasters, cashiers, superintendents of delivery, superintendents of mails, superintendents of money order, and superintendents of registry, in reporting for duty, on leaving for and returning from trips or meals, and at the close of the day's work. 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.

Time recorders.

IV.—CLERICAL ASSISTANCE AT OFFICES OF THE THIRD AND FOURTH CLASSES.

Sec. 312. For allowances to third-class post offices to cover the cost of clerical service * * * *Provided*, That no allowance in excess of three hundred dollars shall be made where the salary of the postmaster is one thousand dollars, one thousand one hundred dollars, or one thousand two hundred dollars, nor in excess of four hundred dollars where the salary of the postmaster is one thousand three hundred dollars, one thousand four hundred dollars, or one thousand five hundred dollars; and no allowance in excess of five hundred dollars shall be made where the salary of the postmaster is one thousand six hundred dollars or one thousand seven hundred dollars; nor in excess of eight hundred dollars where the salary of the postmaster is one thousand eight hundred dollars or one thousand nine hundred dollars: *And provided further*, That the Postmaster General may, in the disbursement of this appropriation, expend not exceeding four hundred thou-

Third-class offices.—clerk hire. 1912, Aug. 24; 37 Stat., 544.

—assistant post-
masters. sand dollars for the employment, at a maximum salary of six hundred dollars per annum, of assistant postmasters at post offices of the third class where the salary of the postmaster is one thousand eight hundred dollars or one thousand nine hundred dollars per annum.

Allowances for
clerk hire at dis-
tributing offices
of third and
fourth classes.
R. S., § 3859.

Sec. 313. 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.

2. Applications for allowances for clerical assistance at separating offices of the third and fourth classes shall 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 attend properly to such distribution.

—at post offices of
third and fourth
classes located at
intersection of
mail routes.

3. Post offices of the third and fourth classes located at the intersection of mail routes may be allowed clerk hire out of the appropriation for separating mails, upon the application of the postmaster. Such allowances shall be based upon the average amount of ordinary mail in transit daily, and the average number of registry pieces in transit monthly, one registry transit being regarded as equivalent to 30 pieces of ordinary mail.

Allowances for
separating mails.

4. Allowances for separating mails shall be made substantially in accordance with the following scale, and in no case shall the allowance exceed the maximum amount fixed under the scale, but it shall be graded according to the condition of the appropriation for separating mails and for clerk hire for third-class post offices.

Scale of allow-
ances.

5. Where the average number of pieces of mail separated daily amounts to 34 and is not in excess of 66 pieces, the annual allowance shall not exceed \$36. For each increase of 33 pieces in the average number separated daily, not to exceed \$12 additional may be allowed annually until the average number of pieces separated daily amounts to 600 pieces. For each increase of 50 pieces in the average number separated daily above 601, \$12 additional may be allowed annually, as follows:

From 34 to 66 pieces.....	\$36 per annum.
From 67 to 100 pieces.....	48 per annum.
From 101 to 133 pieces.....	60 per annum.
From 134 to 166 pieces.....	72 per annum.
From 167 to 200 pieces.....	84 per annum.

From 201 to 233 pieces.....	\$56 per annum.
From 234 to 266 pieces.....	108 per annum.
From 267 to 300 pieces.....	120 per annum.
From 301 to 333 pieces.....	132 per annum.
From 334 to 366 pieces.....	144 per annum.
From 367 to 400 pieces.....	156 per annum.
From 401 to 433 pieces.....	168 per annum.
From 434 to 466 pieces.....	180 per annum.
From 467 to 500 pieces.....	192 per annum.
From 501 to 533 pieces.....	204 per annum.
From 534 to 566 pieces.....	216 per annum.
From 567 to 600 pieces.....	228 per annum.
From 601 to 650 pieces.....	240 per annum.
From 651 to 700 pieces.....	252 per annum.

Sec. 314. Whenever unusual business accrues at any post office, the Postmaster General shall make a special order allowing reasonable compensation for clerical service. * * *

Allowances for clerical assistance where unusual business accrues.
R. S., § 3863.
—applications for.

2. Applications for allowances for clerk hire on account of unusual conditions obtaining at third and fourth class post offices shall be made to the First Assistant Postmaster General, Division of Salaries and Allowances, and allowances may be granted when it is shown that the salary of the office (or the commissions on cancellations) is not sufficient compensation for the work performed, and where, by reason of the unusual conditions, clerical assistance is employed that would not be necessary under usual conditions.

Sec. 315. When 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. 153.) 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 294, may be employed under such allowances, except at third-class offices where the postmasters' salaries are \$1,800 and \$1,900. (See sec. 312.)

Employment under allowances for separating mails, etc.

See sec. 190, as to vouchers to be filed with Auditor for payments out of allowances for separating mails, etc.

V.—BONDS OF CLERKS IN POST OFFICES.

Sec. 316. 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

Bonds of clerks in post offices.
1898, June 13, ch. 416, § 3; 30 Stat., 444.

—when required. of their office, give bond to the United States with good and approved
 —penalty of. security, and in such penalty as the Postmaster General shall pre-
 —what to cover. scribe, 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.

Note.

NOTE.—Cashiers are allowed only at first-class post offices.

See sec. 304, as to assignment of clerks to performance of any duty
 in the post office where employed; sec. 260, as to release from surety-
 ship and approval of new bond.

Liability of
 postmaster not
 affected by tak-
 ing bonds from
 clerks.

Sec. 317. The taking of bonds by the United States
 directly from assistant postmasters and clerks in post
 offices does not in anywise affect the liability of post-
 masters 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 sure-
 ties 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. 318. All employees of first and second class post
 offices who handle money, stamps, or valuable packages,
 and assistant postmasters at first, second, and third class
 offices shall furnish bonds executed to the United States
 in accordance with the forms prescribed by the depart-
 ment.

Note.

NOTE.—The postmaster at an office of the third class, if he so desires,
 may require his clerks to furnish bonds executed in his favor.

Bonds to cover
 all duties im-
 posed.

2. The bonds given to the United States by clerks and
 employees in post offices under their roster designation
 shall apply to and cover the faithful discharge of all
 duties and trusts imposed upon them, and the due ac-
 counting of all moneys which may come into their pos-
 session while performing the duties of any other clerk or
 employee, or of any position under any other roster
 designation or classification whatever.

Amount of
 bond.

3. The amount of bond in each instance shall be fixed
 by the Post Office Department, upon the advice of the
 postmaster, according to a schedule printed in the annual
 Postal Guide.

Bonding by
 surety companies
 preferred.

4. It is preferred that bonds furnished by one of the
 surety companies authorized to act as sureties on official
 bonds be given. (Sec sec. 79.)

5. Postmasters may represent the employees of their offices in negotiating premium rates with surety companies, but shall 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.

6. The premium on bonds shall be paid by the employees furnishing them. Postmasters shall report to the First Assistant Postmaster General, Division of Salaries and Allowances, the failure of any employee to pay the premium on his bond within 15 days after it is due. Premium on bonds to be paid by clerks.

7. Applications for forms for bonds and lists of surety companies that will be accepted thereon, and all correspondence relative to bonds of clerks or assistant postmasters, should be addressed to the First Assistant Postmaster General, Division of Salaries and Allowances. Applications for forms, etc.

8. Bonds of assistant postmasters and clerks in post offices may be accepted by the First Assistant Postmaster General for and on behalf of the Postmaster General, and shall be filed in the office of the First Assistant Postmaster General, Division of Salaries and Allowances. Bonds accepted by and filed with First Assistant Postmaster General.

VI.—OATHS OF CLERKS IN POST OFFICES.

Sec. 319. Assistant postmasters, clerks, and employees in post offices, before entering upon the discharge of their duties, shall take the oath of office upon the form furnished by the Post Office Department (see sec. 153), and postmasters shall retain such oaths on the files of their respective offices. Oaths.—assistant postmasters, clerks, etc.

CHAPTER 5.

ALLOWANCES AND SUPPLIES FOR POST OFFICES.

I.—ALLOWANCES FOR RENT, LIGHT, AND FUEL.

Sec. 320. The Postmaster General may authorize such allowances as may be necessary for rent, light, and fuel for post offices of the first, second, and third classes, within the limit of the appropriation provided by law, except as indicated in the following statute with respect to offices of the third class: Expenditures for rent, light, and fuel at first, second, and third class offices.—how authorized.

2. There shall not be granted for the use of any third-class post office for rent a sum in excess of five hundred dollars, nor more than one hundred dollars for light and fuel, in any one year. —limit at third-class offices. 1908, May 27, ch. 206; 35 Stat., 410.

Rent, light, and fuel.
—applications for allowances.

Sec. 321. Applications for allowances for rent, light, and fuel at offices of the first, second, and third classes shall be addressed to the First Assistant Postmaster General, Division of Salaries and Allowances. The amount needed for each item should be specified.

—expenditures not to exceed amount authorized.

2. Expenditures for rent, light, and fuel shall not be made unless authorized; and the amount allowed for each item shall not be exceeded. Credit shall only be allowed for the amount actually disbursed, and vouchers therefor shall be rendered to the Auditor for the Post Office Department. (See sec. 190.)

—vouchers to be filed.

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 shall 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 shall 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. When the rental for an entire room or store for the use of the post office is paid by the Post Office Department, no portion thereof shall be sublet without the consent of the First Assistant Postmaster General. If any such premises are sublet, the rental received therefor shall be accounted for as part of the revenues of the office.

No allowance at fourth-class offices.

5. No allowance for rent, light, or fuel 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 10 years.

Sec. 322. The Postmaster General is authorized to enter into leases for the use of quarters, including heat, light, water, and equipment, for post offices of the first, second, and third classes for a term not exceeding 10 years, payment therefor to be made quarterly out of the appropriation for rent, light, and fuel. (See note.)

—no rent to be paid under, when building unfit for use.

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.

1885, Mar. 3, ch. 342: 23 Stat., 386.
—lease to terminate, when.

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., for a period not exceeding 10 years.

3. Where, under the terms of a lease for post-office quarters, the lessor is required to provide equipment, postmasters should submit requests for additions to the First Assistant Postmaster General, Division of Salaries and Allowances, and not make demands directly upon the lessor of the quarters.

—requests for additional equipment.

4. 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.

Correspondence relative to lease.

See sec. 321, as to subletting any portion of post-office premises.

III.—ALLOWANCES FOR MISCELLANEOUS ITEMS.

Sec. 323. 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 and miscellaneous and incidental items, including furniture and cleaning, within the limit of the appropriations provided by law.

Expenditures for canceling machines and miscellaneous items at first and second class offices. —not to be made without authority of Postmaster General.

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.

Allowances for miscellaneous items may be expended without specific authority. 1901, Mar. 3, ch. 851; 31 Stat., 1103.

Sec. 324. Applications for allowances for miscellaneous and incidental expenses at offices of the first and second classes and for canceling machines shall be addressed to the First Assistant Postmaster General, Division of Salaries and Allowances, and should show each item or article separately, with the cost of each, and wherever it is possible to do so competitive bids for the necessary supplies must be obtained and transmitted with the request.

Applications for allowances.

2. Authorization for expenditures shall specify the allowance for each item and the period covered. Allowances may be made at an annual rate. Credit shall be allowed only for expenditures authorized and for the amount actually disbursed, and vouchers therefor shall be rendered to the Auditor for the Post Office Department. (See sec. 190.)

Expenditures not to be made without authority.

—vouchers for, to be filed.

NOTE.—There is no objection to postmasters procuring canceling machines at their own expense.

Note.

Allowances not made for expenses in making payments or collections.

Sec. 325. No allowance shall be made to any postmaster for expenses incurred in paying 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.

Sec. 326. Requisitions for supplies, including general service and money-order blanks, shall be made on the Fourth Assistant Postmaster General, Division of Supplies, on the forms furnished by that office. Each requisition shall be accompanied with an inventory showing the quantity of the supplies desired on hand at the time the requisition is made.

—requisitions for.

—record of.

2. Postmasters at offices of the first and second classes, post-office inspectors in charge of divisions, and officials of the Railway Mail Service shall keep a complete record of all supplies furnished them by the Division of Supplies, and from time to time, as may be prescribed by the Fourth Assistant Postmaster General, make inventories and requisitions. A suitable place shall be set aside for keeping the stock of such supplies, and an employee be charged with their custody and the maintenance of the prescribed record.

—used only for official purposes.

3. Supplies shall be kept carefully and used only for official purposes.

Wrapping paper and twine to be reused.

4. Wrapping paper and twine shall be reused when possible.

Supplies furnished.

Sec. 327. Stationery shall be furnished to post offices of the first and second classes, Railway Mail Service, post-office inspectors in charge, and in limited amount to the third-class post offices.

—postmarking and rating stamps and ink.

2. Postmarking and rating stamps and ink shall be supplied to all post offices.

—letter balances.

3. Offices will be supplied with letter balances or scales in proportion to the amount of business transacted and to meet unusual conditions existing at any post office.

Prohibition against leaving devices in post offices for test.

Sec. 328. Postmasters shall not permit any person to leave or install in post offices or upon post-office premises, for test, approval, or otherwise, any machine, invention, or device, on any pretext whatever, without first obtaining specific written authority from the department.

2. This section shall not be construed as prohibiting a postmaster, unless he shall be otherwise directed by the department, from utilizing in his office any typewriter, adding machine, or other office appliance purchased at his own expense.

Sec. 329. Printed facing slips shall be supplied to first and second class post offices and to the Railway Mail Service upon requisition made therefor on the Fourth Assistant Postmaster General, Division of Supplies. Printed facing slips.—to first and second class offices and Railway Mail Service.

2. Printed facing slips may be purchased from the regular contractor by postmasters at offices of the third and fourth classes at their own expense. —third and fourth class offices.

Sec. 330. Blanks, including record books and returns, shall be furnished to all postmasters upon requisition made on the Fourth Assistant Postmaster General, Division of Supplies. Blanks, record books, etc.

CHAPTER 6.

POSTAGE STAMPS, STAMPED ENVELOPES, AND POSTAL CARDS.

I.—SALE OF STAMPS, ENVELOPES, ETC.

Sec. 331. 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 One, ch. 8, as to preparation and issue of stamps, etc.

2. Postage stamps, postal cards, and stamped envelopes furnished for sale to the public shall not be used by postmasters to mail requisitions for supplies to the department nor for official correspondence. When a postmaster's supply of official penalty envelopes is exhausted, he should use a plain, unstamped envelope, indorsed with ink, as prescribed by section 496. —not to be used by postmasters in official correspondence.

3. Special official stamps and stamped envelopes provided for the purpose shall be used for mailing official matter relating to the Postal Savings System, and shall not be sold or given to the public whether canceled or uncanceled. —special stamps of Postal Savings System.

4. Postmasters and post-office employees who sell postage stamps shall hand them to purchasers in such manner that the gummed surface will not come in contact —delivery to purchasers.

with the base of the stamp window. This precaution is considered necessary to prevent the spread of disease.

Postmasters to sign receipts.

5. Postmasters, or clerks acting for them, shall sign receipts for money paid them for postage stamps and other stamped paper, provided the receipts are prepared in advance by the purchasers and presented at the time of purchase.

Meaning of "stamped paper."

NOTE.—The term "stamped paper" applies to adhesive stamps of all kinds, and postal cards, as well as to stamped envelopes.

Unlawful pledging or sale of stamps.

R. S., § 3920, 1878, June 17, ch. 259; 20 Stat., 141.
1909, Mar. 4, ch. 321, § 208; 35 Stat., 1128.

Sec. 332. Whoever, being a postmaster or other person employed in any branch of the postal service, and being intrusted 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, or cause to be sold or disposed of, postage stamps, stamped envelopes, or postal cards at any point or place outside of the delivery of the office where such postmaster or other person is employed; or induce or attempt to induce, for the purpose of increasing the emoluments or compensation of such postmaster, or the emoluments or compensation of any other person employed in such post-office or any station thereof, or the allowances or facilities provided therefor, any person to purchase at such post-office or any station thereof, or from any employee of such post-office, postage stamps, stamped envelopes, or postal cards; or sell or dispose of postage stamps, stamped envelopes, or postal cards, otherwise than as provided by law or the regulations of the Post Office Department, shall be fined not more than five hundred dollars, or imprisoned not more than one year, or both.

Inducing purchases to increase pay.

Punishment.

See sec. 270, as to unusual sales of stamped paper.

—fraction of cent.

2. When the price of envelopes or wrappers sold includes a fraction of a cent, postmasters shall require payment of the entire cent.

See sec. 343, as to accounting for "excess revenue" accruing from this source; secs. 537 and 1684, as to penalty for unlawful use, counterfeiting, etc., of stamps, etc.; sec. 531, as to soliciting mailing of matter.

Foreign or mutilated coins or currency.—not to be accepted, except.

Sec. 333. Postmasters should not accept foreign money, as it is 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 should be received so long as the superscription thereon can be distinguished.

2. The "trade dollar" is not legal tender and should not be accepted, as it will not be received by the Treasury as a deposit.

Trade dollar.

3. Minor coins—5, 3, and 1 cent pieces—are legal tender to the amount of 25 cents, and fractional silver up to \$10.

Minor coins.

4. Where counterfeit money is accepted the postmaster must bear the loss thereon.

Counterfeits, postmaster to bear loss.

5. Postmasters should provide themselves with a sufficient amount of minor coins and bills of small denomination to enable them to make change for purchases of stamped paper. When a postmaster is unable to make change the purchaser must tender the exact amount of his purchase.

Change, postmaster to make.

See sec. 1124, note, as to further explanation of "legal tender."

II.—REQUISITIONS FOR STAMP SUPPLIES.

Sec. 334. Postmasters shall keep on hand a supply of postage stamps of every kind, books of stamps (see sec. 129), postage-due and special-delivery stamps, stamped envelopes, newspaper wrappers, postal cards, and international reply coupons, sufficient to meet the public demands and the legitimate needs of the service.

Supply of stamps, stamped envelopes, and postal cards. —to be kept on hand.

2. Requisitions shall be made sufficiently in advance so that the stock of stamp supplies will not become exhausted, and for 3 to 12 months' supply; but care should be taken not to exceed the amount that can be given adequate protection.

—requisitions for.

See sec. 361, as to care of postage stamps.

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 15 or the last 10 days of a quarter. This exception does not apply to requisitions for special-request envelopes, which shall be forwarded to the department on the same day on which order is taken from purchaser. (See sec. 339.)

—when to draw requisition.

4. An itemized invoice shall be furnished with each supply of postage stamps and other stamped paper issued to postmasters, and shall be preserved as a post-office record.

—invoices.

—when charged to postmasters.

5. All stamped paper shall be charged to postmasters in the accounts of the Post Office Department in the quarter in which the invoice is dated, even though the stock reaches the postmaster after the close of that quarter.

Stamps not to be loaned.

6. Stamped paper shall not be loaned by one postmaster to another.

—temporary, may be purchased from other offices.

7. If stamp supplies become exhausted, temporary purchases may be made from another post office. Postmasters shall not include such supplies in their quarterly stamp or postal account, and the amount thereof shall not be reckoned in the business of their offices. The selling postmaster shall report such sales to the First Assistant Postmaster General. (See sec. 270.)

See secs. 377, 378, and 379, as to keeping account of stamps received and sold.

Requisitions for stamps, stamped envelopes, etc. —may be filled with more or less stock than ordered.

Sec. 335. Requisitions for postage stamps of all kinds, books of stamps (see sec. 120), postage-due and special-delivery stamps, stamped envelopes (“ordinary,” “special request,” or “office request”) (see sec. 339), newspaper wrappers, postal cards, postal-savings cards and stamps, and postal-savings official stamps and stamped envelopes shall be made on the Third Assistant Postmaster General, Division of Stamps, on Forms 3201, 3202, and 3265. Telegraphic requisitions are objectionable. If deemed advisable the department will furnish more or less stamped paper than the amount for which requisition is made by the postmaster.

—signatures to.

2. Requisitions and stamp accounts shall be signed legibly, in writing and with ink, by the postmaster himself when possible, and exactly as his bond is signed. In the absence of the postmaster, or after his death or suspension and pending the appointment of a new postmaster or of an acting postmaster, the postmaster's assistant or bondsman should sign, writing his own name and title in full under those of the postmaster.

See secs. 263 and 264.

—for unusual quantities.

3. When requisition is made for an unusually large supply of postage stamps or other stamped paper to fill a special order, the postmaster shall give the name and business address of the purchaser, and state where the matter originated and is to be mailed.

4. No postmaster shall be supplied with stamped paper until his commission shall have been duly issued.

Supplies not furnished postmaster until commissioned.

See sec. 258, as to postmasters holding over.

Sec. 336. Packages of stamps, books of stamps, or other stamped paper, shall, upon receipt, be opened by the postmaster, and the contents counted jointly by the postmaster and a disinterested witness.

Counting of stamp supplies.

2. If the stamped paper received is short or in excess of the invoice, the postmaster shall make immediate report of the facts, upon his oath of office, in a letter attested by the witness to the count, addressed to the Third Assistant Postmaster General, Division of Stamps, stating the registry number of the shipment and inclosing the invoice. He shall hold the shipment, with the packing box or wrappers, for instructions. A requisition for a new supply, if needed pending investigation of the reported discrepancy, should be fastened to the postmaster's report.

Shortages and excesses.

See secs. 345 and 346, as to treatment of supplies of stamped paper damaged on receipt and after.

Sec. 337. If an error is made by a postmaster in a requisition for ordinary stamped envelopes, credit shall be allowed at postage value only, when the envelopes are returned to the Post Office Department; and the envelopes shall not be returned until permission has been granted by the Third Assistant Postmaster General.

Error in requisition for stamped envelopes.—credit for postage only.

See sec. 341, as to errors in special-request envelopes furnished.

Sec. 338. In writing to the department about shipments of stamp supplies, postmasters shall give the dates of invoices on which they were furnished.

Date of invoice.

III.—SPECIAL-REQUEST ENVELOPES.

Sec. 339. Postmasters shall make requisitions for special-request envelopes (see sec. 124), on Form 3202, promptly upon receiving orders therefor. All orders are, however, subject to acceptance by the department.

Requisitions.

2. Postmasters shall require the purchaser to deposit with his order the difference between the schedule and the postage value of the envelopes (for example, \$1.24 per thousand on No. 5 first quality), the postage value to be collected when the envelopes are delivered to purchaser.

Advance deposit.

Receipt.

3. A receipt on Form 3202-a shall be given the purchaser for advance deposits on stamped envelopes.

Disposition of money.

4. The postmaster shall be held accountable for advance deposits upon orders for stamped envelopes in the same manner and to the same extent as for other receipts of the post office; but such deposits should not be transmitted to the postmaster's depository before he receives the stamped envelopes from the department. Upon receiving such envelopes the postmaster shall include the amount of their postage value and of the advance deposit made for them with proceeds from his sales of other stamp supplies, and remit the same with his next deposit of postal funds.

No printing on envelopes.

-except. 1906, June 26; 34 Stat., 476.

Sec. 340. No envelope shall be sold by the Government containing any lithographing or engraving nor any printing nor advertisement, except a printed request to return the letter to the writer.

-advertisements.

2. No advertisement or special device of any kind nor the names of addressees shall be printed on stamped envelopes by the department. The matter to be printed

-request for return.

-name of purchaser.

-local address.

-post office and State.

-permissible omissions.

shall be limited to (1) a request to return after a given number of days; (2) the name of the purchaser (individual, firm, corporation, institution, association, or society); (3) rural-delivery route, post-office box number, street address (in the case of city-delivery post offices only), or the name of a building and room number therein, or the names of intersecting streets, in lieu of a street address; (4) the name of post office or branch post office, county, and State. Any portion of the foregoing, except the name of the post office or branch post office and State, may be omitted, when desired by the purchaser of the envelopes, if the address to which undeliverable letters are returnable is not thereby made indefinite. For example, if the name of the purchaser of special-request envelopes is omitted, the box number, street number, or room number and name of the building should be substituted therefor. The name of a branch post office or of an independent station may be substituted for that of the principal post office, at the option of purchaser.

-branch offices. post

-form of return request.

The form of return request for stamped envelopes intended to inclose letters shall be, "After 5 days, return to"; for envelopes intended to inclose third-class matter, "Postage for return will be sent on notice after 5 days

to"; the number of days in either case to be not less than 3 nor more than 30. (See secs. 632 and 633.)

3. A name indicating or incidentally disclosing the nature of the purchaser's business or vocation may be printed on stamped envelopes if it be certified by the postmaster in writing on his requisition therefor that such name is used under corporate charter, copartnership agreement, or other articles of organization so designating the concern, or that it is the name under which the purchaser is actually doing business with the public. —names disclosing business.

4. The name and title of an officer of a firm, corporation, institution, association, or society may be printed when so desired; for example, "John Doe, Treasurer, Washington Educational Association." —officers of firms, etc.

5. Such titles as "M. D.," "D. D. S.," "Rev.," "LL. D.," etc., may be printed when they are clearly for purposes of identification and not for advertisement. —titles.

6. The name of a branch or department of a purchaser's business may be printed only when necessary to insure return of undeliverable letters to the writer, and when such branch or department is shown as a part of the return card, the postmaster shall explain in writing the necessity for adding it. —branch of business.

7. Special-request envelopes shall be purchased and delivered only through the post office or branch post office to which the card directs their return. Special-request envelopes, place of purchase.

8. No variation shall be made in the location of the return card in the upper left corner of the envelope, or in the style or size of type, the color of ink, or the form of request adopted by the department. The name of the post office or branch post office shall be spelled and the name of State abbreviated only as they appear in the Official Postal Guide. —printing of return cards. —spelling of post office. —abbreviation of State.

9. All requisitions shall be accompanied with a legible copy of the return card desired. If obtainable, a printed letterhead or business card of the purchaser should be attached to his first requisition. With each box of special-request envelopes is furnished a slip of paper bearing the printed return card, which the postmaster should preserve and attach to his next requisition for the same printing. In all cases of error caused through illegible or incomplete copy for return card the postmaster shall be —copy for return cards. —illegible copy.

held responsible therefor and credit allowed at postage value only in redemption of the envelopes.

—no printing on
wrappers or
postal cards.

10. Return cards shall not be printed by the department on newspaper wrappers or postal cards.

—unnecessary
printing prohibited

11. Any matter not needed to secure the return of undeliverable letters to the writer shall not be printed by the department in the return card on stamped envelopes.

—private printing.

12. Purchasers may have stamped or unstamped envelopes printed in any manner they desire by a private printing office and at their own expense, but a space should be reserved for the postmark.

Return request
on 1-cent envelopes.

13. To secure the letter form of return request on 1-cent envelopes, the requisition shall be accompanied with a statement that they are desired for local use at a non-free-delivery office.

Name and address without return request.

14. If the name and address of the purchaser are desired without a request to return, the postmaster should draw an ink line through the words "After — days, return to" in the space above signature on Form 3202 and on the printer's slip.

Office-request envelopes.

15. Office-request envelopes for general sales shall bear in the upper left corner a request to return, a blank line for the name of the purchaser, and the printed post-office address.

16. No. 3 is the smallest envelope printed with an office-request card.

Rejected special-request envelopes.

Sec. 341. If special-request envelopes are refused by the purchaser because of misprinting or other mistake, a new requisition on Form 3202, marked "To replace rejected envelopes invoiced (date)," may be sent to the Third Assistant Postmaster General, Division of Stamps, and the rejected envelopes should be sent to the same office with a letter of explanation mentioning the date of department's invoice. If the error was made by the department or by the contractor, credit shall be allowed the postmaster for the full value of the envelopes. If the error was made by the postmaster, or by the purchaser of the envelopes, credit shall be allowed for their postage value only in redemption.

IV.—ACCOUNTING FOR STAMP SUPPLIES.

Sec. 342. Postmasters shall render to the Third Assistant Postmaster General, Division of Stamps, promptly at the close of each quarter, a stamp account, embodying: Postmasters' stamp account.

(a) The amount of stamps and other stamped paper on hand at beginning of the quarter; (b) the amount of stamped paper received during the quarter from the department or by transfer from other postmasters; (c) the amount of stamped paper on hand at close of quarter; (d) the amount of stamped paper redeemed by the department; (e) the amount of stamped paper transferred to other post offices; (f) amount of dead-letter bills; (g) amount of stamps affixed to foreign registered matter; (1) amount of stamped paper sold during the quarter.

2. The postmaster shall list in the space provided therefor on his quarterly stamp account all invoices for postage stamps and other stamped paper received by him. Invoices to be listed.

3. The postmaster shall certify to the correctness of his stamp account, and mail it in an official "penalty" envelope addressed plainly, "Third Assistant Postmaster General, Division of Stamps, Washington, D. C.," and bearing the words "Stamp account" in large, plain letters in the lower left corner. No papers not relating to the stamp account should accompany it. Certificate of correctness.

See sec. 184, as to quarterly postal account to Auditor.

4. Postmasters shall issue to superintendents and clerks in charge of stations, stamp clerks, and rural carriers a sufficient supply of postage stamps and other stamped paper, within the amounts of the respective bonds of these employees, to meet the public demand. Stamp supplies for post-office stations, stamp clerks, and rural carriers.

The postmasters shall take receipts for stamp supplies so issued, and carry the supplies in their records as stock on hand. Money received from the sale of stamped paper to the public shall be used by the superintendents and clerks in charge of stations, stamp clerks, and rural carriers to purchase additional stamp supplies from the postmaster as needed. Postmasters shall take inventories not less frequently than once a month of the stamped paper and cash held by employees to whom stamp supplies are intrusted. Inventories.

Upon discontinuance of the service of such an employee, the stamped paper and cash held by him shall be returned to the postmaster.

Account of excess revenue.

Sec. 343. Postmasters shall charge themselves in their quarterly postal accounts with the difference between the invoice value of stamped envelopes and newspaper wrappers and the amount received from their sale. This difference consists of the known, determined gain accruing in fractions of a cent from the sale of envelopes and wrappers singly or in odd lots.

—method of determining.

2. The difference may be ascertained, whenever an inventory is taken, by deducting the amount for which the postmaster would be accountable under the method followed in determining article 1 of his quarterly stamp account from the amount of cash received from the sale of postage-stamp supplies since the previous inventory; for example:

A.	Amount of postage-stamp supplies on hand at last inventory.	\$250. 00
B.	Amount of postage-stamp supplies received from department since last inventory.....	106. 20
	Total to be accounted for.....	356. 20
C.	Deduct amount of postage-stamp supplies now on hand...	192. 48
		<hr/> 163. 72
D.	{ Deduct credit for damaged stock returned to department.....	\$2. 00
		<hr/> 2. 10
1.	Amount of postage-stamp supplies sold since last inventory.	161. 62
	Deduct from cash received from sale of stamp supplies since last inventory.....	162. 49
2.	Amount received in excess over invoice value from sale of stamped envelopes and wrappers singly or in odd lots...	. 87

—at branch post offices, etc.

3. Branch post offices, postal stations, stamp clerks, and rural carriers having a fixed credit for stamp supplies may ascertain this difference by adding the value of stamp supplies and cash on hand at the time of inventory and deducting therefrom the amount of such fixed credit.

Explanation when no excess.

4. Postmasters at fourth-class offices who do not report an excess gained from this source shall explain the reason therefor in the space reserved for explanations on page 1, and postmasters at first, second, and third class offices on page 4, of their quarterly postal accounts.

V.—REDEMPTION OF STAMPED PAPER.

Postage or special-delivery stamps.

Sec. 344. Postage stamps, or special-delivery stamps, whether affixed to envelopes or not, shall not be redeemed from the public, nor exchanged for other postage

stamps, stamped envelopes, newspaper wrappers, or postal cards, except as provided in paragraph 7. Stamps removed from embossed stamped envelopes, newspaper wrappers, or postal cards shall not be redeemed nor accepted in payment of postage.

2. Postage stamps, stamp books, postage-due stamps, ^{—damaged in the post office.} special-delivery stamps, international reply coupons, stamped envelopes, newspaper wrappers, and postal cards, damaged in the post office may be returned for redemption and credit, but shall be accompanied with a statement setting forth fully the time when, and manner in which, they were damaged.

3. Uncanceled, unserviceable, and spoiled stamped ^{—redeemed from the public.} envelopes or newspaper wrappers presented in a substantially whole condition may be redeemed from the public at their postage value only in postage stamps or other stamped paper, provided that stamped envelopes bearing a printed return card or address may be redeemed only from the original purchaser thereof.

4. Stamped envelopes and newspaper wrappers which ^{Stamped envelopes.} bear no printing indicating the original purchaser may be redeemed when presented by any responsible person. In case of doubt, or where large quantities are presented for redemption, especially in the case of office-request stamped envelopes bearing the blank return card of some other post office, the matter should be referred, with a statement of all the facts, to the Third Assistant Postmaster General, Division of Stamps, and instructions awaited.

5. When the redemption value of stamped envelopes, newspaper wrappers, or postal cards includes a fraction of a cent, such fraction shall accrue to the department.

6. Uncanceled and unserviceable postal cards, ^{*Postal cards.} not treated by bronzing, enameling, or other process of coating, may be redeemed in postage stamps or other stamped paper only, at 75 per cent of their face value, when presented by the original purchaser. Parts or pieces of cards shall not be redeemed. Each unused half of a reply postal card shall be regarded as a single card.

7. When, through inadvertence, a postmaster sells ^{Errors in sales, etc.} damaged or unserviceable postage stamps, international reply coupons, stamped envelopes, newspaper wrappers, or postal cards, or when a patron through error purchases

postage stamps of the wrong denomination, or stamped envelopes of the wrong color, quality, size, or denomination, or newspaper wrappers of the wrong denomination, or postal cards of the wrong size, postmasters may exchange such stamped paper at full value, provided that it is presented for exchange by the original purchaser thereof within a reasonable time after the sale, not to exceed two business days. Errors made by purchasers in ordering special-request envelopes shall be adjusted by redemption at postage value only, in accordance with section 341.

"Original purchaser."

8. An "original purchaser" of stamped envelopes or postal cards is the person who purchased them at a post office. Postmasters shall refuse stamped envelopes or postal cards purchased at post offices other than their own, or which bear a return card or printed address other than that of the person offering them for redemption, unless satisfied that the person presenting them is the original purchaser. When thus satisfied, they should be redeemed.

Quarterly shipments.

9. Shipments should not be made to the department oftener than once a quarter, and should be made at least 30 days prior to the end of the quarter so that the credit may be included in the same quarter. Stamped paper received too late will be credited in the next quarter.

Postmasters not to take credit without authority.

10. Postmasters shall not take credit for redeemed, damaged, or spoiled stamped paper returned to the department until authority is granted, which will be as soon as practicable after the receipt of the shipments and verification of the count.

Requisition on proper form.

11. Requisition must be made on the proper form for stamped paper desired to replace that sent to the department for credit.

International reply coupons.

Sec. 345. International reply coupons issued by this department and by the countries listed in the annual Postal Guide and the monthly supplements may be redeemed to the value of 5 cents for each coupon presented in either postage stamps, stamped envelopes, newspaper wrappers, or postal cards, at the option of the person presenting them. To be acceptable for redemption, each reply coupon shall be in a whole condition. Parts or pieces of reply coupons shall not be redeemed.

2. Postmasters shall stamp their postmark, bearing ^{—postmark date} date the day of redemption, within the circle on the right ^{of redemption.} side of all reply coupons redeemed from the public.

3. Promptly after the close of each quarter, and at ^{—quarterly ship-} no other time, postmasters shall send by registered mail ^{ment and report.} to the Third Assistant Postmaster General, Division of Stamps, for credit, wholly separate from all other stamped paper, all the reply coupons of foreign issue redeemed from the public during the quarter, accompanied with a separate letter of transmittal stating their number and value.

4. Credit for the value of redeemed foreign reply ^{—no credit with-} coupons shall not be claimed in the postmaster's account ^{out authority.} until authorized by the Third Assistant Postmaster General. Notice of credit will be sent only at the close of the quarter in which they are received at the department.

5. The reply coupons issued by foreign countries shall ^{—foreign, not} not be accepted in payment of postage, but must be ^{valid for postage.} exchanged for postage stamps, or other stamped paper, to the value of 5 cents for each reply coupon.

6. Reply coupons sold by postmasters in this country ^{—redemption of} which may become damaged or unserviceable may be ^{damaged.} redeemed in postage stamps from the original purchaser only, at the value of 5 cents each. They should be sent to the department with the regular shipment of redeemed stamped paper for credit, but should not be included with those issued in foreign countries, which are to be sent separate from all other stamped paper.

VI.—DAMAGED SUPPLIES.

Sec. 346. Where any portion of a package of stamps ^{Supplies dam-} or other stamped paper received upon requisition is found ^{aged on receipt.} to be damaged the postmaster shall send the damaged ^{—to be returned.} supplies, with an itemized statement of the quantity, mentioning the date of department's invoice, to the Third Assistant Postmaster General, Division of Stamps, for credit.

2. If the entire contents of the package are damaged, ^{Where entire} it should be returned, with a statement of the quantity, ^{package dam-} giving the date of department's invoice, and a requisition ^{aged.} should be made on the proper blank for such new stamped ^{—new requisition} paper as may be needed, with the indorsement on the ^{to be made.}

face thereof, "To replace damaged stamped paper returned."

Sent to Third
Assistant Post-
master General
for credit.

3. Postage stamps or other stamped paper that become unfit for use or are damaged by fire or otherwise while in the possession of postmasters should be sent to the Third Assistant Postmaster General, Division of Stamps, for credit, accompanied with a letter giving the number of each denomination of stamps or kind of other stamped paper returned, and evidence that such supplies are those with which the postmaster is charged.

Separation by
denominations.

4. When the stamps are not in sheets they should be separated by denominations, and put up in packages of 100 or less. Stamps that are stuck together should be separated by soaking in hot water. They should then be pasted carefully on sheets of paper, 100 stamps to a sheet, in 10 regularly arranged rows of 10 stamps each. Any stamps over the full sheets of 100 should be pasted on a separate sheet of paper in regularly arranged rows of 10 stamps each. More than one denomination should not be pasted on a sheet.

Sent by regis-
tered mail.

5. Except when postmasters are authorized to ship by freight, stamped paper returned to the department for credit shall be sent by registered mail to the Third Assistant Postmaster General, Division of Stamps, accompanied with a letter stating the number and amount of each denomination. A disinterested witness should be present at the preparation and mailing of the package. When such package is not registered and fails to reach the Post Office Department no credit shall be allowed.

See sec. 528, as to disposition of stamp supplies exposed to infection with contagious disease.

CHAPTER 7.

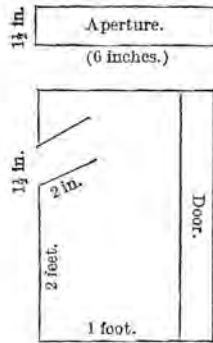
LETTER BOXES, CALL AND LOCK BOXES, AND KEY DEPOSITS.

I.—LETTER BOXES.

Letter drops at
offices of third
and fourth class-
es.

Sec. 347. A letter box shall be provided at third and fourth class post offices for the deposit of mail, and shall be so constructed that it will be accessible to the public at all hours and the mail therein be properly protected. The box should conform in construction substantially to the following diagram:

LETTER BOX.



II.—CALL AND LOCK BOXES.

Sec. 348. At post offices of the second and third classes, where the equipment is not provided for by the Post Office Department it shall be furnished by the postmaster. Box equipments.—when to be furnished by postmaster.

NOTE.—Equipments are furnished by the Treasury Department for post offices located in Government buildings. (See sec. 322.) Note.

Sec. 349. Equipments will not be furnished or rented by the Post Office Department at offices of the fourth class. Postmasters at such offices shall furnish at their own expense such equipment as may be necessary to meet the public demands. Box equipment at offices of fourth class.—must be furnished by postmasters.

Sec. 350. Postmasters are not required to purchase the equipment of their predecessors. A retiring postmaster should not remove his equipment to the detriment of the public service, when such equipment is not purchased by his successor, until the latter has had a reasonable time in which to obtain and install other equipment. Box equipment of predecessor.—purchase of, not required. Where the equipment of a predecessor is used at offices of the second or third classes, and is not included in a lease to the Post Office Department, and at offices of the fourth class, the postmaster shall pay from his personal funds a reasonable rental for such equipment, the amount to be agreed upon between the parties interested. —when used, rental must be paid.

2. It is suggested that postmasters provide lock boxes of the key or automatic keyless types. Nonautomatic keyless boxes are considered unsafe and their use is not approved by the Post Office Department. —key or automatic keyless should be provided.

Lock boxes may be erected in post offices by patrons.
R. S., § 4052.
—to become property of United States.
—rent therefor.

Sec. 351. 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 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. 354.)

—only allowed under certain conditions.

2. The erection of lock boxes and drawers by the patrons of post offices shall be permitted only in cases where it will not result in damage to the other equipment or necessitate such a rearrangement thereof as to make the change detrimental to the service. Applications for authority to erect private boxes or drawers should 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 shall not require the patrons of the office to furnish their own lock boxes or drawers or to contribute in anywise, 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.

Box-rent rates.

Sec. 352. Box rents shall be collected in accordance with the following schedule, no change in existing rates to be made by postmasters without authority from the Third Assistant Postmaster General, Division of Finance:

—schedule of.

Gross receipts of post office.	Rate per quarter.					
	Call boxes, small. ¹	Call boxes, large. ²	Lock boxes, small. ³	Lock boxes, medium. ⁴	Lock boxes, large. ⁵	Lock boxes, extra large. ⁶
Less than \$500.....	\$0.10	\$0.15	\$0.20	\$0.25	\$0.35	\$0.45
\$500 and less than \$1,000.....	.15	.20	.25	.35	.45	.60
\$1,000 and less than \$5,000.....	.20	.25	.35	.45	.60	.75
\$5,000 and less than \$10,000.....	.25	.35	.45	.60	.75	1.00
\$10,000 and less than \$40,000.....	.35	.45	.60	.75	1.00	1.50
\$40,000 and less than \$100,000.....	.45	.60	.75	1.00	1.50	2.00
\$100,000 and less than \$300,000.....	.60	.75	1.00	1.50	2.00	3.00
\$300,000 and less than \$1,000,000.....	.75	1.00	1.50	2.00	3.00	4.00
\$1,000,000 and less than \$5,000,000.....	1.00	1.50	2.00	3.00	4.00	5.00
\$5,000,000 and less than \$15,000,000.....	1.50	2.00	3.00	4.00	5.00	6.00
\$15,000,000 and upward.....	2.00	3.00	4.00	5.00	6.00	7.00

¹ Less than 200 cubic inches in capacity.
² Capacity 200 cubic inches and upward.
³ Capacity 200 cubic inches and less than 500 cubic inches.
⁴ Capacity 500 cubic inches and less than 900 cubic inches.
⁵ Capacity 900 cubic inches and upward.

2. Patrons shall not be required to rent either lock or call boxes, or lock drawers.

Sec. 353. 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 shall be collected at the beginning of each quarter for the entire quarter, but no longer. —to be collected for the entire quarter. Ten days before the last day of each quarter postmasters shall place a bill (on Form 1538) bearing the date of the last day of the quarter in each rented box. If a box holder fails to renew his right to his box on or before the last day of a quarter the box shall then be closed and offered for rent, and the mail placed in the general delivery.

3. When a box is taken during a quarter, rent shall be collected pro rata for the remainder of the quarter. —when taken or used for part of quarter. A box taken or in use at the beginning of a quarter shall not be rented for a shorter period than one quarter. When a box is surrendered during a quarter no portion of the rental shall be returned, and such box shall not be rerented until the beginning of the following quarter. Boxes shall not be assigned or transferred to others.

4. When boxes are removed during a quarter, and no others substituted in their place, a pro rata amount of the rent paid shall be refunded. Change of box equipment during quarter. When box equipments are changed during a quarter, boxes bearing the same numbers, if possible, in the new outfit shall be assigned to box holders without payment of additional rental.

5. Lock boxes which can not be properly locked shall not be rented until repaired; and when a box gets out of repair another one shall be assigned in lieu thereof. Boxes out of order.

6. Boxes shall not be rented to minors or persons of unsound mind when their parents or guardians, properly entitled to control their mail, object thereto. (See sec. 609.) Rent of boxes to minors.

7. Boxes shall not be rented in cases in which a postmaster has good reason to believe that they will be used for immoral and improper purposes (see sec. 480), or for the conduct of a fraudulent or lottery business (see secs. 479 and 482); and when 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 shall be refunded. Boxes for improper purposes.—not to be rented.

Boxes improperly used not to be rented.

8. Boxes shall not be rented to persons who do not take proper care thereof or who disregard the rules concerning their use.

Account for receipts from box rents.
—to be rendered at all offices.

Sec. 354. Postmasters at all offices, including those where the box equipment is furnished by the postmaster, shall account to the Auditor for the Post Office Department at the end of each quarter for the rents collected for boxes assigned for that quarter, as part of the receipts of the office (see sec. 272), and in case of retirement from office during a quarter the exact amount of box rents collected only shall 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, shall be adjusted by the Auditor, and proper credits given each postmaster. (See sec. 273.)

Division of box rents.

Record of box holders.
—how kept.

Sec. 355. Postmasters shall 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. This record shall be kept at offices of the first, second, and third classes as indicated in the "Box and key register," and at offices of the fourth class in book 1558½. The stubs of box-rent receipts shall be preserved at all offices.

—at fourth-class offices.

—when not turned over by predecessor, how postmaster to act.

3. When no record is turned over to a postmaster by his predecessor, he shall require box holders to produce 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. 377 to 379, as to accounts of box rents received.

Names of box holders not to be disclosed.

Sec. 356. Postmasters shall not disclose the names of box holders to any person other than the clerks of their respective post offices and post-office inspectors.

III.—KEY DEPOSITS.

Key deposits.
—at what offices shall be required.

Sec. 357. Postmasters at post offices located in Federal buildings, and in premises leased by the Government where the equipment is furnished by the lessor, shall collect a deposit of 20 cents for each key issued to a renter of a lock box or drawer, unless otherwise instructed by the Third Assistant Postmaster General.

—amount of.

2. When specially authorized by the Third Assistant Postmaster General, other postmasters than those at offices named in the preceding paragraph may also collect deposits to secure the return of keys.

—at what offices may be required if authorized.

3. Renters of lock boxes and drawers, to whom keys are issued, shall be required to return them, whether a deposit has been made therefor or not, whenever the box or drawer is surrendered.

Return of keys.

4. Postmasters shall not permit renters of lock boxes and drawers to use any keys except those regularly issued through the post office.

Only regular keys to be used.

Sec. 358. 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.

Liability of postmasters for key-deposit funds.

2. Key-deposit funds are not a part of the regular funds of the office, but are trust funds which are held for the redemption of outstanding keys, and when forfeited such funds may be used, according to the direction of the Third Assistant Postmaster General, for the purpose of replacing keys that have been lost or illegally withheld.

Use of key-deposit funds.

3. Key-deposit funds, as they are not public funds, may be deposited in any bank at the risk of the postmaster, and in his official capacity; but no interest on such deposit shall be demanded or accepted.

Deposit of funds in bank.

See sec. 366, as to transfer of key-deposit funds to successor; secs. 360 and 361, as to care of public funds, which will be observed in regard to key-deposit funds; sec. 363, as to deposit of public funds in banks.

Sec. 359. No postmaster shall be permitted to expend from the key funds of his post office any amount in payment of bills demanded for keys, unless such bills contain an itemized statement showing the number and kind of keys for which payment is demanded.

Rules as to key deposits. Payments from key deposits.

CHAPTER 8.

CARE OF PUBLIC FUNDS AND PROPERTY—DEPOSITS OF SURPLUS FUNDS.

I.—CARE OF PUBLIC FUNDS AND PROPERTY.

Sec. 360. 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

Money to be kept safely. R. S., § 3846. See R. S., § 3847.

—until ordered to be transferred or paid out. their possession, until it is ordered by the Postmaster General to be transferred or paid out.

Note.

NOTE.—The regulations relative to the care of public funds apply to money-order, key-deposit, and postal-savings funds as well as postal funds. (See secs. 357 to 359, 1226, and 1227.)

See sec. 1675, as to punishment for misappropriating public funds or property; sec. 1678, as to penalty for violation of above section.

Care of public funds and property.

Sec. 361. 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. (See sec. 364.) 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. The same precautions shall be taken when the post office is closed temporarily during the day.

Safes to be completely locked.

4. Where stamps and funds are kept in iron safes with "combination locks," such safes shall be carefully and completely locked at night or when the office is left without occupants. No credit will be allowed for losses from safes fastened only with what is termed a "day lock" or "day combination."

Combination of safes to be changed.

5. A postmaster upon taking charge of his office shall immediately change the combination on every safe therein; and where at any time a safe is procured, either new or secondhand, he shall immediately change the combination. Failure to make such change shall 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 which have been opened without resort to violence.

See sec. 150, reimbursement for losses.

Waste paper and twine. —what included in.

Sec. 362. Postmasters shall carefully preserve all waste paper, which includes dead and unclaimed do-

mestic printed matter (see sec. 635), facing slips that have been used (see sec. 581), and all other useless paper and all waste twine, including remnants of twine unfit for use (see sec. 525). As much as possible should be realized ^{—sale of.} from this waste matter, and when practicable it should be sold before the expiration of the quarter and the proceeds accounted for as postal funds. (See secs. 103 and 377 to 379.) Sales should be made in the neighborhood of the post office, if possible. Waste paper and twine can not be sent free in the mails to a purchaser, and mail bags shall not be used to store or carry it away. Undeliverable printed matter, such as picture cards, newspapers, magazines, and other periodical publications, falling within the term "waste paper," for which no sale can be effected, may, if suitable for the purpose, be delivered by postmasters, on application therefor, to the proper local municipal authorities for distribution to hospitals, asylums, or other charitable or reformatory institutions.

2. The Postmaster General is hereby authorized to sell as waste paper or otherwise dispose of the files of papers which have accumulated or may hereafter accumulate in post offices, that are not needed in the transaction of current business and have no permanent value or historic interest, and pay the proceeds of said sales into the Treasury as postal revenues. ^{Disposition of files of papers in post offices. 1906, May 11, ch. 2448; 34 Stat., 186.}

(a) Whenever there shall be in any post office an accumulation of files of papers such as are described in the preceding paragraph, the postmaster shall report the facts to the department for instructions except as provided in paragraph 10. ^{Report of accumulation of files.}

(b) Such report shall give a general description of each class of files referred to, in order that their character may be identified, and state their approximate age. It shall be accompanied by a specimen or sample of each kind of file included in the report. When the files are in book form, a leaf taken from each book will be considered such specimen or sample. A separate report should be made for and addressed to the office of the department to the business of which the files relate. ^{—shall show what. —accompanied by sample, when.}

(c) The report shall be considered in the department, and if it shall be determined that the files of papers described are not needed or useful in the transaction of the current business and have no permanent value or ^{Instructions to postmasters.}

historic interest, the postmaster shall be instructed to dispose of such files in the manner hereinafter stated.

Disposition of files by postmasters.

(d) Upon receipt of instructions from the department to dispose of such files the postmaster shall make publication of notice inviting proposals for the purchase of such files by posting a notice in the post office, or by advertising in a newspaper, if so authorized by the department, and shall thereupon dispose of the files upon the best obtainable terms so secured and account for the proceeds so received in accordance with regulations, and report the facts to the department. If no proposal can be secured for such files, they shall be destroyed without expense to the department. Copy of such notice or advertisement shall be sent to any historical society or institution of learning within the State in which the post office is located which, in the judgment of the postmaster, may be interested in the preservation of such documents.

—shall not take place until examination by post-office inspector, when.

3. In case the instructions to the postmaster so direct, such sale or destruction of files shall not take place until after the files which have been described by the postmaster have been examined by a post-office inspector and found to correspond with the specimens or samples submitted to the department.

Postmaster shall inform inspector in charge.

4. In all cases the postmaster shall inform the inspector in charge of the district in which the post office is situated of the authority given to dispose of the files, in order that files, if any, bearing upon matters under investigation may be withheld from the effect of the order as long as may be necessary.

Files to be retained pending action in court.

5. When there has arisen any action at law or equity either by or against the United States involving the postal service, or any prosecution under the laws of the United States, the postmaster shall retain all files relating to the cause of action until otherwise instructed by the department.

Files to be retained, how long.

6. No files shall be disposed of in accordance with these provisions until they shall have been retained in the post office for the length of time specified in paragraph 9, or in orders of instructions published in the Official Postal Guide and monthly supplements thereto.

Disposition of memoranda.

7. Memoranda of the transaction of business may be disposed of by postmasters after retention for the periods

specified in the order of instructions above referred to, without the formality of a report to the department and instructions thereon as provided for the disposition of files.

8. Files and memoranda in division headquarters of the Railway Mail Service shall be subject to the provisions of this regulation, and division superintendents of the Railway Mail Service shall make the necessary reports as to files and receive instructions thereon. When the disposition of files is authorized, or memoranda are to be disposed of, the division superintendent shall turn them over to the postmaster for sale or other disposition, as herein provided.

Files and memoranda of Railway Mail Service.

FILES.

9. The following-described files shall be retained in post offices and in headquarters Railway Mail Service for the periods herein named before they may be reported to the department for instructions as to disposition:

Files to be retained.—specifications as to character of files and time of retention.

CITY-DELIVERY SERVICE.

Carriers' daily trip reports; records of carriers' time tape—six years.

TRANSPORTATION OF MAILS.

(a) *Star routes.*

Monthly registers of arrivals and departures of mail on star routes kept at terminal offices; monthly register, intermediate office; monthly register (steamboat)—two years.

Notice to postmaster at special office of supply of such office by regular route; notice to postmaster of change of base of special supply—one year.

Notice to postmaster at base of supply of the establishment of special service—one year after discontinuance of special service.

Notice to postmaster of order changing schedule, of establishment of new post office on route, of discontinuance of mail route, of instructions to contractor to supply office at new site, of change of service, of change of service and change of schedule, of award of contract; instructions to postmaster accompanying notice of award of contract;

all pamphlet advertisements inviting proposals for service and accompanying circulars, and all circular advertisements inviting proposals for service—one year from end of contract term.

(b) *Railroad service.*

Notice to postmaster of establishment of service; notice to postmaster of post office embraced on route; notice to postmaster of omission of post office from route; notice to Railway Mail Service of order establishing or changing service on railroad route—during term of service.

Quarterly report of service; correspondence with postmaster relative to exchange of mails by postmaster; notice to postmaster of authority to pay for service in connection with weighing of the mails; notice to postmaster of authority to Auditor to credit for payment for service in connection with weighing of mails; letter correspondence with postmaster respecting payment (excepting authority to pay, which should be retained until otherwise directed) and credit for same for freight and cartage on postal cards, stamped envelopes, and mail equipment—two years.

(c) *Regulation screen-wagon service.*

Request from department for information on which to prepare advertisement; notice to postmaster directing attention to "Instructions to bidders," etc., as to equipment, requirements, etc.; notice to postmaster of award of service; monthly report—four years.

(d) *Electric and cable car service.*

Notice to postmaster of establishment of service; notice to Railway Mail Service of establishment of postal-car or closed-pouch service; monthly report—during term of contract.

(e) *Mail-messenger service.*

Directions to postmaster to advertise for mail-messenger service; notice to postmaster of designation of messenger; notice to postmaster that no payment can be made for messenger service because service was performed by other than mail messenger; instructions to postmaster to secure exchange of mails without expense to the department; notice to postmaster of maximum

rate that can be allowed for messenger service; notice to postmaster that messenger service can not be considered until authority for change of site of office has been secured; circulars referring postmasters to sections 1382 to 1385; monthly report; notice to postmaster of authority to employ temporary service—two years.

MAIL EQUIPMENT.

Instructions relative to mail locks and keys; directions for operating through registered mail locks and keys; general instructions with reference to mail bags—permanently or until otherwise directed.

FOREIGN MAILS.

Statements of weights of mails dispatched to foreign countries—one year.

RAILWAY MAIL SERVICE.

Records of registered matter handled by railway postal clerks; registry receipt cards—two years.

Applications for leaves of absence; monthly reports—two years.

Inspection of post offices by post-office inspectors—one year.

REGISTRY SYSTEM.

Initial and final registry records, such as the stubs or counterparts of the registration receipts given to senders, or other original registration records, and the book and card receipts taken from the addresses with the description of the matter received for—four years. All other registry records—two years.

MONEY-ORDER SYSTEM.

Cash journals and cash blotters; letters of credit account books; lists of international orders certified from foreign countries; money-order cashbooks; press copy books of letters sent; press copies of lists of international orders certified to foreign countries; press copies of weekly statements (where filing system has been adopted); registers of advices received; registers of orders issued—permanently or until otherwise directed.

Advices of international orders payable abroad; advices of paid orders (domestic and international); coupons of domestic paid orders; card orders issued in Germany; applications for money orders (domestic and international)—three years.

Certificates of deposit on money-order accounts; remittance letters received from other postmasters—one year.

Clearing-house slips; daily reports of stations; retained copies of remittance letters sent from office—three months.

MEMORANDA.

Memoranda to be retained.

10. The following-described memoranda of the transaction of business, retained in post offices and in headquarters Railway Mail Service, may be disposed of without the formality of a report and instructions thereon, as in the case of files, after their retention for the time herein named:

CITY-DELIVERY SERVICE.

Carriers' route directory—five years after last entry.

Special-delivery records—three years.

Record of letters returned by carriers—two years after last entry.

Carriers' change-of-address cards—one year.

RAILWAY MAIL SERVICE.

Trip reports; transfer clerks' reports—three years.

Records of arrivals and departures of clerks—three years.

Receipts for photographic commissions; records of unworked mail; pouch records; daily reports of chief clerks; mail-shortage notices—two years.

Reports of substitutes employed—one year.

REGISTRY SYSTEM.

Used registered jacket envelopes, and paper wrappers with registered jacket envelopes pasted thereon (split paper jackets), when known to be empty; used sack jacket tags and lead seals, which have been found intact and which bear no indorsement or evidence indicating

“bad order” or irregularity of any kind—60 days from the last day of the month in which received.

Registered-package coverings of all kinds bearing indorsements indicating “bad order” or irregularity of any kind and those covering registered matter about which complaint or inquiry has been made—one year.

Used jacket envelopes and paper wrappers with jacket envelopes pasted thereon, before being disposed of, should be carefully examined to see that they are without inclosures and should be so mutilated as to prevent their use again.

FINANCE.

Postal funds remittance letters received from other postmasters—four years.

CLASSIFICATION.

Newspaper and periodical stub books; books of stubs of receipts of money paid on account of third and fourth class matter mailed without postage stamps affixed—four years.

Copies of notices to publishers (Form 3578) concerning undeliverable second-class publications—one year.

Certificates furnished by senders of meats and meat-food products—one year.

RURAL-DELIVERY SERVICE.

Rural carriers' trip reports; rural carriers' reports of mail handled—two years.

POST OFFICES.

Forwarding orders—two years.

Book or record of postmarks—two years.

Official Postal Guides, annual and monthly, after the issuance of the next following edition of the Postal Laws and Regulations.

11. The time of retention of all files and memoranda not specified herein shall be determined by the department on request of the postmaster.

II.—TEMPORARY DEPOSITS IN BANKS.

Temporary deposits in national or State banks.
R. S., § 3847, 1908, May 27; 35 Stat., 415.

Sec. 363. Any postmaster, having public money belonging to the Government, at an office within a city or town where there is no Treasurer or assistant treasurer of the United States, or designated depository, may deposit the same temporarily, at his own risk and in his official capacity, in any national or State bank in the State in which the said postmaster resides, or in which his office is located, or within a reasonable radius of his post office in an adjacent State, but no authority or permission is or shall be given for the payment to or receipt by a postmaster or any other person, of interest, directly or indirectly, on any deposit made as herein described.

—interest on, not to be received.

Remittances.

2. When temporary deposits are maintained by postmasters in national or State banks, regular remittances shall be made to their depositaries as provided in sections 367 to 373.

Note.

NOTE.—“Public money” includes postal, money-order, and other funds.

See sec. 1239, as to temporary deposit of money-order funds at offices where there are assistant treasurers or designated depositaries; sec. 189, as to use of checks in payment of expenses of offices.

Special deposits in State or other banks.

Sec. 364. Any postmaster may, at his own risk and expense, place any public funds and property in his custody in any bank located in the town, city, or county in which the postmaster resides, for safe-keeping; that is to say, such funds and property may be kept in a receptacle under the depositing postmaster's exclusive control, and the receptacle placed in a safe-deposit vault of such bank, or otherwise intrusted to it for safe-keeping, at the risk and expense of the depositing postmaster. Under no circumstances may such funds or property specially deposited in any bank for safe-keeping be used by the bank or become a part of its assets, or be mingled with its regular deposits. Nothing in this section shall be so construed as to affect the claim of any postmaster to credit or reimbursement on account of loss resulting from burglary, fire, or other unavoidable casualty.

—under postmaster's control.

—not to be used by bank.

Regular remittances.

2. All postmasters are required to make regular remittances to their designated depositaries, as provided by sections 367 to 373.

See sec. 1680, as to punishment of private banker who receives regular deposit of public funds.

III.—DISPOSAL OF FUNDS AND PROPERTY UPON CHANGE
OF POSTMASTERS, ETC.

Sec. 365. Whenever a change of postmasters occurs duplicate inventories shall be made of the public property in the post office. The several classes of property shall be listed separately as follows:

- (a) Postage stamps, books of stamps, special-delivery stamps, registry stamps, due stamps, stamped envelopes, newspaper wrappers, postal cards, and international reply coupons. Change of postmasters or discontinuance of offices.
Lists of property. Stamps.
- (b) Official postage stamps, stamped envelopes, and postal cards of the Postal Savings System.
- (c) Mail bags and pouch locks.
- (d) Money-order records, letter-box locks, mail keys, mail-key chains, letter-carrier satchels, etc. Supplies.
- (e) All other public property, including furniture and equipment belonging to or leased by the United States, post-office records (except money-order records), copies of the Postal Laws and Regulations and of the Postal Guide, postmarking and dating stamps and ink and pads therefor, unused printed forms and blank books, and all other supplies. Public property.
- (f) Postal-savings funds on hand and accountable stock, including blank certificates and postal-savings cards and stamps. Postal-savings funds.

2. The postmaster shall sign receipts in duplicate according to these inventories. He shall deliver the duplicate receipts to his predecessor and transmit the originals as follows:

- (a) Stamp supplies; to the Third Assistant Postmaster General, Division of Stamps. Receipts in duplicate.
- (b) Official stamp supplies of Postal Savings System; to the Third Assistant Postmaster General, Division of Postal Savings.
- (c) Mail pouches, sacks, and pouch locks; to the Second Assistant Postmaster General, Division of Railway Mail Service.
- (d) Letter-box locks, letter-carrier satchels, mail keys, and key chains; to the Fourth Assistant Postmaster General, Division of Supplies.
- (e) Money-order records; to the Third Assistant Postmaster General, Division of Money Orders.

(f) The original receipt for all public property, including furniture, etc., certified to by the postmaster's predecessor, shall be retained in the files of the post office.

(g) The original receipt for postal-savings funds and accountable stock shall be delivered with the duplicate to the postmaster's predecessor, who shall forward the original with his final report to the Third Assistant Postmaster General, Division of Postal Savings.

3. If the office be a money-order office the postmaster shall demand of his predecessor all money-order funds due to the United States, render to him a receipt in duplicate for such funds received, and instruct him to retain the duplicate receipt and forward the original with his final money-order statement to the Auditor for the Post Office Department.

Money not to be received from predecessors, except.

4. Postmasters shall not on taking charge receive from their predecessors any money belonging to the department, except money-order funds (see sec. 1255) and postal-savings funds, unless specially instructed to do so.

Discontinuance of office. — disposal of supplies, etc.

5. When an office is discontinued the above inventories shall be made and the property and supplies delivered to the postmaster designated by the department to receive the same, duplicate receipts being given, which shall be treated as provided in the case of a change of postmasters. Office-request stamped envelopes (see sec. 124) bearing return card of the discontinued post office shall be sent to the Third Assistant Postmaster General, Division of Redemption, for credit at full value. Property and supplies shall not be returned to the department, but mail keys shall be forwarded by the postmaster designated to receive the property to the Fourth Assistant Postmaster General, Division of Supplies, 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 inclosed.

Return of "office-request" envelopes.

Return of mail keys.

6. Surplus funds shall be deposited with the regular depository upon rendering the final account. (See sec. 368.)

Funds, how treated.

Disposal of funds on change of post masters. — postal funds.

Sec. 366. When 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 sec. 195), shall be depos-

ited with his designated depository, and not transferred nor paid to his successor.

2. Key-deposit funds shall be held by a postmaster in trust (not as a part of the regular funds of the office) and shall be transferred to his successor.

See sec. 358, as to treatment of key-deposit funds; sec. 1255, as to disposition of money-order funds on change of postmasters.

IV.—DEPOSIT OF SURPLUS FUNDS—REMITTANCES.

Sec. 367. 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.

Deposits of surplus revenue and other money.
R. S., § 3548.
See R. S., § 3615.
—at cities where treasurer, etc.

NOTE.—There is no statute requiring the depositing of funds in depository post offices. 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. 105 to 110, 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, this being left to the discretion of the Postmaster General.

Note.

Sec. 368. Postmasters at all offices included in the following list are designated as depository postmasters. They shall deposit their surplus postal funds as directed by the Third Assistant Postmaster General. Postmasters at all other offices shall deposit such funds with the depository offices in their respective States or Territories mentioned in the same list.

Deposit of postal funds.

State or Territory.	Depository office.	State or Territory.	Depository office.
Alabama.....	Birmingham.	Montana.....	Helena.
Alaska.....	Seattle.	Nebraska.....	Omaha.
Arizona.....	Phoenix.	Nevada.....	Reno.
Arkansas.....	Little Rock.	New Hampshire.....	Concord.
California.....	San Francisco.	New Jersey.....	Newark.
Colorado.....	Denver.	New Mexico.....	Albuquerque.
Connecticut.....	Bridgeport.	New York.....	New York.
Delaware.....	Wilmington.	North Carolina.....	Raleigh.
District of Columbia.....	Washington.	North Dakota.....	Fargo.
Florida.....	Jacksonville.	Ohio.....	Cincinnati.
Georgia.....	Atlanta.	Oklahoma.....	Guthrie.
Guam.....	Honolulu.	Oregon.....	Portland.
Hawaii.....	Honolulu.	Pennsylvania.....	Philadelphia.
Idaho.....	Boise.	Porto Rico.....	San Juan.
Illinois.....	Chicago.	Rhode Island.....	Providence.
Indiana.....	Indianapolis.	South Carolina.....	Columbia.
Iowa.....	Des Moines.	South Dakota.....	Sioux Falls.
Kansas.....	Topoka.	Tennessee.....	Nashville.
Kentucky.....	Louisville.	Texas.....	Austin.
Louisiana.....	New Orleans.	Samoa.....	Honolulu.
Maine.....	Portland.	Utah.....	Salt Lake City.
Maryland.....	Baltimore.	Vermont.....	Burlington.
Massachusetts.....	Boston.	Virginia.....	Richmond.
Michigan.....	Detroit.	Washington.....	Seattle.
Minnesota.....	St. Paul.	West Virginia.....	Wheeling.
Mississippi.....	Vicksburg.	Wisconsin.....	Milwaukee.
Missouri.....	St. Louis.	Wyoming.....	Cheyenne.

Deposit periods.

2. Postmasters shall deposit surplus postal funds as follows:

(a) Postmasters in cities in which the Treasurer or an assistant treasurer is located, once a week;

(b) Postmasters at all other offices of the first and second class, on the 15th and last days of each month;

(c) Postmasters at offices of the third class, at the end of each month;

(d) Postmasters at offices of the fourth class, at the end of each quarter, unless otherwise specifically instructed by the Third Assistant Postmaster General.

Failure to make deposit at stated time.

3. Any postmaster who fails to deposit his surplus funds within six days after the designated time shall be held liable for any loss that may result from such delay.

Report, when no funds to remit.

4. 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, Division of Postmasters' Accounts, by letter, briefly stating the reasons therefor.

Note.

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 only, and as provided in secs. 1240 to 1245, relating to money-order funds.

See secs. 1246 to 1251, as to depositories and treatment of deposits therein; sec. 103, as to deposit of money paid to postmaster on account of penalty or forfeiture.

Remittances not to be sent to department.—when sent to be at risk of postmaster.

Sec. 369. Postmasters shall not remit surplus funds to the Post Office Department or the Auditor for the Post Office Department. Money sent in this manner will be at the risk of the remitting postmaster, and may be returned.

Entire amount to be remitted.—if amount due exceeds \$10.

Sec. 370. The entire amount of postal funds due at the time prescribed for making deposits shall be remitted, provided that no remittance shall be made unless the amount due exceeds \$10, except to close the accounts of a retiring postmaster.

—failure not excusable.

2. The deposit of a balance when due shall not be withheld on account of a deficiency of funds resulting from the use or loan of same (see sec. 360); the sale of stamps on credit (see sec. 332); failure to collect box rents in advance (see sec. 353); or for any other cause except as provided below.

Deposit not required when claim for loss pending.

3. A postmaster who has suffered loss of money, postage stamps, and other stamp supplies by reason of fire, burglary, or other unavoidable casualty, and has

made claim for credit or reimbursement (see sec. 150), shall not be required to deposit immediately 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 every quarterly stamp account rendered to the Third Assistant Postmaster General, and every postal account rendered to the Auditor for the Post Office Department, from the date of the loss until the claim therefor is settled 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 shall be deposited at once.

—note on account.

4. When a postmaster does not know the actual balance due on account of postal funds, an amount sufficient to cover all contingencies shall be deposited, and if there is any excess, proper credit shall be given on the account for the succeeding quarter. Deposits shall not be delayed awaiting a statement of account from the Auditor.

Deposit, when amount due unknown.

5. 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 shall be made promptly.

Deposit of balance due.

See sec. 1241, as to money-order funds.

Sec. 371. Remittances of surplus funds for deposit when made by means of currency or coin shall be sent by registered mail, and there should be (in addition to the person preparing the remittance) at least one reliable witness to the preparation and dispatch thereof.

Preparation of remittances in currency.

2. When it is convenient, remittances should be made in paper currency of the highest denominations that can be obtained, and when coin is included in a remittance it shall be, if at a money-order office, inclosed in coin bags, which shall be furnished upon application to the depository. If not at a money-order office, it shall be securely wrapped and inclosed in a strong envelope. Remittances shall not be delayed to secure notes of large denominations or to exchange coin for notes.

Form of remittance.

3. The notes or coin comprising the remittance shall be counted by the postmaster or assistant who prepares

Money to be counted.

such remittance in the presence of the witness, who shall also count them.

—description of, to be given in remittance letter.

4. Form 3044-A shall be used by postmasters of the first, second, and third classes when postal funds are remitted, and Form 3044 by postmasters of the fourth class. A letter containing in detail a description of the money inclosed, according to the form used and the provisions of this section, shall accompany every remittance.

How to make description.

—United States notes.

5. When United States notes, gold or silver certificates, or Treasury notes are included in a remittance, the series, the number, and "check letter," and the denomination should be given thus—U.S. note: Series of 1880—Z712576; letter D, \$10. Gold certificate: Department series—C1123; letter C, \$100.

—national -bank notes.

6. 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.

—coin.

7. When coin is included in a remittance, the denominations should be given thus:

Two twenty-dollar gold pieces.....	\$40
Ten silver dollars.....	10

Remittance letter signed by witness, etc.

8. The witness should sign both the original and copy of the remittance letter, the latter of which shall be kept on file in the post office.

Package registered and dispatched in presence of witness.

9. The remittance and letter shall be inclosed in an envelope sufficiently strong to hold the contents, sealed and prepared for registration in accordance with section 915. They shall be continuously under the observation of the witness from the time the money is counted until the package is placed in the pouch and the pouch locked and delivered to the mail carrier or other person authorized to receive the same.

When no witness.

10. When no one can be secured to witness the preparation and dispatch of a remittance, the postmaster shall make a record of the fact on the remittance letter, and the copy retained in the office, giving the reasons therefor.

When instructions not complied with.

11. When a postmaster fails to comply with the foregoing instructions and the money is lost in transit he shall be required to make good the amount unless the facts relating to the remittance satisfactorily establish his exemption from blame.

12. When by reason of previous neglect to deposit, or other cause, a postmaster makes a deposit of postal funds covering more than the period prescribed for an office of his class (see sec. 368), the letter of transmittal should state the amount due for each period. (See sec. 113.)

Deposit of postal funds for different periods.

13. When a postmaster makes a deposit for another postmaster he shall so state, as a separate certificate is required for each.

Sec. 372. Deposits of postal funds may be made in United States coin, Treasury notes, or national-bank notes.

Character of deposits.

2. Postmasters may cash with postal funds disbursing postmasters' checks, pension checks, Post Office Department warrants, Postal Savings System checks, and other kinds of Government paper, provided they are received from responsible persons whose indorsement on said paper the postmaster is willing to guarantee.

Paper that may be cashed.

3. Such paper, as well as drafts issued by national or State banks, may be used by postmasters to remit their surplus postal funds provided they can make satisfactory arrangements with their depositaries to receive them at par, and that it be done at the risk and expense of the depositing postmaster.

When bank drafts may be used.

4. Postmasters in making deposits shall not use bank checks and drafts other than those issued by national or State banks, postage stamps, foreign coins and notes, or mutilated coins and paper.

Deposits not to include what.

See sec. 116, as to treatment of drafts, etc., by depositaries; sec. 1242, as to remittance of money-order funds.

Sec. 373. Postmasters should take credit in their quarterly accounts for postal deposits. Postal accounts must be rendered to the Auditor for the Post Office Department promptly at the close of each quarter and not delayed awaiting the receipt of duplicate certificate of deposit. Certificates must be examined on receipt, and if any error is found therein immediate notice should be sent to the depositary, in order that the necessary correction may be made.

Credits for deposits.

2. When an acknowledgment of the receipt of a registered package containing a remittance and a certificate of deposit are not received in due time from

Failure to receive acknowledgment of remittance, etc., to be reported.

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 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. 374. Postmasters who fail to make deposits according to instructions, or to pay drafts for any balances due when presented (see sec. 216), or to make payments of such balances whenever demanded by post-office inspectors or other duly authorized agents of the Postmaster General, will be liable to removal.

See secs. 1675 and 1679, 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.

Sec. 375. 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 shall keep the accounts of their offices by quarters.

Money-order accounts to be separate.

3. At money-order offices separate accounts shall be kept of the money-order business (See sec. 1253.)

See sec. 359, as to accounts of key-deposit funds.

Receipts at post offices.
R. S., § 4051.
—postmasters accountable for.

Sec. 376. 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. 377. Postmasters at offices of the first, second, and third classes shall keep in suitable books and forms, separate from the postal account—

(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 their predecessors or furnished by or on account of the Post Office Department. Record of furniture, supplies, etc.

(b) An account of all postage stamps and other stamped paper, according to their respective kinds and denominations, received from a predecessor or the department, and of all damaged stamped paper returned to the department. Account of stamps received.

(c) A daily account of stamps and other stamped paper sold. The preceding accounts and the stock on hand should be verified by count at least once a week. —stamps sold.

(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. 355.) —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. 362.) —receipts from waste paper, etc.

Sec. 378. 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. 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. —balances due United States.

(b) The amount of stamps and other 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. —sales of books of stamps.

(d) Amount received in excess of the department invoice value from the sale of stamped envelopes and newspaper wrappers, singly and in odd lots. —excess.

(e) The amount collected for postage on newspaper and periodical publications entered as second-class matter. —newspaper postage.

- third and fourth class. (f) Amount of postage collected in money on third and fourth class matter mailed without postage stamps affixed.
 - sales of waste paper, etc. (g) The amount received from sales of waste paper and twine, or other property, and miscellaneous receipts.
 - box rents. (h) The amount of box rents received for the period since the last entry, as shown by record of box rents.
 - letter postage. (i) Letter postage (deficiency in foreign registry fee).
 - deposits from postmasters. (j) Such deposits as may from time to time be received from other postmasters, when the office is a depository office.
 - collection. (k) Amount collected from former postmasters.
 - transfers from money order. (l) Transfers from money-order funds to postal account.
 - accountable warrants. (m) Accountable warrants.
3. Postmasters will credit themselves with—
- (a) Corrections of former accounts, as per Auditor's statement.
 - (b) Salary of postmaster.
 - (c) Paid for ship letters.
 - (d) Fees paid special-delivery messengers.
 - (e) Car fare for special-delivery messengers in emergency cases.
 - (f) Paid assistant postmaster and clerks in post office.
 - (g) Paid for rent, light, and fuel.
 - (h) Paid for canceling machines.
 - (i) Paid for stationery.
 - (j) Paid for miscellaneous expenses.
 - (k) Paid for typewriters, copying presses, etc.
 - (l) Paid for letter balances and scales.
 - (m) Paid for freight and expressage on mail bags, postal cards, etc.
 - (n) Paid for shipment of supplies.
 - (o) Transfer drafts paid, as per abstract (Form 1569).
 - (p) Paid for Railway Mail Service.
 - (q) Paid for railroad transportation, weighing mails.
 - (r) Paid for City Delivery Service.
 - (s) Paid for Rural Delivery Service.
 - (t) Paid for foreign mail transportation.
 - (u) Transfers to money-order account, as per notifications (Form 6024) sent to Auditor.
 - (v) Paid for repairs to mail bags, etc.
 - (w) Deposits of surplus postal funds.

(x) Credit specifically allowed by the department for losses of postal funds, stamped paper, etc.

Sec. 379. 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 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 their predecessors or the department, and of all damaged stamped paper 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 other stamped paper sold, and of "excess" revenue on stamped envelopes. (See sec. 332.) 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, and ordinary stamps when used to effect special delivery.

—cancellations.

See sec. 530, as to cancellations at railroad stations.

(e) The amount collected for postage on newspaper and periodical publications entered as second-class matter. (See sec. 432.)

—newspaper postage.

(f) The amount collected in money as postage on third and fourth class matter mailed without stamps affixed.

—third and fourth class matter.

(g) 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 355. 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.

(h) A daily account of the special-delivery system, showing number of special-delivery letters received,

—special-delivery matter.

delivered, and forwarded, separately, in appropriate columns.

—sales of waste paper, etc. (i) An account of all moneys received from the sale of waste paper and twine, or other sources of postal revenues.

—collection drafts. (j) The amount of every collection order transmitted by the Auditor for collection, and of any such orders returned uncollected. (See sec. 216.)

—transfers between money-order and postal accounts. (k) A statement of all transfers between money-order and postal accounts on the date actually made. (See secs. 1231 and 1232.)

—corrections by Auditor. (l) A statement of all corrections made by the Auditor in the accounts as rendered.

—expenditures. (m) 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. 313, 382, and 1500.)

—allowances for losses. (n) 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. 150.)

See sec. 342, as to quarterly stamp account to Third Assistant Postmaster General; sec. 184, as to quarterly postal accounts to Auditor.

II.—DISBURSEMENTS FOR EXPENSES OF POST OFFICES.

Pay roll of clerks at first and second class offices. —how made. **Sec. 380.** At offices of the first and second classes duplicate pay rolls shall be made upon Form 1500 for the clerks and employees therein, which shall be signed by them, the names and signatures corresponding, and such pay rolls shall give all information called for therein. Pay rolls, including the semimonthly, monthly, and quarterly rolls, shall be completely made out before being signed. If the regular clerk is absent the entire quarter, that fact shall be shown and also that no payment has been made to him.

Payments, when made. 2. Payments may be made semimonthly, but in no case shall salary be paid in advance.

Substitutes, receipts from. 3. When an allowance is made for the employment of a substitute in place of a clerk absent on leave or otherwise, his receipt for such payment shall be taken on a substitute pay roll.

4. When a substitute is employed to be paid from the Pay roll of substitute clerks paid from lapsed salary at first and second class offices. lapsed salary of an absent clerk, the quarterly pay roll (Form 1622) shall show the time served and the amounts received. (See sec. 299.)

5. When the employment of temporary clerks is au- Temporary clerks, receipts from. thorized, receipts for payments shall be taken on temporary clerks' pay roll or substitutes' pay roll, as may be ordered by the First Assistant Postmaster General.

Sec. 381. At post offices where letter carriers are em- Salaries of letter carriers.—how paid. ployed, postmasters will pay their salaries out of the postal funds.

2. At the end of the quarter duplicate pay rolls shall —pay rolls for. be made out on Form 1501 in alphabetical order, surname first, and the names and signatures of the carriers shall correspond, and the rolls must show the amount paid for the quarter. If the payment is less than one-fourth the annual salary, the roll must clearly show why the lesser payment is paid. Pay rolls shall be completely made out before being signed.

3. Payments may be made semimonthly, but in no case —when may be paid. must salary be paid in advance.

4. When a substitute is employed in place of a carrier Payment of substitutes. absent without pay, the substitute shall be paid at the rate of 40 cents an hour for the time he is actually employed; when employed in place of a carrier absent with pay, or when performing auxiliary or temporary work, the substitute shall be paid at the rate of 30 cents an hour. Substitutes shall be paid on pay roll Form 1662, on which all the information called for shall be given and special care exercised in entering the substitutes' earnings in the proper column.

III.—DISBURSEMENTS BY POSTMASTERS AS DISBURSING OFFICERS—PAYMENT OF RAILWAY POSTAL CLERKS, ETC.

Sec. 382. The Postmaster General is authorized to designate Disbursing officers. postmasters at money-order post offices as disbursing officers for the 1884, July 5, ch. 234; 23 Stat., 156. payment of the salaries of officers and employees of the postal service, —postmasters may be designated as. 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 postmasters 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 a postmaster for the regular expenses of his office are made in his capacity of postmaster, but in making expenditures of the character above referred to, which do not relate to the business of his office, he acts as disbursing officer under the above authority. Postmasters are liable on their official bonds for such disbursements. (See sec. 256.)

See sec. 141, as to extra compensation for disbursements.

Payments by check. —when and how made. Sec. 333. Postmasters who act as disbursing officers may, where temporary deposits are maintained in national banks, as authorized by section 363, use checks in making disbursements, as provided in section 189.

Salaries of officers and clerks of Railway Mail Service. Sec. 334. The salaries of officers of the Railway Mail Service and the salaries and travel allowances of railway postal clerks, acting railway postal clerks, and substitutes shall 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 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 shall be made until the postmaster has been advised by the division superintendent, Railway Mail Service, that the oath of the clerk has been received and that he has commenced service.

Transfer of clerks. 3. 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. 4. Upon the promotion or reduction of a clerk the postmaster shall be notified thereof, and of the date when such change takes effect.

Deductions. 5. Notice shall be given of deductions from the pay, whenever imposed, to the postmaster and Auditor for the Post Office Department. (See sec. 386.)

Leaves of absence. 6. When a clerk has been granted leave of absence, with or without pay, notice thereof shall be given to the postmaster.

Pay rolls to be made out. 7. Disbursing postmasters shall make out duplicate pay rolls on Form 1546 of the railway postal clerks paid at

their offices, which shall be filled in as prescribed in said forms. The names of the clerks shall be arranged in alphabetical order, and their signatures correspond therewith.

8. Postmasters shall be prepared to pay salaries semi-monthly within three days (including Sundays and holidays) after the expiration of the 15th and last day of the month, except when both a Sunday and a holiday fall within said three days, in which event the period within which payments shall be made may be extended one day. If the available postal funds are insufficient for this purpose, application should be made on Form 3011 to the Third Assistant Postmaster General, who will cause an accountable warrant to be issued for the sum needed. Form 3011 may be obtained upon requisition to the Third Assistant Postmaster General.

9. Postmasters at post offices where railway postal clerks are paid are authorized and instructed to pay the substitutes employed in cases where railway postal clerks are granted leaves of absence without pay, upon receipt of proper notice from the division superintendent, Railway Mail Service, that the substitutes are entitled to such compensation for periods not to exceed those for which the leaves are granted. The substitutes so employed are to be paid, for service actually performed, at the rate of \$900 per annum, or at the same rate as the regular clerk if the pay of the latter is less than \$900 per annum.

Sec. 335. Disbursing postmasters shall, 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 shall write the words "No signature" in the line where the name should have been signed, and the words "Advance signature" shall also be noted where such is the case.

See secs. 1581 and 1582, as to manner of keeping records of arrivals and departures.

Sec. 386. When disbursing postmasters receive a preliminary notice from the division superintendent, Railway Mail Service, of a deduction from the pay of a clerk

Payments to be made semi-monthly.

Payments to substitutes.

Record of arrivals and departures.

—to be examined daily, and failures reported.

Preliminary deductions for failures and fines. —to be made, when.

a sufficient sum shall be withheld from the pay of the clerk to cover such deductions. (See sec. 385.)

—causes for.

2. Postmasters shall withhold 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 shall be 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, shall be noted on the pay roll.

Acting and substitute clerks.

Sec. 387. Acting clerks are employed temporarily to meet the exigencies of the service or in place of clerks absent with pay. Payment to an acting clerk shall not be made without specific authority from the Second Assistant Postmaster General, and when authorized for such service only as shall have been performed, as shown by a certificate from the division superintendent, Railway Mail Service, and not for a longer period than that authorized. The vouchers taken from such acting clerk shall 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. When the acting clerk is serving during the absence of a regular clerk with pay, on account of injury received while on duty, the voucher should be taken on Form 1563-A. When the acting clerk has served during the absence of a regular clerk on annual leave with pay, the voucher should be taken on special pay roll Form 1546-V. The names of acting clerks should not be put on the regular pay roll.

Payment to acting clerks.

Vouchers for.

Payments to substitutes, how made.

2. Substitutes are employed vice regular clerks absent from duty without pay. Payments to substitutes shall be shown on the regular clerks' pay roll and following the name of the clerk for whom the substitute serves. If the regular clerk is absent the entire quarter, that fact must be shown and also that no payment has been made to him.

Payments on resignation, removal, etc., of clerks. —not to be made except on certificate of superintendent.

Sec. 388. On the resignation, transfer, suspension, or removal of a railway postal clerk, final settlement shall 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.

IV.—MISCELLANEOUS PROVISIONS RELATIVE TO DISBURSEMENTS BY POSTMASTERS.

Sec. 389. When there is any balance due as salary or otherwise to a deceased creditor, 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. A certified copy under seal of the court of the appointment of the executor or administrator shall be forwarded to the Auditor.

Balances due to deceased employees or other persons.

—to be paid to executors, etc.

2. When, 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 \$100, to the person or persons who under laws of the domicile of the decedent would be entitled to receive the same if administration were had, using blanks furnished by the department, and shall 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.

—when may be paid to heirs, etc.

—certificate to vouchers for.

3. When payment is made on account of a decedent the administrator or other payee should sign the pay roll, and the postmaster should certify to the signature as above.

—pay roll to be signed for.

4. Payments made by postmasters as disbursing officers must be authorized in the usual manner before being made to executors, widows, or heirs.

—when made as disbursing officers to be authorized.

Sec. 390. The business of each quarter shall be kept separate from that of every other quarter, and postmasters shall pay all authorized expenses incurred during the quarter on account of the City 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.

Authorized payments for quarter to be made before rendering account.

2. Vouchers shall never be held to be forwarded and credit therefor claimed in an account for a subsequent quarter.

Vouchers not to be held.

V.—CREDIT FOR POSTAGE-DUE STAMPS.

Claims for credit for postage-due stamps.

Sec. 391. When 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 shall 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 Division of Dead Letters. (See secs. 599 and 646.)

—on bills sent out.

2. When postage-due stamps are attached to a postage-due bill, which is returned to the post office from which received, and the matter with which such bill was received can not be delivered, or when postage-due stamps are inadvertently placed and canceled on domestic mail which can not be delivered, special claim for the amount of such stamps shall be made on the dead-letter bill for "postage-due stamps canceled on undelivered matter" at the time such matter is sent to the Division of Dead Letters. (See secs. 591, 599, and 646.)

—on bills received, and inadvertently placed on undelivered matter.

—on matter forwarded or returned to foreign country.

3. When domestic mail 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 Division of Dead Letters, as provided in section 599; and when postage-due stamps have been affixed and canceled on foreign mail which can not be delivered, special claim shall be made for the amount of such stamps at the time such matter is forwarded to the Division of Dead Letters, as provided in section 658.

Credit in account.

4. The notice received from the Division of Dead Letters of the amount allowed for postage-due stamps shall be kept on file in the post office. Credit for the amount of such stamps shall also be claimed in the quarterly stamp account under "Item F."

VI.—REPORTS OF SECOND-CLASS POSTAGE.

Report of second-class postage collected.—to be made quarterly.

Sec. 392. Postmasters shall render to the Third Assistant Postmaster General, Division of Classification, 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 at the cent-a-pound rate from each publisher and news agent during the quarter, together with the weight of the free county matter. With such statement shall be sent the duplicates of the receipts (Form 3539) issued during the quarter. A new postmaster shall render separate statements of 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.

2. Postmasters at offices of the first, second, and third —forms used for. classes shall make quarterly reports of second-class postage collected, and free-in-county mailings, on Form 3551; postmasters at offices of the fourth class shall use Form 3551-a.

See sec. 432, as to collection of second-class postage.

TITLE FOUR.

MAIL MATTER.

CHAPTER 1.

DOMESTIC MAIL MATTER—CLASSIFICATION AND RATES OF POSTAGE.

I.—GENERAL PROVISIONS.

Classification of mail matter. 1879, Mar. 3, ch. 180, § 7; 20 Stat., 358. R. S., § 3875.

Sec. 393. Mailable matter shall be divided into four classes:

- First, Written matter;
- Second, Periodical publications;
- Third, Miscellaneous printed matter;
- Fourth, Merchandise.

Correspondence concerning classification of mail and rates of postage.

Sec. 394. All correspondence concerning the classification of mail and rates of postage, including that pertaining to second-class publications and parcel-post mail, should be addressed to the Third Assistant Postmaster General, Division of Classification.

Domestic rates and conditions.

—where applicable.

Sec. 395. The domestic rates of postage and conditions apply to mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and officers or members of crews of United States naval vessels, and to or from the United States postal agency at Shanghai, China, and to officers and men of the United States Navy in the United States Naval Hospital at Yokohama, Japan. The term "United States and its possessions" includes Porto Rico, Hawaii, the Philippine Islands, Guam, Tutuila and Manua Islands of the Samoan group, and the Canal Zone.

Note.

NOTE.—The islands in the Bay of Panama named Perico, Naos, Culebra, and Flamenco are included in the term "Canal Zone."

Prepayment of postage. R. S., § 3896.

Sec. 396. Postage on all mail matter must be prepaid by stamps at the time of mailing, unless herein otherwise provided for.

See sec. 406, as to transmitting unpaid soldiers', sailors', and marines' letters; sec. 405, as to first-class matter prepaid 2 cents; sec. 404, as to certain letters paid at drop-letter rates; sec. 852, as to unpaid special-delivery letters; secs. 407 and 408, as to ship and steamboat letters; secs. 429, 432, and 459, as to payment of postage in money on matter of the second, third, and fourth classes.

Sec. 397. * * * 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.

See secs. 585 to 591, as to collection of postage due; sec. 406, as to soldiers', sailors', and marines' letters; secs. 407 and 408, as to postage on ship and steamboat letters.

II.—MATTER OF THE FIRST CLASS.

Sec. 398. Mailable matter of the first class shall embrace letters, postal cards, and all matter wholly or partly in writing, except as hereinafter provided.

First-class matter.
1879, Mar. 3, § 8;
20 Stat., 358.
R. S., § 3876.
—defined.

For the exceptions see secs. 441, 447, 451, 453, and 458.

2. All matter sealed or otherwise closed against inspection shall be treated as first-class matter. (See sec. 469.)

—sealed matter to be treated same as.

Sec. 399. 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 rates, and one cent for each ounce or fraction thereof where free delivery by carrier is not established.

Rate of postage on first-class matter.
1885, Mar. 3, ch. 342; 23 Stat., 386.
R. S., §§ 3903, 3904.
—drop letters.

2. Postage on letters deposited in rural or star route boxes, or mailed to persons who are served by rural or star route carrier, shall be charged at the rate of 2 cents for each ounce or fraction thereof.

Rural and star route letters.

NOTE.—A drop letter is one addressed for delivery at the office at which it is posted. There is no drop rate on any matter except letters. See sec. 408, as to rates of postage on ship and steamboat letters.

Note.

Sec. 400. Postal cards shall be transmitted through the mails at a postage charge of one cent each, including the cost of manufacture.

Rate of postage on postal cards.
1879, Mar. 3, ch. 180, § 9; 20 Stat., 358.

See secs. 127 and 128, as to postal cards.

Sec. 401. Postal cards issued by the Post Office Department may bear written, printed, or other additions as follows:

Postal cards.

(a) The face of the card may be divided by a vertical line placed approximately one-third of the distance from the left end of the card; the space to the left of the line to be used for a message, etc., but the space to the right for the address only.

—printing or writing on address side.

—address labels on. 1876, July 12, § 15; 19 Stat., 82.

(b) Addresses upon postal cards * * * may be either written, printed, or affixed thereto, at the option of the sender.

—thin sheets of paper, attachment of. (c) Very thin sheets of paper may be attached to the card on condition that they completely adhere thereto.

—advertisements, etc., on back and face. (d) Advertisements, illustrations, or writing may appear on the back of the card and on the left third of the face.

—unauthorized additions. 2. The addition to a postal card of matter other than as above authorized destroys its privilege as a postal card and subjects it to postage according to the character of the message—at the letter rate if wholly or partly in writing, or the third-class rate if entirely in print—but does not impair the postage value of the stamp impressed on the card.

Private mailing cards ("post cards") authorized. 1898, May 19, ch. 347; 30 Stat., 419.

Sec. 402. It shall be lawful to transmit by mail, at the post-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. 403. Private mailing cards ("post cards") in the domestic mails shall conform to the following conditions:

—size. (a) A "post card" shall be an unfolded piece of card-board not exceeding approximately $3\frac{9}{16}$ by $5\frac{9}{16}$ inches nor less than approximately $2\frac{3}{4}$ by 4 inches.

—form, quality, and weight. (b) It shall in form and in the quality and weight of paper be substantially like the Government postal card.

—color. (c) It may be of any color not interfering with a legible address and postmark.

—indicia. (d) It may or may not, at the option of the sender, bear near the top of the face the words "Post card."

—division of face for message and address. (e) The face of the card may be divided by a vertical line; the left half to be used for a message, etc., but that to the right for the address only.

—sheets may be attached. (f) Very thin sheets of paper may be attached to the card, and then only on condition that they completely adhere thereto.

—advertisements and illustrations may appear, where. (g) Advertisements and illustrations may appear on the back of the card and on the left half of the face.

—instructions for placing stamp and address. 2. It is desirable that post cards bear in the upper right corner of the face an oblong diagram containing the words "Place postage stamp here," and at the bottom

of the space to the right of the vertical dividing line the words "This space for the address."

3. Cards which do not conform to the prescribed conditions shall be charged with postage according to the character of the message—at the letter rate if wholly or partly in writing, or the third-class rate if entirely in print.

—rates of postage on those which do not conform.

4. Cards bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, shall not be accepted for mailing, except when inclosed in envelopes tightly sealed to prevent the escape of such particles, or when treated in such manner as will prevent the objectionable substances from being rubbed off or injuring persons handling the mails.

—bearing glass, mica, etc., excluded, except.

NOTE.—Cards mailed under cover of sealed envelopes (transparent or otherwise) shall be charged with postage at the first-class rate, and, if in unsealed envelopes, according to the character of the message. The postage stamps should be affixed to the envelopes covering the cards. Stamps affixed to matter inclosed in envelopes can not be recognized in payment of postage thereon.

Note.

Sec. 404. * * * 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.

Insufficiently prepaid drop letters.

R. S., § 3937. —to be forwarded, when.

See sec. 587, as to collection of postage due.

Sec. 405. 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; * * *.

Insufficiently prepaid first-class matter.

1879, Mar. 3, § 26; 20 Stat., 361.

NOTE.—So much of the statute as is quoted above supersedes the first part of R. S., § 3898.

Note.

See sec. 587, as to collection of postage due.

Sec. 406. 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.

Soldiers', sailors', and marines' letters.

1879, Mar. 3, § 9; 20 Stat., 358.

R. S., § 3902. —transmission of unpaid.

—how marked.

2. Letters sent by soldiers, sailors, and marines in the United States service, located in the United States or any of its possessions, addressed to places in the United States or any of its possessions, when indorsed "Soldier's letter," "Sailor's letter," or "Marine's letter," and signed thereunder, either with facsimile hand stamp or in writing, with his 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 any commissioned officer attached to the vessel, or officer commanding a hospital or detachment ashore, may be dispatched to destination without prepayment of postage, and only the single rate of postage shall be collected on delivery.

Double postage on ship letters.
R. S., § 3913.

Sec. 407. 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.

Rating of postage on ship letters.

Sec. 408. Ship letters shall be charged double rate of postage, to be collected at the office of delivery; but on any such letter which has been prepaid by United States stamps at such double rate no additional charge shall be made.

—if carried only over water declared a post road.

2. Letters and packages 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, shall be charged only with single postage. If only a part of the

—if carried only a portion of the way over a post road.

voyage be over water declared to be a post road such letters and packages shall be charged with double the rate of postage. (See sec. 1305.)

See sec. 1405, as to meaning of "ship letters"; secs. 1406 to 1409, as to fees to masters of vessels for carrying ship and steamboat letters and payment thereof; secs. 533 and 534, as to treatment of ship matter in post offices.

Printed ship matter.

3. 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, shall be charged with double the third-class rate of domestic postage, to be collected on delivery, and dispatched to its destination.

—how treated.

See sec. 1408, as to nonpayment of fees on printed ship matter; sec. 587, as to collection of postage due.

Weather Bureau reports.—treated like letter mail.

Sec. 409. Weather Bureau reports shall be treated as letter mail, whether sent by officers of the service under penalty envelopes or by private persons and prepaid by stamps.

See sec. 281, as to posting weather reports received by postmasters, and sec. 1314, as to display of such reports.

Mutilated coin and paper currency.

Sec. 410. Mutilated coin and paper currency belonging to individuals shall not be transmitted to the Treas-

urer of the United States for redemption except as mail matter of the first class, upon which the regular postage shall be prepaid. —postage on, to be prepaid.

See secs. 913 and 914, as to registration of packages of mutilated currency, etc., without payment of fee.

III.—MATTER OF THE SECOND CLASS.

Sec. 411. 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 section twelve and fourteen. Second-class matter. 1879, Mar. 3, ch. 180, § 10; 20 Stat., 359. R. S., § 3877. —defined.

NOTE.—Secs. 12 and 14 referred to are given as secs. 466 and 412. There are two classes of second-class matter: (1) That sent by publishers or news agents (see sec. 429); (2) that sent by others than publishers or news agents (see sec. 435).

See sec. 433, as to definition of "newspapers" and "periodical publications."

Sec. 412. The conditions upon which a publication shall be admitted to the second class are as follows: Conditions for admission as second-class matter. 1879, Mar. 3, ch. 180, § 14; 20 Stat., 359.

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. Regularity of issue. Office of publication. Formation.

Second. It must be issued from a known office of publication.

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.

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 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. Character of contents. Subscription list.

See sec. 421, as to application for entry; sec. 428, as to penalty for submitting false evidence to secure entry of matter as second class.

Sec. 413. 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 a regularly established State institution of learning supported in whole or in part by public taxation, or by or under the auspices of a trades-union, and all publications of strictly professional, literary, historical, or scientific societies, including the bulletins issued by State boards of health, and by State boards or departments of public charities and corrections, 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 such periodical publications, issued by or under the auspices of benevolent or fraternal societies or Publications issued by benevolent or fraternal societies, institutions of learning, etc. 1912, Aug. 24, ch. 389, § 1; 37 Stat., 550.

Advertisements permitted.

Restrictions.

Proviso. Limitation of circulation.

Paid with dues.

Office of publication required.

Note.

orders or trades-unions, or by strictly professional, literary, historical, or scientific societies, shall have the right to carry advertising matter, whether such matter pertains to such benevolent or fraternal societies or orders, trades-unions, strictly professional, literary, historical, or scientific societies, or to other persons, institutions, or concerns; but such periodical publications, hereby permitted to carry advertising matter, must not be designed or published primarily for advertising purposes, and shall be originated and published to further the objects and purposes of such benevolent or fraternal societies or orders, trades-unions, or other societies, respectively; and all such periodicals 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: *Provided*, That the circulation through the mails of periodical publications issued by, or under the auspices of, benevolent or fraternal societies or orders, or trades-unions, or by strictly professional, literary, historical, or scientific societies, as second-class mail matter, shall be limited to copies mailed to such members as pay therefor, either as a part of their dues or assessments or otherwise, not less than fifty per centum of the regular subscription price; to other bona fide subscribers; to exchanges, and ten per centum of such circulation as sample copies: *Provided further*, That when such members pay therefor as a part of their dues or assessments, individual subscriptions or receipts shall not be required: *Provided further*, That the office of publication of any such periodical publication shall be fixed by the association or body by which it is published, or by its executive board, and such publication shall be printed at such place and entered at the nearest post office thereto.

NOTE.—Under this act a publication is not required to have subscribers, except in the case of publications issued by or under the auspices of the societies, orders, or trades-unions, included therein, which carry advertisements in the interest of other persons or concerns than such societies, orders, or unions. However, publications of such societies, orders, or trades-unions, not meeting the requirements of the proviso placing a limitation on circulation, and publications of institutions of learning, State boards of health, and State boards or departments of public charities and corrections, carrying advertisements pertaining to other persons or concerns than such societies, orders, or trades-unions, institutions of learning, or State boards, are not entitled to the privileges of the act.

See sec. 421, as to application for entry.

Periodicals issued by State departments of agriculture.

1900, June 6, ch. 801; 31 Stat., 660.
—admission of, as second-class matter.
—not to contain advertising matter.

Sec. 414. 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.

See sec. 421, as to applications for entry.

Foreign publications.

1879, Mar. 3, ch. 180, § 15; 20 Stat., 359.
—entry of.

Sec. 415. 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.

See sec. 421, as to applications for entry.

IV.—GENERAL PROVISIONS AS TO ADMISSION OF PUBLICATIONS AS SECOND-CLASS MATTER.

Sec. 416. 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. 417. A publication must be regularly issued at stated intervals to maintain its second-class status. Regularity of issue. (See sec. 412.) When an issue is omitted for unavoidable cause, the first succeeding issue shall bear the serial number of the omitted issue.

2. Publications of colleges and schools, otherwise admissible as second-class matter, shall not lose such privilege by suspension of issue during vacation. Suspension of issue of school publications during vacation.

3. Extra editions of a publication admitted as second-class matter manifestly issued for the purpose of communicating additional news and imparting information germane to the publication but received too late for insertion in the regular issue shall be accepted at the second-class rates, provided the same are not issued for advertising purposes. Extra editions.

Sec. 418. A known office of publication is a public office where the business of the newspaper or periodical is transacted during the usual business hours, and such office shall be shown by the publication itself. Known office of publication.—definition of.

2. In large towns the street and number of the office of publication shall be given.

3. Newspapers and periodicals may have more than one office for the transaction of business, but shall be entered and mailed as second-class matter at only one post office. The name of this post office shall be placed first and given greater prominence in all printed notices relative to the offices of the publication. —only one at which publication can be entered.

4. When a periodical publication is issued at a place that is not a post office, the post office at which it is entered shall be shown in the publication. When office of publication is not a post office.

5. A publication of a benevolent or fraternal society or order, or trades-union, or strictly professional, literary, historical, or scientific society, to be admissible as second- Where to be printed.

class matter under the act of August 24, 1912 (see sec. 413), is required to be printed at the office of publication.

Subscription price and legitimate lists requisite under act of Mar. 3, 1879. —evidence of, to be required.

Sec. 419. A "legitimate list of subscribers" to a newspaper or periodical is a list of:

(a) Such persons as have subscribed for the publication for a definite time, either by themselves or by another on their behalf, and have paid, or promised to pay, for it a substantial sum as compared with the advertised subscription price;

(b) News agents and newsboys purchasing copies for resale;

(c) Purchasers of copies over the publisher's counter;

(d) The receivers of bona fide gift copies, duly accepted, given for their benefit and not to promote the interests of the donor;

(e) Other publishers to whom exchanges are mailed, one copy for another;

(f) Advertisers receiving one copy each in proof of the insertion of their advertisements.

Information required.

2. For consideration by the department in determining whether a publication has a "legitimate list of subscribers," or otherwise conforms to the requirements of the law, the publisher shall furnish the information called for in the required application form. (See sec. 421.)

Subscription price, premiums, clubbing arrangements, etc.

3. The methods of a publisher in fixing the price of his publication or in inducing subscriptions by the giving of premiums, prizes, or other considerations, or by clubbing his paper with other papers, or by commissions upon subscriptions obtained by agents, will be carefully scrutinized in respect of their effect upon the legitimacy of the subscription list as a whole and upon the question of the primary design of the publication.

Expired subscriptions.

4. The right of publishers to extend in good faith credit on subscriptions is recognized and will not be abridged, and although all subscriptions are regarded as expiring with the period for which they were obtained, nevertheless, in order to give an opportunity to secure renewals, copies of their publications will be accepted for mailing as to subscribers at the usual second-class rates of postage for a period of one year from the date of expiration, but copies sent to persons after one year from the date of the expiration of their subscriptions, unless such subscriptions be expressly renewed for a definite time,

together with an actual payment of subscription or a bona fide promise of payment, will not be accepted at the pound rate but will be accepted at the transient second-class rate of 1 cent for each 4 ounces, or fraction thereof, prepaid by stamps affixed.

Sec. 420. The question of whether a publication is designed primarily for advertising purposes or for free circulation or for circulation at nominal rates is one of fact, and will be determined in each case from the evidence.

2. The word "primarily" is intended to indicate the chief or principal object of a publication.

3. Among regular publications designed primarily for advertising purposes within the meaning of the statute (see sec. 412) will be included:

(a) Those owned and controlled by one or several individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them;

(b) Those which, having a 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;

(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;

(d) Publications devoted largely to advertising and having a nominal list of bona fide subscribers but whose circulation is mainly gratuitous.

4. A publication the subscription price of which is low and from the subscription list of which the publisher does not regularly exclude expired subscriptions (see sec. 419) with the same care and accuracy as is exercised by a publisher whose rate is evidently more than nominal, or where the subscription price does not appear to be a material consideration in the business of the publisher, will be considered as circulated at a nominal rate within the meaning of the law.

V.—APPLICATION FOR ENTRY AS SECOND-CLASS MATTER.

Sec. 421. When a publication is offered for mailing for the first time as "matter of the second class" (see sec. 411), the postmaster shall require the publisher or his

duly authorized representative to file an application on the proper form, accompanied with two representative copies of the issue of the publication nearest to the date of the application. Instructions to both postmaster and publisher as to the proper procedure will be found on the application form.

(a) Application for entry as second-class matter of a newspaper or periodical publication under the provisions of the act of March 3, 1879 (see sec. 412), shall be made on Form 3501.

(b) Application for entry as second-class matter of a publication of a benevolent or fraternal society or order, or strictly professional, literary, historical, or scientific society, or trades-union, institution of learning, State board of health, State board or department of public charities and corrections, or State department of agriculture, under the provisions of the act of August 24, 1912, or the act of June 6, 1900 (see secs. 413 and 414), shall be made on Form 3501-b.

Foreign publi-
cations.

(c) Application for entry as second-class matter of newspapers and periodicals published in a foreign country (see sec. 415) shall be made on Form 3501-a.

See sec. 479, as to matter in violation of copyright laws.

Mailings of
publications be-
fore entry as sec-
ond-class matter.

2. Postmasters shall not, except as provided in section 424, accept a publication for mailing at the second-class rates of postage until formally authorized by the department to do so, and on all copies of a publication mailed before the application for its entry as second-class matter has been filed postage at the third-class rate shall be prepaid by means of stamps affixed.

See sec. 422 for further instructions.

Conditional
acceptance by
postmasters of
publications as
second-class
matter.

Sec. 422. When an application has been made as provided in section 421, for entry of a publication as second-class matter, the postmaster shall issue to the publisher, on Form 3503, a permit conditionally accepting the publication, pending its classification, for mailing in the manner in which second-class matter is mailed (see sec. 465), and require a deposit of money sufficient to cover postage at the third-class rate—1 cent for each 2 ounces or fraction thereof—computed on each separately addressed copy or package of unaddressed copies offered for mailing

pending consideration of the application. Such deposit shall NOT be taken up in either the postal account rendered to the Auditor or the quarterly statement of pound-rate postage rendered to the Third Assistant Postmaster General, but shall be held in trust until the postmaster is advised as to its disposition. If the publication is admitted as second-class matter, the excess of the deposits over the second-class rates of postage shall be refunded. If the publication is held to be third-class matter, the entire deposit shall be converted into ordinary postage stamps, affixed to a sheet or sheets of paper, canceled, and sent by registered mail to the Third Assistant Postmaster General. Stamps of the highest available denominations shall be used for this purpose. The stamps so used shall be accounted for at presidential offices as sold and at fourth-class offices as canceled.

2. The following indicia shall be conspicuously printed in publications entered as second-class matter:

- (a) Title of the publication;
- (b) Date of issue;
- (c) Regular periods of issue—that is to say, frequency;
- (d) Serial number;
- (e) Known office of publication;
- (f) Subscription price.

Sec. 423. The Third Assistant Postmaster General shall decide upon the admissibility of publications as second-class matter, and, upon being satisfied that a publication is entitled to admission, shall authorize the postmaster at the proper office to accept mailings thereof at the second-class rates of postage.

2. The publisher shall, upon admission of his publication to the second class of mail matter, print, preferably on the first page, upon each copy of the publication, the following: "Entered as second-class matter ——— at the post office at ———, under the act of ———." The insertion of such words, or their equivalent, in a publication before entry will be regarded as submitting "false evidence relative to the publication for the purpose of securing admission thereof to the second class of mail matter." (See secs. 428 and 446.)

Sec. 424. In case of a change of name, or frequency of issue, of a publication entered as second-class matter, the postmaster shall promptly report such change to the

Deposit of
third-class post-
age.

Indicia in pub-
lications.

Admissibility
of publications
as second-class
matter.
—final decision as
to.

Indorsement
of entry on pub-
lication.

Procedure in
case of change
in title or fre-
quency of publi-
cations.

Third Assistant Postmaster General, Division of Classification, inclosing with his report a copy of the publication issued after the change, and continue to accept it for mailing at the second-class rates of postage.

Removal of office.

2. In case of the removal to another post office of the known office of publication of a newspaper or other periodical entered as second-class matter, the postmaster at such office shall require a written request from the publisher that it be accepted at that office for mailing at the second-class rates of postage. This request should show the full name of the publication, its frequency of issue, and the place where it was formerly entered as second-class matter, and be accompanied with a copy of the first issue thereof at the new office. The postmaster shall promptly send the request and copy of the publication to the Third Assistant Postmaster General, together with a report showing where the publication is printed and whether there is maintained therefor at his place a known office of publication (see sec. 418), and, pending instructions from the department, shall accept it for mailing at the second-class rates of postage.

Discontinuances.

3. When a publication entered as second-class matter is permanently discontinued, the postmaster shall promptly report the fact to the Third Assistant Postmaster General.

Cancellation of certificate of entry.

1901, Mar. 3; 31 Stat., 1107.

Department record of second-class publications.

—Third Asst. P. M. G. to keep.

Record of second-class matter at post offices.

Sec. 425. 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.

Sec. 426. The Third Assistant Postmaster General shall keep a record of publications admitted to the second-class rates of postage, giving the date of entry.

Sec. 427. Postmasters shall keep a record of all publications of the second class mailed at their post offices.

False evidence as to character of publications submitted to secure entry as second class.

1909, Mar. 4, 321; 35 Stat., 1133.

Sec. 428. Whoever shall knowingly 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 any publication for the purpose of securing the admission thereof at the second-class rate, for transportation in the mails, shall be fined not more than five hundred dollars.

False evidence submitted to secure entry of publications. —postmasters to report.

2. 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 his publication to secure its transmission as second-class matter, he shall report the fact (with the

evidence in his possession substantiating it) to the Third Assistant Postmaster General, Division of Classification.

VI.—POSTAGE ON SECOND-CLASS MATTER.

Sec. 429. All publications of the second class, except as provided in section twenty-five of said act (of Mar. 3, 1879, ch. 180; 20 Stat., 361), 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.

Postage on second-class matter.
1885, Mar. 3, ch. 342; 23 Stat., 387.
R. S., §§ 3905, 3907, 3908.

NOTE.—The exceptions referred to in this section are free county publications (see sec. 433) and publications (other than weekly newspapers) deposited by publishers or news agents in letter-carrier offices for local delivery by carriers.

2. The rates of postage prescribed in the preceding paragraph are applicable to second-class matter mailed by publishers for delivery in Mexico, Cuba, and Panama, and to daily newspapers, issued as frequently as six times a week, addressed to bona fide subscribers in Canada. The rate of postage on second-class matter other than such daily newspapers addressed for delivery in Canada shall be 1 cent for each 4 ounces or fraction of 4 ounces, calculated on the weight of each package and prepaid by postage stamps affixed, and copies of such publications addressed for delivery from the same post office may be placed in one package, addressed to such post office, and postage paid thereon by affixing the stamps to the outside wrapper.

When mailed to Mexico, Cuba, Panama, and Canada.

Sec. 430. Publications entered as second-class matter are not entitled to the second-class rates of postage until issued from a "known office of publication." (See sec. 418.) When sent by a printer to a publisher they must be prepaid at the third-class rate.

Matter transmitted by printer to publisher.
—not entitled to second-class rate.

Sec. 431. Unbound back numbers of a publication may be mailed at the second-class rate of 1 cent a pound so long as the publication continues to be published as second-class matter.

Back numbers and reprints.
—postage on.

2. Bound back numbers and unbound reprints will be treated as books and must be prepaid as third-class matter.

Bound back numbers, reprints.
—postage on.

Sec. 432. * * * Postage on second-class matter mailed shall be collected and accounted for under such regulations as the Postmaster General may prescribe.

Collection of postage on matter of 2d class.
1898, June 13; 30 Stat., 443. See R. S., §§ 3884, 3906.

—in money before dispatch.

2. The postage on all second-class matter mailed at the rate of 1 cent a pound shall 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 536, shall 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 shall be given) sufficient to pay for more than a single mailing. The deposit shall 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 shall be held until an additional deposit is made. Credit for postage shall never be allowed. (See secs. 332 and 376.)

See sec. 392, as to statement of postage to be rendered.

Free county matter and rates on second-class matter at letter-carrier offices.

1879, Mar. 3, ch. 180, § 25; 20 Stat., 361.

See R. S., § 3907.

R. S., § 3372.

Sec. 433. 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.

Note.

NOTE.—Sec. 11 (erroneously cited above as sec. 13) of the act of Mar. 3, 1879, fixed the regular rate of postage on second-class publications when mailed by the publishers thereof, or by news agents, at 2 cents a pound. This was reduced to 1 cent a pound by the act of Mar. 3, 1885. (See sec. 429.)

—conditions necessary.

2. The right of a publisher to mail his publication free of postage, including delivery by rural or star route carriers, under the provisions of this section, depends upon the existence of the three following conditions:

First. The addressee must be an actual subscriber.

Second. The residence of the subscriber must actually be within the county in which the publication is printed, in whole or in part, and published.

Third. The publication must be addressed for delivery from a post office (or rural route emanating from such post office) not having city-delivery service.

3. The fact that the post office at which a person receives his mail is located outside of the county in which he resides, and the fact that the post office at which a publication is entered is located in an adjoining county from that in which it is printed in whole or in part and published do not subject to postage copies of a publication otherwise entitled to free county circulation; but copies addressed to subscribers who do not reside in the county where the publication is printed in whole or in part and published shall not be accepted for mailing free, even though addressed for delivery from a post office in such county.

—subscriber to, must live within county.

4. Second-class matter, mailed at a post office where city delivery is not established, if addressed to a city letter-carrier office in the same county, shall be charged with postage at the cent-a-pound rate.

—to city-delivery offices.

5. Publications of the second class mailed by the publishers thereof or news agents at a city letter-carrier office for distribution through the boxes or general delivery thereof, or addressed to a city letter-carrier office other than that of publication, or for delivery on rural or star routes emanating from city letter-carrier offices, shall be charged with postage at the rate of 1 cent a pound.

Second - class matter at letter-carrier offices. —rate when mailed for delivery through boxes or at other offices.

6. Weekly newspapers mailed by the publishers thereof or news agents at a city letter-carrier office, for local delivery by carriers or otherwise, shall be charged with postage at the rate of 1 cent a pound.

—rate on weekly newspapers.

7. Newspapers other than weeklies (without regard to weight) and periodicals not exceeding 2 ounces in weight, mailed by publishers or news agents for local delivery by city letter carriers, shall be charged with postage at the rate of 1 cent each, to be prepaid by ordinary stamps affixed.

—rate on other than weekly newspapers and periodicals not exceeding 2 ounces in weight.

8. Periodicals exceeding 2 ounces in weight, mailed by publishers or news agents for local delivery by city letter carriers, shall be charged with postage at the rate of 2 cents each, to be prepaid by ordinary stamps affixed.

—rate on periodicals weighing more than 2 ounces.

9. A "newspaper" is held to be a publication regularly issued at stated intervals of not longer than one week and

"Newspaper." —definition of.

having the characteristics of second-class matter prescribed by statute.

“Periodical.”
—definition of.

10. A “periodical” is held to be a publication regularly issued at stated intervals less frequently than weekly and having the characteristics of second-class matter prescribed by statute.

Regulations
respecting free
county matter.
Free county
publications.
— must be
mailed separ-
ately.
—weight of, to be
reported to de-
partment.

Sec. 434. All copies of a publication entitled to free county circulation shall be presented for mailing separately from those on which postage is to be paid, and when not so presented postage shall be charged on the whole at the cent-a-pound rate. Free county matter shall be weighed and recorded in the post-office records separately from that which is mailed at the rate of 1 cent a pound.

See sec. 392, as to statement of free county mailings.

Separations of
second-class mat-
ter at city-deliv-
ery offices.
—how made.

2. At city-delivery post offices second-class matter should be made up separately at the office of publication, that for delivery by letter carriers, subject to the special rates prescribed in section 433, 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 shall be placed in the boxes or in the general delivery for delivery therefrom.

Rate on tran-
sient publica-
tions.
1884, June 9, ch.
73; 23 Stat., 40.
—when sent by
others than pub-
lisher or news
agent.

Sec. 435. 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.

2. Newspapers and periodicals which have been admitted as second-class matter may be sent to any place in the United States, Canada, Cuba, Mexico, and Panama, without regard to the place of mailing or destination, at the rate of postage herein provided.

—when sent by
publishers.

3. Publications of the second class sent by publishers to others than subscribers, and copies mailed by them in pursuance of a contract or agreement with an advertiser or other interested party for advertising purposes, shall not be accepted for mailing at the second-class postage rate of 1 cent a pound, but may be transmitted at the transient rate herein provided.

4. Partial or incomplete copies of publications of the second class shall not be regarded as second-class matter and postage thereon shall be prepaid at the third-class rate. —if portion of publication detached, transient rate inapplicable.

VII.—SAMPLE COPIES OF SECOND-CLASS PUBLICATIONS.

Sec. 436. Sample copies, which may be sent by publishers from the office of publication at the second-class rate of 1 cent a pound, are copies sent to persons for the purpose of inducing them to subscribe for, advertise in, or become agents for the publication. Sample copies.—admissibility of.

2. Only complete and unaltered copies of regular editions as sent to subscribers shall be mailable as sample copies. —must be regular issues.

3. Sample copies shall be plainly marked as such on the exposed face of the publication or package or wrapper. 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 "Sample copy." —must be marked as such. —several in same wrapper.

4. Copies addressed to the same person in excess of three times in any one calendar year shall not be accepted as "sample copies."

5. Sample copies shall be accepted for mailing at the cent-a-pound rate to the extent of 10 per cent of the total weight of copies mailed to subscribers during the calendar year. Such sample copies may be mailed at any time during the year, based on an estimate of the probable mailings to subscribers during the year obtained from the best information at hand. For instance, a publisher of a "weekly" mailing an average of 1,000 pounds per week to subscribers would mail during the year 52,000 pounds to such subscribers, and may, therefore, mail sample copies to the extent of 5,200 pounds at any time during that year at the second-class postage rate of 1 cent a pound. Should a publisher offer for mailing as "sample copies" copies in excess of the amount above prescribed, the postmaster shall require on such excess copies a deposit of money sufficient to cover postage at the transient second-class rate (see sec. 435), and forward to the Third —mailing of. —extra numbers not sample copies, when.

Assistant Postmaster General, Division of Classification, a copy of the issue in question and a report showing:

- (a) The weight of the mailings to subscribers during the calendar year;
- (b) The weight of mailings of sample copies at the pound rate during the same period;
- (c) The number and weight of the copies mailed under deposits to cover postage at the transient second-class rate.

The postmaster's report should be accompanied with a sworn statement of the publisher giving:

- (a) The number of copies of the issue printed;
- (b) The number of subscribers to such issue;
- (c) The purpose for which the additional copies are sent, and any further statement the publisher may care to submit.

The particular facts and circumstances in each case will be considered in determining whether such additional mailings or any part thereof can properly be regarded and accepted as sample copies.

Note.

NOTE.—Mailings of a publication (including sample copies) pending consideration of the application for admission thereof as second-class matter shall be accepted as provided in sec. 422.

When not mailable as "sample copies" may be mailed at transient rate.

6. Copies mailed by a publisher acting as an agent for an advertiser or purchaser shall not be accepted as sample copies. Copies marked "Sample copy," but not mailable as such, and copies sent on behalf of advertisers or purchasers, shall be accepted for mailing when prepaid by stamps affixed at the transient second-class rate of 1 cent for each 4 ounces or fraction thereof, the same as if mailed by the advertiser or purchaser himself, and mailings at such rate will not be regarded as affecting the second-class status of the publication, except that the regular mailing of large numbers of such copies tends to show that the publication is "designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates."

Sample copies.—not entitled to free county circulation.

7. Sample copies shall not be admitted to the mail as free county matter. (See sec. 433.)

—not to be mailed by news agents at pound rate.

8. Sample copies shall not be mailed by news agents at the cent-a-pound rate of postage. (See sec. 446.)

VIII.—SUPPLEMENTS TO AND ILLEGAL INCLOSURES WITH SECOND-CLASS PUBLICATIONS.

Sec. 437. 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.

Supplements.
1879, Mar. 3,
ch. 180, § 16; 20
Stat., 360.
—admitted as
second-class mat-
ter.
—must be ger-
mane to publica-
tion.

Sec. 438. 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, shall not be accepted as a supplement.

**Characteris-
tics of illegal
supplements.**
Independent
publications.

2. Circulars, handbills, show bills, posters, and other special advertisements shall not be accepted 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, shall not be accepted as supplements or covers to such publications when mailed at the second-class rates of postage.

**Circulars,
handbills, etc.**

3. Matter printed elsewhere than at the office of publication, to be used as supplements to various newspapers for the purpose of securing circulation of advertisements of private business, or covers to such publications, when mailed at the second-class rates of postage, shall not be accepted as supplements, even though containing literary matter.

**Matter printed
outside of office
as supplements to
various papers.**

Sec. 439. Publications of statutes, ordinances, proceedings of public or deliberative 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.

**Characteris-
tics of permissi-
ble supplements.**

**Municipal pub-
lications, etc.**

2. Supplements shall 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.

**Supplements
must bear name
of publication,
etc.**

3. Maps, diagrams, illustrations, etc., which form a necessary part of a publication, shall be admitted, either loose or attached, as a part of the publication itself, without the words "Supplement to ———."

**Maps, dia-
grams, etc.**

Supplements not to carry orders for subscriptions, etc.

4. Supplements shall not be combined with orders for subscriptions, or bills, or receipts for subscriptions. (See sec. 442.)

Supplements with issues supplemented.

5. Supplements shall be folded with the regular issues they purport to supplement. If mailed otherwise, postage shall be prepaid at the third-class rate by stamps affixed.

Advertisements to be permanently attached.

Sec. 440. All advertisements in periodicals shall be permanently attached thereto, and the sheets containing the same shall be substantially as large, but not larger, than the pages of the publication.

Inadmissible when larger than pages of publications.

2. Advertisements printed on sheets exceeding in size the regular pages are inadmissible, though folded to the size of the regular pages.

IX.—ADDITIONS TO MATTER OF THE SECOND CLASS.

Permissible writing, printing, or additions on second-class matter.

1888, Jan. 20, ch. 2, § 1; 25 Stat., 1, R. S., § 3886.

Sec. 441. 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.

Pledge to furnish return postage.

2. A pledge to furnish return postage on receipt of notice that publication is undeliverable (see secs. 637 and 642) may be printed on wrappers of second-class matter.

Words "Please exchange," etc., on wrapper prohibited.

3. The words "Please exchange" and similar requests and directions relative to delivery inconsistent with these regulations are not permissible on the wrappers of matter mailed at the second-class rates of postage. (See sec. 470.)

Number of copies in package.

4. The number of copies inclosed may be indicated upon the wrapper or face of a package.

Printed illustrations, etc.

5. 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.

6. Coupons, order forms, and other matter intended for detachment and subsequent use may be included in permanently attached advertisements, or elsewhere, in newspapers and periodicals, provided they constitute only an incidental feature of such publications and are not of such character, or used to such extent, as to destroy the statutory characteristics of second-class publications, or to bring them within the prohibition of the statute denying the second-class rates of postage to publications "designed primarily for advertising purposes," or to give to them the characteristics of books or other third-class matter.

Coupons, order forms, etc.

7. Binders intended for securing and preserving periodicals are fourth-class matter, and when mailed with second-class matter postage shall be charged on the package at the fourth-class rates. (See sec. 456.)

"Binders" not to be mailed with publications.

8. 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.

Second-class matter mailed at third-class rates, printing on, etc.

Sec. 442. Bills or receipts printed or written in substantially the following form may be inclosed with second-class matter:

Bills, receipts, orders, etc., accompanying second-class matter.

NEW YORK, ———, 19—.

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 ———.

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.

Bills or receipts may include what.

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.

Postal-card bills or orders not permissible.

4. Postal cards with bills or orders for subscriptions printed thereon are not permissible inclosures with second-class matter.

Subscription blanks with receptacles for coin permissible.

5. 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.

Sworn statements of names, etc., of editors, owners, stockholders, etc., to be filed semiannually.

1912, Aug. 24, ch. 389, § 2; 37 Stat., 553.

Sec. 443. It shall be the duty of the editor, publisher, business manager, or owner of every newspaper, magazine, periodical, or other publication to file with the Postmaster General and the postmaster at the office at which said publication is entered, not later than the first day of April and the first day of October of each year, on blanks furnished by the Post Office Department, a sworn statement setting forth the names and post-office addresses of the editor and managing editor, publisher, business managers, and owners, and, in addition, the stockholders, if the publication be owned by a corporation; and also the names of known bondholders, mortgagees, or other security holders; and also, in the case of daily newspapers, there shall be included in such statement the average of the number of copies of each issue of such publication sold or distributed to paid subscribers during the preceding six months: *Provided*, That the provisions of this paragraph shall not apply to religious, fraternal, temperance, and scientific, or other similar publications: *Provided further*, That it shall not be necessary to include in such statement the names of persons owning less than one per centum of the total amount of stock, bonds, mortgages, or other securities. A copy of such sworn statement shall be published in the second issue of such newspaper, magazine, or other publication printed next after the filing of such statement. Any such publication shall be denied the privileges of the mail if it shall fail to comply with the provisions of this paragraph within ten days after notice by registered letter of such failure.

Circulation of newspapers.

Provisos. Religious, etc., publications not affected.

Small stockholders omitted.

To be printed in next issue.

Denied admission to mails on failure.

Paid editorials, etc., to be marked "advertisement." 1912, Aug. 24; 37 Stat., 554.

Penalty for failure.

Statements to be made in duplicate and delivered to postmasters.

—disposition of.

Postmasters to furnish forms, when.

2. All editorial or other reading matter published in any such newspaper, magazine, or periodical for the publication of which money or other valuable consideration is paid, accepted, or promised shall be plainly marked "advertisement." Any editor or publisher printing editorial or other reading matter for which compensation is paid, accepted, or promised without so marking the same, shall upon conviction in any court having jurisdiction, be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500).

3. The statement required by this section shall be made in duplicate, on Form 3526, and both copies delivered to the postmaster at the office of entry of the publication. The postmaster shall forward one copy to the Third Assistant Postmaster General, Division of Classification, and retain the other in the files of the post office.

To enable publishers to file such statement promptly, postmasters shall furnish them copies of Form 3526 at

least 10 days prior to the 1st day of April and of October of each year.

4. Postmasters shall obtain for the files of their offices a copy of the issue of each publication at their respective offices in which the required sworn statement is published.

Postmasters to obtain copies of publications containing statements.

5. Postmasters shall give prompt and careful attention to the making and filing by publishers of the statements required by this section and promptly report to the Third Assistant Postmaster General the failure of any publisher to file such statement or to publish it in the second issue of the publication printed next after it has been filed, but in no case shall a publication be denied the privileges of the mail except upon departmental instructions.

Reports of failure to file and publish statements.

Privileges of mail not to be denied except upon departmental instructions.

6. Where exemption is claimed from compliance with the provisions of this section, the postmaster shall request from the publisher a statement showing the ground on which such exemption is claimed and forward it to the Third Assistant Postmaster General, Division of Classification, together with a copy of the publication.

Where exemption is claimed reasons therefor to be shown.

X.—NEWS AGENTS—MAILING OF SECOND-CLASS PUBLICATIONS.

Sec. 444. News agents are persons, including newsboys, engaged in business as news dealers or sellers of publications of the second class. If a person restricts himself to advancing the interests of a single publication, he is not a "news agent" within the meaning of the law, but shall be regarded as a mere local agent of the publisher and not entitled to a "news agent's" mailing privileges.

News agents. definition of.

Sec. 445. When a person, firm, or corporation desires to mail second-class matter as a news agent at the second-class postage rate of 1 cent a pound, formal application for the privilege should be made and submitted to the postmaster on Form 3501-c. Instructions to both postmaster and news agent as to proper procedure will be found on the form.

Application of news agents for registry.

2. If upon examination of the application it is found that the applicant is entitled to exercise the privileges of a news agent, he shall be duly registered as such and the postmaster authorized to accept from him, at the applicable second-class postage rates, mailings of publications

entered as second-class matter, so long as he complies with the law and the regulations.

Mailing of publications by news agents.

Sec. 446. When periodical publications are presented by news agencies or agent for mailing at the second-class rates of postage, postmasters shall require such agency or agent to furnish satisfactory evidence that the publications offered are entitled to such rates, 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 shall be regarded as sufficient evidence that a publication is entitled to pass in the mails at the second-class rates of postage. Postmasters may refuse to mail at second-class rates publications which do not bear such a notice. (See sec. 423.)

Matter addressed to other agents.

3. Satisfactory evidence shall also be furnished that the persons to whom bulk packages are sent from a news agency are also news agents, and the addresses upon such bulk packages should show this fact.

Publications not to be re-mailed without additional prepayment of postage, except.

4. A news agent shall 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, except in the case of publications entitled to pass free in the county to actual subscribers thereto. (See secs. 429 and 433.)

Packages of publications not to be opened and distributed.

5. Postmasters shall 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 shall not be permitted to return unsold second-class matter to either publishers or other news agents at the second-class rate of 1 cent a pound; but when such matter is mailed for said purpose postage at the rate of 1 cent for each 4 ounces or fraction thereof shall be prepaid by stamps affixed. (See sec. 435.)

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 shall be rated as third-class matter. (See sec. 447.)

News agents to pay transient rate, when.

8. On all copies sent by news agents to other news agents, except for the purpose of sale, or to persons not

subscribers to such agency, postage shall be prepaid at the transient second-class rate by stamps affixed. (See sec. 435.)

XI.—MATTER OF THE THIRD CLASS.

Sec. 447. Mail matter of the third class shall embrace books, * * * circulars, and other matter wholly in print (not included in sec. 12), 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.

Third-class matter.
1879, Mar. 3, ch. 180, § 17; 20 Stat., 300.
R. S., §§ 3873, 3897, 3910.
—defined.
—rate of postage on.

NOTE.—Sec. 12, referred to above, is the section of the act of Mar. 3, 1879, given as sec. 466, but this is undoubtedly an error, and the section evidently referred to is sec. 10 of said act, defining second-class matter, given as sec. 411. The portion of the statute omitted, as shown by stars, referred to transient newspapers and periodicals, which, under the act of June 9, 1884, given as sec. 435, are allowed a special rate.

See sec. 459, as to payment of postage on third-class matter in money; sec. 408, as to postage on printed ship matter.

Sec. 448. "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.

Printed matter.
1879, Mar. 3, ch. 180, § 19; 20 Stat., 300.
—defined.

Sec. 449. 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 the name of the addressee and of the sender shall be written therein, nor by the correction of mere typographical errors in writing.

Circulars.
1879, Mar. 3, ch. 180, § 18; 20 Stat., 300.
—definition and characteristics.

2. When a name (except that of the addressee or sender), date (other than that of the circular), or anything else is handwritten or typewritten in the body of a circular for any other reason than to correct a genuine typographical error, postage shall be charged at the first-class rate (see sec. 399).

—rate of postage on, in case of written additions.

See sec. 453, as to permissible additions to matter of third class.

Sec. 450. 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.

Printed matter.
—further points of definition, rules, etc.

2. Typewriting and carbon and letter-press copies thereof are first-class matter. Facsimile copies of hand-

Typewritten matter.
—facsimile copies.

or type writing, produced by a mechanical process, such as the printing press, mimeograph, multigraph, etc., shall be treated as matter of the third class, provided they are presented for mailing at the post-office windows, or other depositories designated by postmasters, in a minimum number of 20 identical unsealed copies. If mailed elsewhere, or in less number, payment of the first-class rate of postage shall be required.

Samples of printing; third class.

Samples of paper; fourth class.

3. 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 are matter of the fourth class. (See sec. 454.)

Letters for the blind.

1899, Mar. 2; 30 Stat., 384.

—transmitted at third-class rate.

Postage on transient copies Congressional Record.

1874, June 23, ch. 456 § 13; 18 Stat., 237.

Sec. 451. 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. * * *

Sec. 452. 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. 491, as to transmission of Congressional Record free under frank of Members of Congress, etc.

Permissible additions on third-class matter.

1888, Jan. 20, ch. 2, § 1; 25 Stat., 1.

—what are.

Sec. 453. 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 simple 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.

"Please do not open until Christmas."

1911, Mar. 4, ch. 241, § 6; 36 Stat., 1340.

—designation of contents, serial number, "Merry Christmas," "Happy New Year," etc.

2. There may be placed on such mail matter (of the third class), or on the package, wrapper, or envelope inclosing the same, or on a tag or label attached thereto, either in writing or otherwise, the words "Please do not open until Christmas," or words to that effect.

3. It is permissible to place on third-class matter, or on a card inclosed therewith, a written designation of contents, a serial number, and such simple inscriptions as "Merry Christmas," "Happy New Year," "Dear Sir," "My Dear Friend," "Sincerely yours," "With best wishes."

4. 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; in the latter case, however, the mailing at one time at the post office or other depository designated by the postmaster of not less than 20 identical unsealed copies will be sufficient evidence of impersonal character to entitle such matter to the third-class rate of postage.

5. Printed cards bearing a hand-stamped, marked, or punched date, giving information as to when the sender will call, or deliver something, or when some event will occur, or some article was received, etc., mailed in a less number than 20 identical copies, shall be treated as personal communications, and charged with postage at the first-class rate; but when not less than 20 identical unsealed copies are mailed at the same time they shall be accepted at the third-class rate.

6. 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; such corrections should be upon the margin of or attached to the proof sheets. Manuscript of one article may not be inclosed with proof or corrected proof sheets of another.

7. The words "Please send out," or "Post up," or other similar directions or requests not part of the address nor necessary to delivery, written on the wrapper of a package of third-class matter, subject it to postage at the first-class rate. (See sec. 399.)

See sec. 449, as to definition of circular and additions thereto.

XII.—MATTER OF THE FOURTH CLASS—PARCEL POST.

Sec. 454. Fourth-class mail matter shall embrace all other matter, including farm and factory products, not now embraced by law in either the first, second, or third class, not (exceeding twenty pounds in weight when mailed for delivery within the first and second zones, nor) exceeding eleven pounds in weight (when for delivery within any of the other zones), nor greater in size than seventy-two inches in length and girth combined, nor in form or kind likely to injure the person of any postal employee or damage the mail equipment or other mail matter and not of a character perishable within a period reasonably required for transportation and delivery.

—imprints by hand stamp.

—hand-stamped dates, etc., on cards giving certain information.

Corrections of proof sheets, etc.—what may be done by way of.

Directions, requests, etc.—not part of address.

Fourth-class mail matter defined.

1912, Aug. 24; 37 Stat., 557. Order Postmaster General July 25, 1913.

- Units of area. 2. For the purposes of this section (sec. 8, act Aug. 24, 1912) the United States and its several Territories and possessions, excepting the Philippine Islands, shall be divided into units of area thirty minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude, represented on appropriate postal maps or plans, and such units of area shall be the basis of eight postal zones, as follows:
- Zones.
- First zone. (a) The first zone shall include all territory within such quadrangle, in conjunction with every contiguous quadrangle, representing an area having a mean radial distance of approximately fifty miles from the center of any given unit of area.
- Second zone. (b) The second zone shall include all units of area outside the first zone lying in whole or in part within a radius of approximately one hundred and fifty miles from the center of a given unit of area.
- Third zone. (c) The third zone shall include all units of area outside the second zone lying in whole or in part within a radius of approximately three hundred miles from the center of a given unit of area.
- Fourth zone. (d) The fourth zone shall include all units of area outside the third zone lying in whole or in part within a radius of approximately six hundred miles from the center of a given unit of area.
- Fifth zone. (e) The fifth zone shall include all units of area outside the fourth zone lying in whole or in part within a radius of approximately one thousand miles from the center of a given unit of area.
- Sixth zone. (f) The sixth zone shall include all units of area outside the fifth zone lying in whole or in part within a radius of approximately one thousand four hundred miles from the center of a given unit of area.
- Seventh zone. (g) The seventh zone shall include all units of area outside the sixth zone lying in whole or in part within a radius of approximately one thousand eight hundred miles from the center of a given unit of area.
- Eighth zone. (h) The eighth zone shall include all units of area outside the seventh zone.

See sec. 620, as to delivery of matter in excess of weight or size inadvertently dispatched; sec. 471, as to determination of admissibility of matter to the mails; secs. 472 to 474, as to preparation for mailing of liquids, disease germs, and matter liable to injure mails or persons; secs. 551 and 620, as to treatment of dangerous matter excluded from mails.

Rates of postage. 1912, Aug. 24, § 8; 37 Stat., 557. Orders Postmaster General June 26 and July 25, 1913.

Sec. 455. The rate of postage on fourth-class matter weighing not more than four ounces shall be one cent for each ounce or fraction of an ounce; and on such matter in excess of four ounces in weight the rate shall be by the pound, as hereinafter provided, the postage in all cases to be prepaid by * * * postage stamps affixed.

See sec. 456 for table of rates and use of parcel-post stamps; sec. 459, as to payment of postage in money.

2. Except as provided in the next preceding paragraph postage on matter of the fourth class shall be prepaid at the following rates:

For local or rural delivery.

(a) On all matter mailed at the post office from which a rural route starts, for delivery on such route, or mailed at any point on such route for delivery at any other point thereon, or at the office from which the route starts, or on any rural route starting therefrom, and on all matter mailed at a city carrier office, or at any point within its delivery limits,

for delivery by carriers from that office, or at any office, for local delivery, five cents for the first pound or fraction of a pound and one cent for each additional (two pounds or fraction thereof).

(b) For delivery within the first zone, except as provided in the next preceding paragraph, five cents for the first pound or fraction of a pound and (one cent) for each additional pound or fraction of a pound. For first zone.

(c) For delivery within the second zone, (five) cents for the first pound or fraction of a pound and (one cent) for each additional pound or fraction of a pound. For second zone.

(d) For delivery within the third zone, seven cents for the first pound or fraction of a pound and five cents for each additional pound or fraction of a pound. For third zone.

(e) For delivery within the fourth zone, eight cents for the first pound or fraction of a pound and six cents for each additional pound or fraction of a pound. For fourth zone.

(f) For delivery within the fifth zone, nine cents for the first pound or fraction of a pound and seven cents for each additional pound or fraction of a pound. For fifth zone.

(g) For delivery within the sixth zone, ten cents for the first pound or fraction of a pound and nine cents for each additional pound or fraction of a pound. For sixth zone.

(h) For delivery within the seventh zone, eleven cents for the first pound or fraction of a pound and ten cents for each additional pound or fraction of a pound. For seventh zone.

(i) For delivery within the eighth zone and between the Philippine Islands and any portion of the United States, including the District of Columbia and the several Territories and possessions, twelve cents for the first pound or fraction of a pound and twelve cents for each additional pound or fraction of a pound. For eighth zone.

3. The classification of articles mailable as well as the weight limit, the rates of postage, zone or zones, and other conditions of mailability under this act, if the Postmaster General shall find on experience that they or any of them are such as to prevent the shipment of articles desirable, or to permanently render the cost of the service greater than the receipts of the revenue therefrom, he is hereby authorized, subject to the consent of the Interstate Commerce Commission after investigation, to re-form from time to time such classification, weight limit, rates, zone or zones or conditions, or either, in order to promote the service to the public or to insure the receipt of revenue from such service adequate to pay the cost thereof. Postmaster General authorized to re-form classification, etc.

Sec. 456. Parcels weighing 4 ounces or less are mailable at the rate of 1 cent for each ounce or fraction of an ounce, regardless of distance. Parcels weighing more than 4 ounces are mailable at the pound rates shown Rates of postage and weight.

in the following table, a fraction of a pound being considered a full pound:

Weight.	First zone. ¹		Second-zone rate.	Third-zone rate.	Fourth-zone rate.	Fifth-zone rate.	Sixth-zone rate.	Seventh-zone rate.	Eighth-zone rate.
	Local rate.	Zone rate.							
1 pound.....	\$0.05	\$0.05	\$0.05	\$0.07	\$0.08	\$0.09	\$0.10	\$0.11	\$0.12
2 pounds.....	.06	.06	.06	.12	.14	.16	.19	.21	.24
3 pounds.....	.06	.07	.07	.17	.20	.23	.28	.31	.36
4 pounds.....	.07	.08	.08	.22	.26	.30	.37	.41	.48
5 pounds.....	.07	.09	.09	.27	.32	.37	.46	.51	.60
6 pounds.....	.08	.10	.10	.32	.38	.44	.55	.61	.72
7 pounds.....	.08	.11	.11	.37	.44	.51	.64	.71	.84
8 pounds.....	.09	.12	.12	.42	.50	.58	.73	.81	.96
9 pounds.....	.09	.13	.13	.47	.56	.65	.82	.91	1.08
10 pounds....	.10	.14	.14	.52	.62	.72	.91	1.01	1.20
11 pounds....	.10	.15	.15	.57	.68	.79	1.00	1.11	1.32
12 pounds....	.11	.16	.16						
13 pounds....	.11	.17	.17						
14 pounds....	.12	.18	.18						
15 pounds....	.12	.19	.19						
16 pounds....	.13	.20	.20						
17 pounds....	.13	.21	.21						
18 pounds....	.14	.22	.22						
19 pounds....	.14	.23	.23						
20 pounds....	.15	.24	.24						

¹ For a full explanation of rates of postage in the first zone, see sec. 455, par. 2, a and b.

For rates of postage on parcels containing two or more classes of mail, see sec. 458.

Rate to Hawaiian Islands; Shanghai, China; Alaska.

2. The parcel-post rate between any point in the United States and any point in the Hawaiian Islands, the United States postal agency at Shanghai, and any point in Alaska, and between any two points in Alaska, except for parcels weighing 4 ounces or less, on which the rate is 1 cent for each ounce or fraction thereof, shall be 12 cents for the first pound and 12 cents for each additional pound or fraction thereof. These rates also apply to parcels mailed in the United States for delivery in the Canal Zone, and to parcels between the Philippine Islands and the United States, or its possessions. (See sec. 455.)

Canal Zone. Philippine Islands.

Naval vessels.

3. The eighth-zone rate of postage shall apply to parcels of fourth-class mail, exceeding 4 ounces in weight, exchanged between the United States, or any of its possessions, and United States naval vessels stationed in foreign waters. When such vessels are stationed in a port of the United States, or any of its possessions, the rates applicable to or from the post office at such port shall be charged.

Rate to Canada, Mexico, Cuba, and Republic of Panama.

4. The eighth-zone rate of postage, except on parcels weighing 4 ounces or less, on which the rate shall be 1 cent for each ounce or fraction thereof (see par. 1, sec.

455), shall apply to all parcels of fourth-class matter mailed in the United States for delivery in Canada, Mexico, Cuba, and the Republic of Panama: *Provided*, (a) That as prescribed by existing special postal conventions with these countries such parcels shall not exceed 2 kilograms (4 pounds 6 ounces) in weight, and (b) that nothing in this section shall affect the dispatch of parcel-post packages to Mexico and the Republic of Panama up to 11 pounds (5 kilograms) in weight under the existing parcel-post conventions with these countries.

Exception.

See sec. 521 for Foreign Parcel Post.

NOTE.—Ordinary postage stamps shall be used to prepay postage on matter addressed to Canada, Cuba, Mexico, the Republic of Panama, and all other foreign countries.

Note.

Sec. 457. 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.

Seeds, bulbs, plants, etc.
1888, July 24
ch. 702; 25 Stat.,
347.

2. This act shall not in any way affect the postage rate on seeds, cuttings, bulbs, roots, scions, and plants * * *.

—postage on.
1912, Aug. 21,
§ 8; 37 Stat., 557.

3. All matter mailable under paragraph 1 of this section is of the fourth class, notwithstanding that a special rate of postage (1 cent for each 2 ounces or fraction thereof regardless of distance) applies thereto. The limit of weight is 11 pounds. (See sec. 454.)

—fourth-class
mail.
—special rate.

4. Samples of wheat or other grain in its natural condition, seed potatoes, beans, peas, chestnuts, etc., when intended for planting, shall be prepaid at the special rate of postage prescribed in paragraph 1, this section. When such articles are intended to be used as food the parcel-post rates prescribed by section 455 apply.

—samples of
wheat, etc., rates
of postage.
—when intended
for planting.
—when for other
purposes.

5. 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, shall be paid at the rates prescribed in section 455.

—samples of
flour, etc.

See sec. 469, as to preparation of seeds, etc., for mailing.

Sec. 458. With a package of fourth-class matter prepaid at the proper rate for that class, the sender may inclose any mailable 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

Permissible
additions to
fourth-class
matter.
1888, Jan. 20, ch.
2, § 1; 25 Stat., 1.

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.

"Please do not open until Christmas." 1911, Mar. 4; ch. 241, § 6; 36 Stat., 1340.

2. There may be placed on such mail matter (of the fourth class), or on the package, wrapper, or envelope inclosing the same, or on a tag or label attached thereto, either in writing or otherwise, the words "Please do not open until Christmas," or words to that effect.

Tag or label.

3. The tag or label, with the printing or writing authorized thereon, may be attached to the whole parcel or separate tags or labels, bearing the same, may be attached to each of one or more articles contained in the parcel.

"Merry Christmas," "Happy New Year," etc., permissible inscriptions.

4. Inscriptions such as "Merry Christmas," "Happy New Year," "With best wishes," and the like, may be placed on matter of the fourth class or on a card inclosed therewith.

Inclosures. —invoices.

5. There may be inclosed with matter of the fourth class an invoice showing, in writing or printing, the name and address of the sender and of the addressee; the names and quantities of articles inclosed, together with inscriptions indicating, "for purpose of description," the price, style, stock number, size, and quality of the articles; the order or file number, date of order, and date and manner of shipment; and the initials or name of the salesman, or of the person by whom the articles were packed or checked.

Parcels containing two classes of matter.

6. A parcel containing two or more classes of mail matter is chargeable with postage at the rate applicable to the highest class of matter inclosed. A parcel composed of two articles, one being matter of the third class and the other matter of the fourth class, is chargeable with postage at the fourth-class rate when such postage is equal to or greater than that which would be chargeable if the third-class rate were applicable. However, when the postage on a parcel containing both third and fourth class matter amounts to more at the third-class than at the fourth-class rate, owing to the graduated zone rates, the parcel must be charged with postage at the third-class rate (1 cent for each 2 ounces or fraction of 2 ounces), and in such case the parcel must not exceed 4 pounds in weight, unless it is a single book.

Order form, mainly in print.

7. A single order form, mainly in print, may be inclosed with fourth-class matter mailed at the rates for that class without affecting its classification.

XIII.—PROVISIONS APPLICABLE TO SEVERAL CLASSES OF MAIL MATTER.

Sec. 459. Under such regulations as the Postmaster General may establish for the collection of the lawful revenue and for facilitating the handling of such matter in the mails, it shall be lawful to accept for transmission in the mails quantities of not less than two thousand identical pieces of third or fourth class matter without postage stamps affixed: *Provided*, That postage shall be fully prepaid thereon, at the rate required by law for a single piece of such matter.

Mailing matter without stamps affixed. 1904, Apr. 28, ch. 1759; 33 Stat., 440. Identical pieces of third and fourth class matter.

2. Postmasters at whose offices patrons desire to avail themselves of the privilege of this section shall apply to the Third Assistant Postmaster General, Division of Classification, for authority to receive such mailings and instructions as to procedure. Until such authority and instructions are received no postmaster shall receive third or fourth class matter for mailing without stamps affixed.

Postmasters to apply for authority to receive such.

3. Persons desiring the privilege of mailing third or fourth class matter without stamps affixed, under the provisions of this section, should make application therefor on Form 3612 to the postmaster, who shall, after he has been properly authorized as provided in the foregoing paragraph, issue a permit on Form 3601, which shall contain the regulations, so far as they affect the sender of such matter, and those regulations should, in every case, be strictly complied with or the postmaster shall refuse so to receive the matter in the mails. Such permit shall be issued in triplicate, the original to be handed to the prospective mailer, the duplicate to be given to the superintendent of mails, or superintendent of second-class matter, as the case may be, and the triplicate sent to the cashier.

Application for privilege.

4. In the upper right corner of the address side of the envelope, wrapper, address label, or tag of each separately addressed piece of such matter shall be printed a statement showing the amount of postage paid on the piece, the word "Paid," and the name of the post office and State where mailed, followed by the permit number, in the form and in the size of type prescribed in the permit (Form 3601).

Indicia on matter.

5. Each mailing shall contain not less than 2,000 identical pieces, and must be accompanied with a statement on Form 3602, signed by the sender, showing the permit number, the class of matter, the total number of pieces in the mailing, the amount of postage chargeable thereon,

Each mailing to contain not less than 2,000 pieces.

Postage to be paid in money at mailing.

and the exact weight of a single piece. Postage on the entire quantity shall be paid at the time the matter is presented for mailing, either in money or, at the option of the postmaster and at his risk, by check drawn to his order.

Postmaster shall issue receipt.

6. A receipt (Form 3603) for each mailing shall be issued by the postmaster to the sender. This receipt shall show the class of matter mailed, the permit number, the total number of pieces in the mailing, the amount of postage chargeable on a single piece, and the total amount paid. Such receipt shall be issued in triplicate by manifold process; the original to be handed to the mailer, the duplicate, together with the "Statement of mailing" (Form 3602), to be sent to the cashier at the close of the business day, and the triplicate to be retained in the mailing division.

Verification of "Statement of mailing" by two post-office employees.

7. Postmasters shall require at least two post-office employees to verify the "Statement of mailing" (Form 3602), by an indorsement on the back thereof; the same two employees shall sign each copy of the receipt, which is issued in triplicate, and they shall be given due notice that the performance of this duty in a mere perfunctory manner will result in the administering of severe disciplinary action. The superintendent of mails, or the employee in charge of the mailing division, should be held responsible for the strict enforcement of this regulation.

Statement of mailings to be sent to permit holders monthly.

8. At the expiration of each month, or as soon thereafter as possible, the cashier (or postmaster, if the office be without a cashier) shall send to every permit holder a statement of mailings (Form 3613). In the event that there have been no mailings, a statement to that effect should be sent.

Quarterly statement to Auditor.

9. At the close of each quarter the postmaster shall send to the Auditor for the Post Office Department, together with the duplicate receipts of Form 3603 and the quarterly postal account, a certificate (Form 3604 for presidential offices, or Form 3605 for fourth-class offices), showing the total amount of postage collected during the quarter on matter mailed under the provisions of this section, which amount shall be charged in the quarterly postal account.

Yearly statement to Third Assistant Postmaster General.

10. Promptly after the close of each fiscal year (June 30), the postmaster shall send to the Third Assistant

Postmaster General, Division of Classification, on Form 3606, a statement which shall show the number of permits issued, the total number of pieces of each class of matter mailed, and the total amount of postage collected on each class.

Sec. 460. Matter of the second, third, or fourth class containing any writing or printing in addition to the original matter, other than as authorized by law, 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. Whoever 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 such higher class matter, shall be fined not more than one hundred dollars. In closing higher class in lower class matter. 1909, Mar. 4, ch. 321; 35 Stat., 1132. —fine for.

See secs. 441, 453, and 458 for permissible additions to second, third, and fourth class matter.

2. When the postmaster at the office of mailing is satisfied that the sender of a piece of mail matter has knowingly concealed or inclosed matter of a higher class in that of a lower, in violation of this section, he shall report the case to the Third Assistant Postmaster General, Division of Classification, on Form 3595, giving all the facts and circumstances, including 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. Report to Third Assistant Postmaster General in case law believed to have been violated. —office of mailing.

3. When the postmaster at the office of address is satisfied that there has been a violation of this section, he shall deliver the package to the addressee on payment of the proper postage and report the facts to the Third Assistant Postmaster General, on Form 3595, as above set forth. If the proper postage is not paid, the package shall be retained by the postmaster to be used as evidence, and he should be able to establish its identity. —office of address.

Sec. 461. Whenever it shall be shown to the satisfaction of the Postmaster General that any postage is paid on any mail matter for which service is not rendered, or is collected in excess of the lawful rate, he may, in his discretion, authorize the postmaster at the office where paid to refund the proper amount out of the postal receipts in the possession of the postmaster. Overcharges on mail matter. 1905, Mar. 3, ch. 1490; 33 Stat., 1091. —may be refunded.

2. All applications for refunds under the provisions of this section should be addressed to the Third Assistant Postmaster General, Division of Classification, accompa- Application for refund.

nied with a full statement of the facts and, when possible, the envelope or wrapper in which the matter was mailed. Postmasters shall not make refunds until instructed by the department.

Payment and receipt.

3. Upon receipt of instructions to make a refund a postmaster shall pay the amount authorized out of the postal receipts in his possession and shall require the person to whom the payment is made to give a receipt therefor in duplicate on Form 3533, which will accompany the department's instructions. The "original" receipt shall be sent promptly to the Third Assistant Postmaster General; the "duplicate" shall be retained in the post-office files.

Credit to be claimed.

4. Credit for the amount of the refund shall be claimed by the postmaster in the quarterly postal account.

See sec. 587, as to procedure in cases where the addressee objects to the payment of postage due.

XIV.—WEIGHT AND SIZE OF MAIL MATTER.

Limit of weight of mail matter.
1896, June 8, ch. 370; 29 Stat., 262.
R. S., § 3879.
—exceptions.
1912, Aug. 24, § 8; 37 Stat., 557.
Order Postmaster General July 25, 1913.

Sec. 462. (a) (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; (fourth-class mail matter * * * not exceeding twenty pounds in weight when mailed for delivery within the first and second zones, and not exceeding eleven pounds in weight when for delivery within any of the other zones), 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. 479 to 482.)

—matter for the blind.
1904, Apr. 27, ch. 1612; 33 Stat., 313.

(b) Books, pamphlets, and other reading matter in raised characters for the use of the blind, whether prepared by hand or printed, in single volumes not exceeding ten pounds in weight, * * * shall be transmitted in the United States mails.

—in excess of, not to be accepted except.

2. Postmasters shall 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 under prepaid postage, except as provided herein and in the following section.

See sec. 620, as to delivery of matter in excess of weight inadvertently dispatched.

Sec. 463. Mail matter of the first class addressed for delivery in foreign countries other than Canada, Mexico, Cuba, the Republic of Panama, the United States postal agency at Shanghai, China, and the United States Naval Hospital at Yokohama, Japan (to which domestic regulations apply), and mail matter of the second class prepaid at either the regular or transient rate addressed to points in the United States and in countries to which the domestic regulations apply, shall be accepted for mailing regardless of the weight thereof.

Matter to which limit of weight is inapplicable.
—first and second classes.

2. Books and documents published or circulated by order of Congress, without regard to their weight and whether wrapped separately or not, shall be accepted for mailing at any post office.

—single books.
—public documents.

3. Printed or written official matter weighing in excess of 4 pounds, emanating from any of the departments of the Government or the Smithsonian Institution, shall be accepted for mailing at the post office at Washington, D. C., but not elsewhere.

—official printed or written matter at Washington.

4. Official matter partaking of the characteristics of fourth-class mail (see sec. 454), weighing not in excess of the limit of weight prescribed for fourth-class matter in section 462, when presented under a penalty envelope or label, shall be accepted for mailing at any post office.

—official matter having characteristics of fourth-class mail.

5. All official matter relating to the postal service, including that pertaining to the Postal Savings System, may be sent in the mails from any post office without regard to weight, except as otherwise provided by special instructions.

—official matter relating to postal service.

6. Packages of postage stamps, stamped envelopes, newspaper wrappers, postal cards, internal-revenue stamps, and copyright matter in its simplest mailable form addressed to the Register of Copyrights, Washington, D. C., shall be accepted at any post office, regardless of the weight thereof. (See secs. 499 and 505.)

—postage stamps, stamped envelopes, internal-revenue stamps, and other stamped paper.
—copyright matter.

Sec. 464. If a parcel of fourth-class matter is greater in size than 72 inches in length and girth combined, it shall not be accepted for mailing, no matter how small the excess may be. (See par. 1, sec. 454.)

Fourth-class matter.
—limit of size.

2. In measuring a parcel the greatest distance in a straight line between its ends, *but not around the parcel lengthwise*, shall be taken as the length, while the distance around it at its thickest part shall be taken as the

—how measured.

girth. For example, a parcel 10 inches wide, 5 inches high, and 35 inches long has a girth of 30 inches, its length and girth combined being 65 inches.

XV.—WRAPPING, PREPARATION, ADDRESSING, AND EXAMINATION OF MAIL MATTER.

Wrapping and folding of publications, etc.
R. S., § 3883.

Sec. 465. No newspapers shall be received to be conveyed by mail unless they are sufficiently dried and inclosed in proper wrappers.

—wrappers for.

2. Newspapers and periodicals shall be wrapped in such manner that the wrappers can be removed and replaced without destroying them or injuring their inclosures. When envelopes are used as wrappers, they should bear, in addition to the name of the publication, a notice of its entry as second-class matter.

—manner of.

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 shall request publishers and news agents to fold their publications to a size not larger than 9 by 12 inches.

—when not in accordance with regulations.

4. Publications which are illegibly addressed, and those which are not wrapped and folded in accordance with the above regulations, shall be held until all other matter is distributed.

Examination at mailing office.
1879, Mar. 3, ch. 180, § 12; 20 Stat., 359.
—for matter subject to higher rate of postage.

Sec. 466. 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. 467. 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 by reason of illegal inclosures or additions, he shall detain the same, notify the sender, and demand of him proper postage, to be prepaid by stamps affixed to each separately addressed piece.

Deposit to be received and facts reported, when.

2. When the decision of the postmaster is questioned, he shall, 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, Division of Classification, a sample of the objectionable mat-

ter, 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 shall be refunded; if the decision of the postmaster is sustained, the full amount of the deposit shall be sent, in ordinary stamps, with report of the facts, to the Third Assistant Postmaster General, in the manner prescribed in section 422.

Conversion of deposit.

Sec. 468. Postmasters shall scrutinize mailings of publications entered at their offices as second-class matter to ascertain whether the publishers are complying with the law and these regulations.

Violation of rules governing admission.—examination of publications for.

2. Every postmaster, having reason to believe that a publication passing in the mails as matter of the second class is not entitled to the second-class mailing privileges, shall report the matter promptly, with any evidence or facts in his possession tending to support such belief, to the Third Assistant Postmaster General, Division of Classification.

Change in character of publication.

See sec. 428, as to penalty for submitting false evidence as to second-class publications; sec. 425, as to annulment of entry.

Sec. 469. 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.

Packages must admit of examination. 1879, Mar. 3, ch. 180, § 24; 20 Stat., 361. R. S., § 3881.—otherwise postage to be at first-class rate.

2. Matter of the second and third classes should be inclosed in an unsealed envelope or wrapped in such manner that the contents of the package can be easily examined. Unfolded cards and double advertising cards with detachable parts for reply may be mailed without cover. In all cases the matter should be prepared in such form as to facilitate its handling in the mails.

Second and third class matter.

3. Parcels of fourth-class mail shall be prepared in such manner that the contents can be easily examined. (See sec. 474.) Such matter inclosed in boxes to which the lids are nailed or screwed may be accepted for mailing at the fourth-class rates of postage if, with reasonable effort, the lids can be removed by the use of a chisel, screw driver, or other suitable instrument, for the purpose of permitting examination of the contents. When a postmaster to whom is presented for mailing a bag which is sewed up is satisfied from an examination of it

Fourth-class matter.—examination of contents.—when inclosed in boxes.

—when inclosed in sewed bags.

that it contains only fourth-class mail, he should accept it at the fourth-class rates of postage and mark it: "Examined at mailing office; contains only fourth-class mail."

Seeds, etc.
—in sealed trans-
parent envelopes.

4. Seeds or other articles not prohibited, which are liable from their form or nature to loss or damage unless specially protected, shall be put up in sealed envelopes made of material sufficiently transparent to show the contents clearly without opening, and accepted as fourth-class mail.

Proprietary ar-
ticles of merchan-
dise.

5. Proprietary articles of merchandise not in themselves unmailable (see secs. 454, 472, and 480), such as fancy soaps, tobacco, pills, tablets, or other harmless medicinal preparations, put up in fixed quantities by the manufacturer for sale by himself and others, which may be sealed in such manner as properly to protect the articles, but to allow examination of such package in its simplest mercantile form, shall be accepted for mailing at the fourth-class rates of postage.

Parcels closed
against inspec-
tion, etc.

6. When any matter offered for mailing is sealed against inspection, except as provided in paragraphs 4 and 5 of this section, or contains or bears writing not permissible (see secs. 441, 453, and 458), it shall be charged with postage at the first-class rate and treated as first-class matter. (See secs. 405 and 545.) When in doubt as to classification, postmasters should submit samples to the Third Assistant Postmaster General, Division of Classification.

Examination.

7. Postmasters shall examine parcels when presented for mailing to ascertain that the postage is fully prepaid. (See secs. 441, 453, 458, 466, and 467.)

Window en-
velopes.

8. So-called "window" envelopes, having a transparent panel in the front, parallel with the length of the envelope, through which the address upon the inclosure is disclosed, are mailable under the following conditions:

(a) To allow space for postmarking, the window shall not occupy any space within $1\frac{3}{8}$ inches from the top nor within $\frac{3}{8}$ of an inch from the bottom or ends of the envelope, and it shall not be more than $5\frac{1}{2}$ inches in length nor more than $1\frac{1}{2}$ inches in depth. (Effective Jan. 1, 1914.)

(b) Windows shall not be colored and shall be made or treated so as to be as transparent as possible. (Effective Jan. 1, 1914.)

(c) All window envelopes shall bear the return card of the sender.

(d) Changes of address should not be made on the window, but on the opaque portion of the envelope.

(e) Window envelopes which do not conform to the foregoing requirements shall, when deposited in the mails, be returned to the sender, if known; otherwise they shall be sent to the Fourth Assistant Postmaster General, Division of Dead Letters.

(f) If the matter inclosed in window envelopes is not folded so as to expose the complete address through the window, or the address is not printed or written legibly, the envelopes shall be laid aside for treatment after disposition shall have been made of other mail matter. If the addresses can not then be read, the envelopes shall be returned to the senders, if known; otherwise they shall be sent to the Fourth Assistant Postmaster General, Division of Dead Letters.

Sec. 470. In all cases directions for transmit (transmission), delivery, forwarding, or return shall be deemed part of the address. * * *

2. 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.

3. Space should be left on the address side of all mail matter sufficient for a legible address and for all directions permissible thereon, for postage stamps, for post-marking, rating, and any words necessary for forwarding or return. Watermarks or printing in light tints which do not render the reading of the address difficult will be permitted.

4. A parcel of fourth-class matter shall not be accepted for mailing unless it bears the name and address of the sender, which should be preceded by the word "From." When a parcel of fourth-class matter which does not bear the name and address of the sender is deposited for mailing, and the sender is known or can be ascertained

Directions for transmission, etc., part of address.

1888, Jan. 20, § 1; 25 Stat., 1. "personal" or "to be called for," etc., deemed part of address.

Sufficient space to be left for address, etc.

Watermarks or printing.

Must bear return card.

from the contents of the parcel, it shall be returned to him with the information that his name and address should be placed on it. If the sender is not known, or can not be ascertained, the parcel shall be marked "Sender unknown" and dispatched.

XVI.—MATTER LIABLE TO DAMAGE THE MAILS OR INJURE THE PERSON—PREPARATION AND PACKING WHERE ADMISSIBLE.

Second Assistant Postmaster General to determine what matter shall be excluded as liable to injure mails.

Sec. 471. The Second Assistant Postmaster General 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. 454), and what precautions should be observed as to preparation and packing where such matter is admitted to the mails. (See secs. 469, 472 to 475.)

—to prescribe manner of packing.

—postmasters to submit questions of exclusion, etc., to.

2. Postmasters shall 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 shall report to the General Superintendent if, in their judgment, any matter is admitted to the mails which should be excluded therefrom, and such report shall be accompanied with 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, where possible, be accompanied with a sample of the same.

See sec. 454, as to authority for excluding matter liable to injure mails, etc.

Poisons, explosives, etc., not mailable. 1909, Mar. 4 ch. 321, § 217; 35 Stat., 1131.

Sec. 472. All kinds of poison, and all articles and compositions containing poison, and all poisonous animals, insects, and reptiles, and all other natural or artificial articles, compositions, or materials of whatever kind which may kill, or in any wise hurt, harm, or injure another, or damage, deface, or otherwise injure the mails or other property, whether sealed as first-class matter or not, are hereby declared to be nonmailable matter, and shall not be conveyed in the mails or delivered

from any post-office or station thereof, nor by any letter carrier; but the Postmaster General may permit the transmission in the mails, under such rules and regulations as he shall prescribe as to preparation and packing, of any articles hereinbefore described which are not outwardly or of their own force dangerous or injurious to life, health, or property: *Provided*, That all spirituous, vinous, malted, fermented, or other intoxicating liquors of any kind are hereby declared to be non-mailable and shall not be deposited in or carried through the mails. Whoever shall knowingly deposit or cause to be deposited for mailing or delivery, or shall knowingly cause to be delivered by mail according to the direction thereon, or at any place at which it is directed to be delivered by the person to whom it is addressed, anything declared by this section to be nonmailable, unless in accordance with the rules and regulations hereby authorized to be prescribed by the Postmaster General, shall be fined not more than one thousand dollars, or imprisoned not more than two years, or both; and whoever shall knowingly deposit or cause to be deposited for mailing or delivery, or shall knowingly cause to be delivered by mail according to the direction thereon, or at any place to which it is directed to be delivered by the person to whom it is addressed, anything declared by this section to be nonmailable, whether transmitted in accordance with the rules and regulations authorized to be prescribed by the Postmaster General or not, with the design, intent, or purpose to kill, or in anywise hurt, harm, or injure another, or damage, deface, or otherwise injure the mails or other property, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both.

Packing per-
mitted.

Proviso.
Intoxicating
liquors.

Punishment
for mailing.

Mailing articles
with injurious in-
tent.

Punishment.

2. Spirituous, vinous, malted, fermented, or other intoxicating liquors of any kind, poisons of every kind, and articles and compositions containing poison (except as prescribed in the fourth paragraph hereof), and poisonous animals, insects, and reptiles, and explosives of every kind, and inflammable materials (including matches, gasoline, naphtha, benzine, denatured alcohol, and all liquids having a flash point at or below 80° F.), and infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode, and disease germs or scabs (except as prescribed in sec. 473), and other natural or artificial articles, compositions, or materials of whatever kind which may kill, or in anywise hurt, harm, or injure another, or damage, deface, or otherwise injure the mail or other property, live animals (except as prescribed in sec. 476), raw hides or pelts, guano, or any article exhaling bad odor, whether sealed as first-class matter or not, shall not be admitted to the mails.

Liquids, explo-
sives, insects, etc.,
in the mails.
—what not to be
admitted.

3. Liquids not spirituous, vinous, malted, fermented, or otherwise intoxicating (including samples of altar or

Liquids, when
admitted.

communion wine used in church services), and not liable to explosion or spontaneous combustion or ignition by shock or jar, and not inflammable, fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, shall be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in sections 474 and 475.

Medicines, when admitted.

4. Medicines and anesthetic agents which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable (see secs. 454 and 480), may be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in section 474: *Provided*, That the terms "medicines" and "anesthetic agents" shall not be construed to mean poisons: *Provided further*, That the article mailed bears the label or superscription of the manufacturer thereof, or dealer therein, or of the licensed physician, surgeon, dentist, or veterinarian preparing or prescribing the same.

Diseased tissues. —when mailable.

Sec. 473. Specimens of diseased tissues may be admitted to the mail for transmission to United States, State, municipal, or other laboratories in possession of permits referred to in paragraph 3 of this section only when inclosed in mailing cases constructed in accordance with this regulation, provided that bacteriologic or pathologic specimens of plague and cholera shall under no circumstances be admitted to the mails.

—when not mailable.

2. Liquid cultures, or cultures of microorganisms 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 temperature.

— permit from Postmaster General before delivery.

3. No package containing diseased tissue 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.

—preparation for mailing.

4. (a) Specimens of tubercular sputum (whether disinfected with carbolic acid or not disinfected) shall be transmitted in a solid glass vial with a mouth not less than 1

—glass vials, tubes, etc.

inch in diameter and capacity of not more than 2 ounces, closed by a cork stopper or by a metallic screw top protected by a rubber or felt washer. Specimens of diphtheria, typhoid, or other infectious or communicable diseases or diseased tissues, shall be placed in a test tube made of tough glass, not over three-fourths of an inch in diameter and not over $7\frac{1}{2}$ inches in length, closed with a stopper of rubber or cotton and sealed with paraffin or covered with a tightly fitting rubber cap.

(b) The glass vial or test tube shall then be placed in a cylindrical tin box, with soldered joints, closed by a metal screw cover with a rubber or felt washer. The vial or test tube in this tin box shall be completely and evenly surrounded by absorbent cotton closely packed.

(c) The tin box with its contents must then be inclosed in a closely fitting metal, wooden, or papier-mâché block or tube, at least three-sixteenths of an inch thick in its thinnest part, of sufficient strength to resist rough handling and support the weight of the mails piled in bags. This last tube shall be tightly closed with a screw-top cover with sufficient screw threads to require at least one and one-half full turns before it will come off, and fitted with a felt or rubber washer.

5. Specimens of blood dried on glass microscopic slides for the diagnosis of malaria or typhoid fever by the Widal test may be sent in any strong mailing case which is not liable to breakage or loss of the specimen in transit.

Specimens for malaria or typhoid-fever test.

6. 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 pouched with letter mail."

Indorsement on packages.

Sec. 474. Admissible articles which, from their form or nature, might damage other mail matter or equipment or injure the person of any postal employee shall be accepted when packed in accordance with the following conditions:

Articles liable to damage mail or injure employees.

2. In case of articles liable to break, the inner bag, box, envelope, or wrapping shall be surrounded by sawdust, excelsior, cotton, or other similar substance.

When fragile.

3. Admissible liquids and oils, in packages not exceeding 20 pounds in weight, shall be accepted for mailing when intended for delivery at the office of mailing or on a rural route starting therefrom when inclosed in a

Liquids and oils for local delivery.

glass or metal container securely closed and heavily wrapped, provided it is not necessary to transport them over steam or electric railways.

For all zones.

4. Admissible liquids and oils, pastes, salves, or other articles easily liquefiable shall be accepted for mailing, regardless of distance, when they conform to the following conditions:

When in glass bottles.

(a) When in strong glass bottles holding 4 ounces or less, the total quantity sent in one parcel shall not exceed 24 ounces, liquid measure. Each bottle shall be wrapped in paper or other absorbent substance and placed in a box made of cardboard or other suitable material and then all placed in a box and packed in a container made of double-faced corrugated pasteboard of good quality. The corners of the container must fit tightly and be reenforced with tape so as to prevent the escape of any liquid if the contents should be broken, and the whole parcel shall be securely wrapped with strong paper and tied with twine. Single bottles of liquid holding 4 ounces or less may also be packed as prescribed in the following paragraph:

(b) When in glass bottles holding more than 4 ounces, the total quantity sent in one parcel shall not exceed 16 ounces, liquid measure. The bottle must be very strong and must be inclosed in a block or tube of metal, wood, papier-mâché, or similar material; and there must be provided between the bottle and the block or tube a cushion of cotton, felt, or other absorbent. The block or tube, if of wood or papier-mâché, must be at least one-eighth of an inch thick for bottles holding 8 ounces or less and at least three-sixteenths of an inch thick for bottles holding more than 8 ounces. The block or tube must be rendered water-tight by an application on the inside of paraffin or other suitable substance and must be closed by a screw-top cover with sufficient screw threads to require at least one and one-half complete turns before it will come off. The cover must be provided with a washer so that no liquid could escape if the bottle should be broken.

When in a metal container.

(c) When in a metal container, the weight limit of the parcel is the same as for other fourth-class matter. The container must be hermetically sealed, inclosed in a strong box, and securely wrapped.

(d) All packages containing liquid must be marked "FRAGILE."

5. Pastes, salves, etc., not easily liquefiable shall be accepted for mailing when inclosed in water-tight metal containers and placed in a strong pasteboard or wooden box and securely wrapped.

6. Manufacturers or dealers intending to transmit articles in considerable quantities should submit to the postmaster at the mailing office for approval a specimen parcel showing the manner of packing. (See sec. 471.)

7. When sharp-pointed instruments are offered for mailing, the points shall be capped or incased so that they can not cut through their covering. Blades shall be bound so that they will remain firmly attached to each other or within their handles or sockets.

8. Ink powders, flour, pepper, snuff, or other similar powders not explosive, or any similar pulverized dry substance not poisonous, shall be accepted when inclosed in the manner prescribed herein for liquids, or when inclosed in cases made of metal, wood, papier-mâché, or similar material, in such manner as to render impossible the escape of any of the contents.

9. Candies, confectionery, yeast cakes, soap in hard cakes, etc., shall be inclosed in boxes and so wrapped as to prevent injury to other mail matter.

10. Unloaded pistols or revolvers may be sent in the mails, but the postmaster at the mailing office shall carefully examine such packages, and shall receive them only when sure they are harmless.

11. Fragile articles, such as millinery, toys, musical instruments, etc., and articles consisting wholly or in part of glass, or contained in glass, shall be securely packed and the parcel stamped or labeled "FRAGILE." Parcels so labeled shall be handled with the greatest possible care.

12. Eggs shall be accepted for local delivery (see par. 2 (a), sec. 455) when so packed in a basket or other container as to prevent damage to other mail matter.

13. Eggs shall be accepted for mailing regardless of distance when each egg is wrapped separately and surrounded with excelsior, cotton, or other suitable material and packed in a container made of double-faced corrugated pasteboard, metal, wood, or other suitable

material in such manner as to place each egg on its end and to prevent them from striking together or against the side or top of the container, with an outer cover of double-faced corrugated pasteboard, metal, wood, or other suitable material, and wrapped so that nothing can escape from the package. All such parcels shall be labeled "EGGS."

Perishable articles.

Sec. 475. Parcels containing perishable articles shall be marked "PERISHABLE." Articles likely to spoil within the time reasonably required for transportation and delivery shall not be accepted for mailing. (See sec. 454.)

Butter, lard, meats, fruits, etc.
—for local delivery.

2. Butter, lard, and perishable articles such as fish, fresh meats, dressed fowls, vegetables, fruits, berries, and articles of a similar nature which decay quickly, when so packed or wrapped as to prevent damage to other mail matter, shall be accepted for local delivery (see par. 2 (a), sec. 455) either at the office of mailing or on any rural route starting therefrom. When inclosed in an inner cover and a strong outer cover of wood, metal, heavy corrugated pasteboard, or other suitable material, and wrapped so that nothing can escape from the package, they will be accepted for mailing to all offices within the first and second zones.

—for first and second zones.

—for other zones.

3. Butter, lard, or any admissible greasy or oily substance, when intended for delivery at offices beyond the second zone, must be packed in accordance with paragraphs 4 and 5, section 474.

Vegetables and fruits which do not decay quickly.

4. Vegetables and fruits which do not decay quickly will be accepted for mailing to any zone if packed so as to prevent damage to other mail matter.

Queen bees.

Sec. 476. Queen bees and their attendant bees, when accompanied with a copy of a certificate of the current year from a State or Government apiary inspector to the effect that the apiary from which said queen bees are shipped is free from disease or by a copy of a statement by the bee keeper made before a notary public or other officer having a seal that the honey used in making the candy used in the queen mailing cage has been diluted and boiled in a closed vessel; beneficial insects, when shipped by departments of entomology in agricultural colleges and persons holding official entomological positions; other live insects, when addressed to the Bureau of Entomology of the United States Department of Agriculture, to de-

Other live insects.

partments of entomology in State agricultural colleges, and to persons holding official entomological positions; and dried insects and dried reptiles may be sent in the mails when so put up as to render it practically impossible that the package shall be broken in transit, or the persons handling the same be injured, or the mail bags or their contents soiled.

Dried insects and reptiles.

Sec. 477. Salted, dried, smoked, or cured meats and other meat products may be admitted to the mails and may be transported, regardless of distance, from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia when the provisions of the act of June 30, 1906, and the regulations promulgated thereunder by the Department of Agriculture have been complied with, provided, however that fresh meat in any form may be transported only within the first and second zones. (See sec. 475.)

Cured meats and meat products.

Fresh meat.

2. The regulations promulgated by the Department of Agriculture, referred to in the preceding paragraph, provide as follows:

Regulations governing interstate shipment.

(a) No person, firm, or corporation shall receive for transportation or transport from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia any carcass, part of carcass, or meat-food product of cattle, sheep, swine, or goats unless and until a certificate is made and furnished in one of the (following) forms prescribed * * * (for the purpose), showing that such meat or meat-food product has been either inspected and passed or exempted from inspection according to act of Congress of June 30, 1906.

Certificates of inspection or exemption.

(b) When any carcass, part of carcass, or meat-food product of cattle, sheep, swine, or goats which has been inspected and passed and so marked under these regulations is offered to any common carrier for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia for interstate shipment only, or for interstate shipment as part of a foreign movement, or for foreign shipment, the person, firm, or corporation offering such carcass, part of carcass, or meat-food product shall make a certificate in the following form and deliver the same to the said common carrier, except as (otherwise) provided (the exception does not apply to meat and meat-food products transmitted in the mails and therefore is not given here):

Certificate of inspection.

Date..... 191.. —form of.

Name of common carrier.....
Shipper.....
Point of shipment.....
Consignee.....
Destination.....

I hereby certify that the meat or meat-food products described herein, which are offered for shipment in interstate or foreign commerce, have been inspected and passed according to act of Congress of June 30, 1906, are so marked, and at this date are sound, healthful, wholesome, and fit for human food.

Kind of product.....
Amount and weight.....

(Signature of shipper.)

(Address of shipper.)

This certificate may be stamped upon or incorporated in any form which is regularly or ordinarily used in the shipment of meat or meat-food products.

Certificate of exemption by retail butchers or dealers.

(c) When any carcass, part of carcass, or meat-food product of cattle, sheep, swine, or goats which has not been inspected under these regulations is offered for shipment from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia, by any retail butcher or retail dealer who holds a certificate of exemption issued by the Secretary of Agriculture, the common carrier shall require a certificate to be made in duplicate in the following form by said retail butcher or retail dealer, which certificate shall in all cases show the exemption number designated by the Secretary of Agriculture for said retail butcher or retail dealer:

—form of.

Date 191..

Name of common carrier.....
 Shipper.....
 Point of shipment.....
 Consignee.....
 Destination.....
 Number of exemption certificate.....

I hereby certify that I am a retail butcher or a retail dealer in meat or meat-food products; that the following-described meat or meat-food products are offered for shipment in interstate commerce to a customer, as exempted from inspection according to act of Congress of June 30, 1906, under certificate issued to me by the United States Department of Agriculture, and that at this date they are sound, healthful, wholesome, and fit for human food, and contain no preservative or coloring matter or other substance prohibited by the regulations of the Secretary of Agriculture governing meat inspection.

Kind of product.

Amount and weight.

.....

(Signature of shipper.)

(Address of shipper.)

The duplicate certificate shall be forwarded immediately by the initial carrier to the Chief of the Bureau of Animal Industry, Washington, D. C. This certificate shall be separate and apart from any waybill, bill of lading, or other form ordinarily used in the shipment of meat.

Certificate of exemption as to animals slaughtered on farms.

(d) When any cattle, sheep, swine, or goats have been slaughtered by any farmer on the farm, and the carcasses, parts of carcasses, or meat-food products thereof are offered to any common carrier for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia, the common carrier may so transport such carcasses, parts of carcasses, or meat-food products as long as the same may be identified as of animals slaughtered by any farmer on the farm.

The common carrier shall require a certificate in duplicate in the following form:

—form of.

Date 191..

Name of common carrier.....
 Shipper.....
 Consignee.....
 Point of shipment.....
 Destination.....

I hereby certify that the following-described uninspected meat or meat-food products are from animals slaughtered by a farmer on the farm, and are offered for transportation in interstate commerce as exempted from inspection according to act of Congress of June 30, 1906, and that at this date they are sound, healthful, wholesome, and fit for human food, and contain no preservative or coloring matter or other substance prohibited by the regulations of the Secretary of Agriculture governing meat inspection.

Kind of product.

Amount and weight.

.....

(Signature of shipper.)

(Address of shipper.)

The duplicate certificate shall be forwarded immediately by this initial carrier to the Chief of the Bureau of Animal Industry, Washington, D. C.

3. Postmasters shall not accept for mailing any parcel containing any carcass, part of carcass, or meat-food product of cattle, sheep, swine, or goats, offered for transmission from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia, or for foreign shipment, unless and until the person offering the parcel for mailing shall furnish the certificate applicable in the particular case, under the requirements of the regulations issued by the Department of Agriculture, embodied in the preceding paragraph.

Parcels unaccompanied with proper certificates not to be accepted.

4. In making out the certificate the sender or shipper should give the United States mails as the common carrier, the post office of mailing as the point of shipment, the name of the addressee as the consignee, and the post office of address as the destination.

Instructions for making out certificates.

5. Paragraphs 2 (c) and 2 (d) of this section require the certificate to be made in duplicate. Postmasters shall promptly send the duplicates to the Chief of the Bureau of Animal Industry, Washington, D. C. The originals required by these paragraphs, as well as the certificate required by paragraph 2 (b), shall be retained in the files of the post office for one year.

Duplicate certificates required.—disposition of.

6. In all cases the forms on which the required certificates are to be made shall be prepared and furnished by the sender or shipper.

Forms to be furnished by sender.

*7. Postmasters desiring additional information pertaining to this subject should address the Third Assistant Postmaster General, Division of Classification.

Additional information.

Sec. 478. When any State, Territory, or District of the United States, or any portion thereof, is quarantined by order of the Secretary of Agriculture, with respect to a plant disease or insect infestation, under the provisions of the plant quarantine act of August 20, 1912 (37 Stat., 315), the acceptance for mailing from such quarantined State, Territory, or District, or any portion thereof, into or through any other State, Territory, or District, of any class of nursery stock, plants, or plant products, covered by such quarantine order, shall be subject to the restrictions of that order.

Plant quarantine act.

2. Nursery stock, including all field-grown florists' stock, trees, shrubs, vines, cuttings, grafts, scions, buds, fruit pits and other seeds of fruit and ornamental trees or shrubs, and other plants and plant products for propa-

Nursery stock, etc.

gation, except field, vegetable, and flower seeds, bedding plants, and other herbaceous plants, bulbs, and roots, may be admitted to the mails only when accompanied with a certificate of a certificate from a State or Government inspector to the effect that the nursery from which such nursery stock is shipped has been inspected within a year and found free from injurious insects, and the parcel containing such nursery stock is plainly marked to show the nature of the contents and the name and address of the sender.

XVII.—UNMAILABLE MATTER.

Unmaillable matter. **Sec. 479.** Unmaillable 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. Unmaillable matter is classified as follows:

Classification.
 —held for postage. (a) Matter which is insufficiently prepaid to entitle it to be dispatched in the mail.

—misdirected. (b) Matter without address or so incorrectly, insufficiently, or illegibly addressed that it can not be transmitted to its destination.

—destructive. (c) Matter which from its harmful nature is forbidden to be in the mails. (See secs. 472 to 474.)

—mutilated. (d) Matter so damaged in transit that it can not be forwarded to its destination, matter of value found loose in the mails without address so that the destination can not be known, and all matter recovered after depredations in the mails, which shall be forwarded to the department for disposition.

—excess of weight or size. (e) Packages exceeding the limit of weight or size allowed. (See secs. 462 and 463.)

—obscene matter. (f) Obscene matter. (See sec. 480.)

—libelous and indecent matter. (g) Libelous and indecent matter. (See sec. 481.)

—lottery schemes. (h) Lottery matter. (See sec. 482.)

—fraudulent schemes. (i) Fraudulent matter. (See sec. 484.)

—violations of copyrights. (j) Publications which violate copyrights granted by the United States.

Obscene matter unmaillable. **Sec. 480.** Every obscene, lewd, or lascivious, and every filthy book, pamphlet, picture, paper, letter, writing, print, or other publication of an indecent character, and every article or thing designed, adapted, or intended for preventing conception or producing abortion, or for any indecent or immoral use; and every article, instrument, substance, drug, medicine, or thing which is advertised or described in

R. S., § 3893.
 1883, Sept. 26,
 ch. 1033, § 2; 25
 Stat., 496.
 1909, Mar. 4, ch.
 331, § 211; 35
 Stat., 1129.

a manner calculated to lead another to use or apply it for preventing conception or producing abortion, or for any indecent or immoral purpose; 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 from whom, or by what means any of the hereinbefore-mentioned matters, articles, or things may be obtained or made, or where or by whom any act or operation of any kind for the procuring or producing of abortion will be done or performed, or how or by what means conception may be prevented or abortion produced, whether sealed or unsealed; and every letter, packet, or package, or other mail matter containing any filthy, vile, or indecent thing, device, or substance; and every paper, writing, advertisement, or representation that any article, instrument, substance, drug, medicine, or thing may, or can be, used or applied for preventing conception or producing abortion, or for any indecent or immoral purpose; and every description calculated to induce or incite a person to so use or apply any such article, instrument, substance, drug, medicine, or thing, is hereby declared to be nonmailable matter and shall not be conveyed in the mails or delivered from any post office or by any letter carrier. Whoever shall knowingly deposit, or cause to be deposited for mailing or delivery, anything declared by this section to be nonmailable, or shall knowingly take, or cause the same to be taken, from the mails for the purpose of circulating or disposing thereof, or of aiding in the circulation or disposition thereof, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both.

Punishment for mailing or taking from mails, to circulate.

And the term "indecent" within the intendment of this section shall include matter of a character tending to incite arson, murder, or assassination.

Arson, murder, assassination. 1911, Mar. 4; 36 Stat., 1339.

2. The postmaster shall not give opinions to the public, and when in doubt as to the mailability of any matter under the above statute he shall submit the question with samples of the matter to the Assistant Attorney General for the Post Office Department for instructions.

Rulings.

Sec. 481. 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 be written or printed or otherwise impressed or apparent, are hereby declared nonmailable 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. Whoever shall knowingly deposit or cause to be deposited, for mailing or delivery, anything declared by this section to be nonmailable matter, or shall knowingly take the same or cause the same to be taken from the mails for the purpose of circulating or disposing of or aiding in the circula-

Libelous and indecent matter on wrappers or envelopes. 1888, Sept. 26, ch. 1039, § 3; 25 Stat., 496. 1909, Mar. 4, ch. 321, § 212; 35 Stat., 1129.

Punishment for mailing.

tion or disposition of the same, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both.

See sec. 547, as to treatment of scurrilous matter, etc., at mailing offices; sec. 574, at offices in transit; and sec. 593, at offices of delivery.

Rulings.

2. The postmaster shall not give opinions to the public, and when in doubt as to the mailability of any matter under the above statute he shall submit the question with samples of the matter to the Assistant Attorney General for the Post Office Department for instructions.

Lottery, gift enterprise, etc., circulars not mailable.
 R. S., § 3894.
 1890, Sept. 19, ch. 908; 26 Stat., 465.
 1895, Mar. 2, ch. 191; 28 Stat., 963.
 1909, Mar. 4, ch. 321, § 213; 35 Stat., 1129.

Sec. 482. No letter, package, postal card, or circular concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance; and no lottery ticket or part thereof, or paper, certificate, or instrument purporting to be or to represent a ticket, chance, share, or interest in or dependent upon the event of a lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance; and no check, draft, bill, money, postal note, or money order, for the purchase of any ticket or part thereof, or of any share or chance in any such lottery, gift enterprise, or scheme; and no newspaper, circular, pamphlet, or publication of any kind containing any advertisement of any lottery, gift enterprise, or scheme of any kind offering prizes dependent in whole or in part upon lot or chance, or containing any list of the prizes drawn or awarded by means of any such lottery, gift enterprise, or scheme, whether said list contains any part or all of such prizes, shall be deposited in or carried by the mails of the United States, or be delivered by any postmaster or letter carrier. Whoever shall knowingly deposit or cause to be deposited, or shall knowingly send or cause to be sent, anything to be conveyed or delivered by mail in violation of the provisions of this section, or shall knowingly deliver or cause to be delivered by mail anything herein forbidden to be carried by mail, shall be fined not more than one thousand dollars, or imprisoned not more than two years, or both; and for any subsequent offense shall be imprisoned not more than five years.

Punishment.

Place of trial.

Any person violating any provision of this section may be tried and punished either in the district in which the unlawful matter or publication was mailed, or to which it was carried by mail for delivery according to the direction thereon, or in which it was caused to be delivered by mail to the person to whom it was addressed.

See secs. 485 and 1155, as to forbidding delivery of mail matter and payment of money orders to persons or concerns conducting lotteries or fraudulent enterprises; sec. 1710, as to penalty for importing, etc., lottery tickets.

Term "lottery" defined.

Sec. 483. The term "lottery," as used in section 482, 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.

2. Section 482 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 law prohibits the mailing of "lottery" matter by citizens to lottery concerns and their representatives as well as the mailing of such matter by lottery companies to their customers and other persons.

Matter to lottery companies unmailable.

See sec. 522, as to breaking seal of letters or packages supposed to contain unmailable matter; sec. 547, as to treatment of lottery matter at mailing offices; sec. 574, at offices in transit; sec. 593, at offices of delivery; sec. 656, as to lottery matter in foreign mails.

Sec. 484. All matter the deposit of which in the mails is by this act (sec. 1707) made punishable is hereby declared nonmailable; 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; 25 Stat., 873.—nonmailable.

2. Postmasters shall 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.

—rulings on.

See sec. 522, as to breaking seal of letters or packages supposed to contain unmailable matter; sec. 547, as to treatment of fraudulent matter at mailing offices; sec. 574, at offices in transit; sec. 593, at offices of delivery; sec. 656, as to fraudulent matter in foreign mails; sec. 482, as to matter relating to schemes for obtaining money by false pretense; secs. 485 and 1155, as to forbidding delivery of mail matter and payment of money orders to persons or concerns conducting fraudulent schemes.

Sec. 485. 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

Delivery of mail matter to person or concerns conducting lotteries or fraudulent enterprises, etc. R. S., § 3929. 1890, Sept. 19, ch. 908, § 2; 26 Stat., 466.—Postmaster General may forbid, when.

Return of matter to senders.

Sealed matter not to be opened. prescribe. But nothing contained in this section shall be so construed as to authorize any postmaster or other person 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.

Public advertisement of agency. Ordinary matter included. 1895, Mar. 2, ch. 101, § 4; 28 Stat., 939.

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.

Where and when to be enforced. 3. This statute shall be enforced at offices of delivery and then only upon the specific order of the Postmaster General. When mail is returned to senders under fraud orders, there shall be plainly written or stamped on the outside thereof the words: "FRAUDULENT: Mail to this address returned by order of Postmaster General."

See sec. 1155, as to forbidding payment of money orders to persons or concerns conducting lotteries or fraudulent enterprises; sec. 957, as to treatment of registered matter under "fraud order"; secs. 653 and 1205, as to treatment of matter addressed to, and money orders payable in, foreign countries.

Fictitious matter. 1889, Mar. 2, ch. 393, § 3; 25 Stat., 873.

Treatment of matter addressed to fictitious names, etc., for promotion of unlawful business.

Sec. 486. 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. 484 and 1707), 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.

See sec. 594, as to identification of persons claiming fictitious matter.

XVIII.—LOSSES OF AND DAMAGE TO MAIL MATTER—
COMPLAINTS.

Sec. 487. Postmasters and other postal officers shall report in the manner outlined every complaint made to them, or which comes to their knowledge, of the loss, rifling, delay, wrong delivery, or other improper treatment by postal employees of or damage to any article of mail matter.

Loss or improper treatment of mail matter.

(a) The loss, rifling, wrong delivery of, or damage to domestic registered mail shall be reported to the Chief Inspector. If the complaint is made by the sender to a postmaster at a first or second class office, it should be made on Form 565. If the complaint is not made by the sender and is not made to a postmaster at a first or second class office, it should be made on Form 1510 or by letter. Complaints of this kind regarding insured fourth-class mail shall be reported on Form 1510 to the post-office inspector of the division in which the office is located. (See sec. 488, pars. 10 to 13, as to indemnity.)

Domestic registered and insured mail.

(b) Inquiries concerning the disposition or delay of domestic registered mail and complaints of failure to receive return receipts therefor shall be reported to the Third Assistant Postmaster General, Division of Registered Mails. These reports should be made on Form 1510 or by letter, and in every instance of delay the envelope or wrapper should be submitted, if possible.

Delay of registered mail, domestic and foreign.

(c) A complaint of the loss of registered mail addressed to any foreign country, if made to a postmaster at a first or second class office, should be made on Form H (Form 542), prescribed by the Universal Postal Convention, the answers to the questions on the form to be made in accordance with the instructions printed thereon. The particulars of dispatch within the United States should be inserted by the postmaster and the form forwarded to the postmaster at the exchange office to which the registered article was dispatched, if known, and if not known, the form should be forwarded directly to the Chief Inspector. The postmaster at the exchange office, when Form H is received, shall insert the particulars of dispatch of the registered article from that office and forward the form to the Chief Inspector. If the complaint

Loss of registered mail addressed to foreign country.

is made to a postmaster at a third or fourth class office, it should be made on Form 1510 and the form forwarded directly to the Chief Inspector.

Articles mailed
in foreign coun-
tries.

(d) Complaints of the loss of registered articles mailed in foreign countries and addressed to the United States, or in transit through the United States, shall be reported to the Chief Inspector on Form 1510 or by letter.

Complaints,
how made.

(e) Complaints of the rifling, wrong delivery of, delay or damage to foreign registered mail should be made in all instances on Form 1510 and the form forwarded directly to the Chief Inspector. With all complaints of the rifling, delay of or damage to mail, the envelope or wrapper should be submitted, if it is in the possession of the complainant.

Inquiries.

(f) Inquiries concerning the disposition of foreign registered mail and complaints of failure to receive return receipts therefor should be made on Form 1510 or by letter and forwarded to the Chief Inspector.

Reports from
exchange offices.

(g) Postmasters at exchange offices shall report to the Chief Inspector, with full particulars of the mail matter involved, where the exchange of bulletins of verification determine a loss of or damage to mail matter dispatched from the United States.

Ordinary and
special-delivery
matter.

(h) Complaints of the loss or rifling of ordinary and special-delivery domestic mail should be made on Form 1510, and if the complaint is made to a postmaster at a first or second class office, the complaint shall be jacketed on Form 651 and forwarded to the inspector in charge of the division in which the post office where the article was mailed is located. If the complaint is made to a postmaster at a third or fourth class office, it should be made on Form 1510 and the form forwarded to the inspector in charge of the division in which the post office where the article was mailed is located.

To be reported
to Chief Inspector.

(i) Complaints of the wrong delivery of or tampering with ordinary and special-delivery domestic mail shall be reported by all postmasters or other postal employees to the Chief Inspector.

Delay in tran-
sit.

(j) Complaints of the missending or delay while in transit of ordinary and special-delivery domestic mail shall be reported to the division superintendent, Railway Mail Service, of the division in which the post office where

the article was mailed is located. Complaints of delay at the office of address of ordinary and special-delivery domestic mail shall be reported to the First Assistant Postmaster General. These reports should be made on Form 1510 or by letter and the envelope or wrapper submitted with the report.

(k) The damage to mail sacks or pouches and contents in the exchange of mail by railway postal clerks shall be reported to the division superintendent, Railway Mail Service, of the division in which the damage occurred. The report shall contain a description (name and address of addressee, name of sender, and office of mailing) of any registered mail damaged or ordinary mail of the third or fourth class damaged. If any registered mail is damaged, report shall also be made to the Chief Inspector, with full description.

Damage to mail, sacks, and pouches.

(l) Complaint of the damage to an individual piece of domestic mail matter, ordinary or special delivery, if the damage occurred in the exchange of mail by railway postal clerks, shall be reported to the division superintendent, Railway Mail Service, of the division where the damage occurred. All other cases of the damage to domestic mail matter, ordinary or special delivery, shall be reported to the Chief Inspector. These reports should be made on Form 1510 or by letter, and the envelope or wrapper should be submitted with the report, if possible.

Individual piece of domestic mail.

(m) Complaints of the loss, rifling, wrong delivery, delay of or damage to ordinary foreign mail should be made on Form 1510 and the form forwarded directly to the Chief Inspector.

Ordinary foreign mail.

(n) Complaints of any improper treatment of mail matter, domestic or foreign, registered or ordinary, not covered by the preceding paragraphs, shall be reported on Form 1510 or by letter to the bureau of the department having jurisdiction of the subject involved. (See secs. 9 to 16.)

Other mail matter.

(o) 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, shall be promptly reported by telegram, if practicable, to the Chief Inspector, and also to the inspector in charge of the proper division.

Extraordinary loss or damage.

Philippine Islands.

(p) Postmasters (except postmasters at United States exchange offices when specifically authorized) shall refrain from addressing inquiries to postmasters or other postal officers in the Philippine Islands regarding the alleged loss, rifling, delay, wrong delivery, or improper treatment by postal employees of or damage to any article of mail matter, registered or ordinary.

Direct settlements and concealments of losses forbidden.

2. Postmasters and other postal employees shall not make nor attempt to make settlements directly with losers on account of the loss, depredation, delay, wrong delivery, or other mistreatment of mail matter, either before report is made to the Chief Inspector or after such report and pending the determination by the Chief Inspector of the responsibility for such loss or irregularity, nor conceal the facts of a depredation upon or loss of mail matter.

CHAPTER 2.

INDEMNIFICATION FOR LOST FOURTH-CLASS MAIL, AND COLLECT-ON-DELIVERY SERVICE.

I.—INSURANCE OF FOURTH-CLASS (PARCEL-POST) MAIL.

Insurance of fourth-class mail. Collect-on-delivery service. 1912, Aug. 24, § 8; 37 Stat., 557.

SEC. 488. The Postmaster General shall make provision by regulation for the indemnification of shippers, for shipment injured or lost, by insurance or otherwise, and, when desired, for the collection on delivery of the postage and price of the article shipped, fixing such charges as may be necessary to pay the cost of such additional service.

Indemnity and fee.

2. Fourth-class mail shall not be registered, but may be insured against loss in an amount equivalent to its actual value, but not to exceed \$25 in any one case, on payment of a fee of 5 cents, or not to exceed \$50 on payment of a fee of 10 cents, in addition to the postage, both to be prepaid by stamps affixed; but indemnity will not be allowed in cases of loss of such mail addressed to the Philippine Islands or the Canal Zone, unless the loss occurred in the postal service of the United States.

Tag or label.

3. No article of any class bearing the word "Insured" on the outside envelope or wrapper, or on a tag or label attached thereto, shall be accepted for mailing, except insured parcel-post mail.

Sender's receipt.

4. When a parcel is insured, the sender shall be given a receipt showing the office, date of mailing, number of

package, and amount of the insurance fee paid. The coupon retained at the mailing office shall also show the amount of the insurance fee paid. The parcels should be numbered consecutively, the numbering to commence anew on July 1 or other authorized times. The number on the receipt shall correspond with that on the parcel, and the latter shall be marked or stamped "Insured" and an insurance tag securely attached. The package shall then be treated as ordinary mail until it reaches the office of address.

Treatment of parcel.

5. Delivery of insured fourth-class mail shall be made in accordance with the regulations governing the delivery of registered mail. (See sec. 935.) When delivery is effected, a receipt for the parcel shall be obtained on the tag attached thereto. When an insured parcel is received without the insurance tag attached, the prescribed receipt shall be obtained from the addressee on delivery. A receipt signed by a person other than the addressee shall show the name of the addressee as well as that of the person signing it. A signature made by mark (X) shall be attested by a reputable witness. The records of insured parcels shall be preserved one year.

Delivery.

Receipts.

6. Damaged articles should not be withheld from delivery. The postmaster making delivery shall note the extent of damage or the condition of the article and record the facts on the delivery tag.

Damaged articles.—to be delivered.—record of condition on tags.

7. Rural carriers shall accept parcels of fourth-class mail to be insured at the office to which they are attached, the tags to be made out at the office.

Parcels on rural routes.

8. When a return receipt is desired by the sender of an insured parcel he should indorse the envelope or wrapper and the insurance tag which he is required to fill out "Return receipt desired." This indorsement may be written or stamped by the postmaster at the mailing office, and the postmaster at the office of delivery shall obtain a return receipt from the addressee, on Form 3811, which shall be mailed to the sender.

Return receipt.

9. When an insured parcel fails of delivery at the office of address it may be forwarded or returned to writer in accordance with sections 595 and 637 without the payment of an additional insurance fee. When the parcel is disposed of in either of these ways a duplicate of the tag

Failure of delivery.

receipt attached thereto shall be filled out and shall show the name of the office to which the parcel is forwarded or returned, and be filed with the tags of insured parcels delivered.

Claim for indemnity, how made.

10. When an insured parcel is lost or rifled and a claim for indemnity is made, the sender shall be required to file an affidavit, which may be executed at a post office without cost (see sec. 156, par. 3), on Form 3812, furnished for the purpose, showing the number of the parcel, the name of office and date of mailing, the name and address of the addressee, the contents of the parcel, its actual value, the amount of the insurance fee paid, and to whom the insurance should be paid. The postmaster at the mailing office shall certify on this form as to the mailing of the parcel, the amount of the insurance fee paid, and the declared actual value as shown by the record of his office. The form shall then be forwarded to the postmaster at the office of address, who shall certify as to whether or not the parcel has been received, and if so, the disposition thereof. The addressee shall be required to make affidavit on the form that the parcel has not been received, or as to the contents and condition, if rifled or totally damaged, as may be appropriate in each case, and that no reimbursement has been received therefor.

—at office of mailing.

—at office of address.

11. When the addressee makes claim for indemnity, the postmaster at the office of address shall notify the postmaster at the office of mailing, who shall take action in accordance with the provisions of the foregoing paragraph.

Where sent.

12. The form, when completed, shall be sent promptly to the Third Assistant Postmaster General for consideration of the payment of indemnity.

Payment of indemnity. Procedure. Limit of time.

13. Indemnity for lost insured mail shall be paid in accordance with the provisions of section 971, except that no indemnity shall be paid unless the claim is made within six months from the date the parcel was mailed, unless it shall be established to the satisfaction of the Third Assistant Postmaster General that the delay was unavoidable and due to no fault of the claimant.

When sent to Division of Dead Letters.

14. If it becomes necessary to send insured fourth-class mail to the Division of Dead Letters, the procedure prescribed in section 646 shall be followed.

15. Fourth-class mail which has been inadvertently registered shall be handled in transit and delivered as registered mail, but any deficiency in postage on such mail shall be collected at the fourth-class rates (see sec. 941) by means of postage-due stamps and report made to the Third Assistant Postmaster General, Division of Registered Mails.

Parcels inadvertently registered. inad-registered.

16. Parcels addressed to foreign countries may be registered, but can not be sent as insured mail.

Registered but not insured when to foreign countries.

17. All irregularities in respect to the preparation, dispatch, and handling of insured fourth-class mail shall be reported to the Third Assistant Postmaster General.

Reports of irregularities.

See sec. 487 regarding reports to Chief Inspector.

II.—COLLECT-ON-DELIVERY SERVICE.

Sec. 439. The sender of a mailable parcel of fourth-class matter on which the postage is fully prepaid may have the price of the article and the charges thereon collected from the addressee on payment of a fee of 10 cents in postage stamps affixed, provided the amount to be collected does not exceed \$100. Such a parcel will be insured against loss, without additional charge, in an amount equivalent to its actual value, but not to exceed \$50.

Collection of price and charges from addressee.

—fee for.

—amount not to exceed \$100.

2. The sender of a collect-on-delivery (C. O. D.) parcel shall be given a receipt showing the office and date of mailing, the number of the parcel, and the amount due him.

—sender to be given receipt.

3. C. O. D. parcels shall be accepted for mailing only at a money-order office and when addressed to a money-order office. Money-order offices are designated in the parcel-post guide by an asterisk (*) or a dagger (†). The postmaster at the mailing office will be held responsible for the postage required for the return of a parcel addressed to a nonmoney-order office.

C. O. D. parcel. —accepted for delivery only at money-order offices.

4. If a C. O. D. parcel is received at a non-money-order office, the postmaster shall notify the office of mailing of the amount of postage required for its return. The postmaster at the office of mailing shall ascertain from the sender whether he desires the parcel returned or delivered without collection of the charges. If the sender notifies him in writing that the parcel may be delivered without

—treatment when sent to non-money-order office.

collecting the charges, he shall attach the order to the office coupon and notify the postmaster at the office of address to that effect. If no reply is received from the mailing office, the parcel shall be treated as provided in sections 637 and 638.

—C. O. D. tag, indicia on.

5. The C. O. D. tag shall show the amount due the sender, the money-order fee necessary to make the remittance, and the total amount to be collected. It shall be securely attached to the parcel, which shall be numbered to correspond with the tag, stamped C. O. D., and the charges to be collected plainly written thereon. The parcel shall be treated as ordinary mail until it reaches the office of address, where, on payment of all charges, it shall be delivered to the addressee or, unless otherwise directed by the addressee, to the person, firm, or corporation in whose care it is addressed, or to any responsible person to whom the addressee's ordinary mail is customarily delivered. A receipt for the parcel shall be obtained on the tag attached thereto. (See par. 4, sec. 488.)

—delivery of parcels.

—receipt required.

—C. O. D. parcels without tags.

6. When a C. O. D. parcel is received without the tag attached, the charges shown on the parcel shall be collected and the prescribed receipt obtained from the addressee.

—employees to receive for all parcels.

7. An employee shall receipt for the total number of parcels given him for delivery. This receipt shall be surrendered to him either on the return of the parcels or the receipted tags and the total amount to be collected.

—amount due sender to be remitted by money order.

8. The receipted tag shall be considered as the addressee's application for a money order for the amount due the sender. A money order shall then be issued, stamped C. O. D., and mailed to the sender in a penalty envelope by the postmaster, who shall enter on the tag the number of the money order, the amount and date of issue, and file it with other money-order applications. No return receipt shall be furnished the sender, as the money order serves that purpose.

—parcel may not be examined by addressee.

9. The addressee shall not be permitted to examine the contents of a C. O. D. parcel until it has been receipted for and all charges paid. A parcel may be refused when it is tendered for delivery, but after delivery has been effected it can not be returned on account of dissatisfaction with the contents or the amount collected.

10. A parcel may be forwarded, in accordance with section 595, without the payment of an additional C. O. D. fee. When so forwarded, a duplicate receipt tag shall be filed showing the office to which it is forwarded.

11. The records of C. O. D. parcels shall be preserved at the mailing office for one year and at the delivery office for three years.

12. The department will not be responsible for errors made by senders in stating the collection charges or for any misunderstanding between senders and addressees regarding the character or contents of parcels.

13. Undeliverable C. O. D. parcels containing perishable matter shall be treated as provided in section 636.

CHAPTER 3.

FREE MATTER IN THE MAILS.

I.—MATTER TO BE FRANKED.

Sec. 490. 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.

2. Resident Commissioners to the United States (elected by the Philippine Legislature) shall * * * be allowed * * * the franking privilege now enjoyed by Members of the House of Representatives.

See secs. 433 and 434, as to free county publications of the second class; secs. 517 and 518, as to free matter in foreign mails.

Sec. 491. 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.

2. 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, 1904, Apr. 23, ch. 1759; 33 Stat., 441.
1895, Jan. 12, ch. 23, § 35; 28 Stat., 622.

Sec. 492. 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 four ounces in weight, upon official or departmental business (until the first day of December following the expiration of their respective terms of office).

Letters exceeding 4 ounces in weight to Government officials.

2. Letters which exceed 4 ounces in weight to be entitled to free transmission shall in every case be addressed, upon official business, to a Government official, whose title shall 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 officials.

3. When letters to other than Government officials, weighing over 4 ounces, are mailed without postage thereon, they shall be held for postage and treated in accordance with the provisions of section 545.

Name of person franking to appear on envelope.

4. The name of the Senator, Representative, or Delegate, written or impressed, shall appear on the envelope of the letter, in connection with the initials of his office, and be preceded by the word "Free."

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 Chief Inspector. 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 secs. 490 and 491, relating to the franking of public documents, the Congressional Record, and seeds.

Special grants of franking privilege.

Lucretia R. Garfield, 1881, Dec. 20, ch. 1; 22 Stat., 1.
Frances F. Cleveland, Mary Lord Harrison, 1909, Feb. 1, ch. 55; 35 Stat., 591.

Sec. 493. All mail matter carried by post to Lucretia R. Garfield, widow of the late James A. Garfield, or sent by her, under her written autograph signature, will be conveyed free of postage during her natural life.

2. All mail matter sent by the post by Frances F. Cleveland, widow of the late Grover Cleveland, under her written autograph signature, and by Mary Lord Harrison, widow of the late Benjamin Harrison, under her written autograph signature, will be conveyed free of postage during the natural life of each, respectively.

Use of franking privilege. What matter may be franked.

Sec. 494. No matter shall be admitted to the mails under an authorized frank unless admissible as ordinary mail matter.

2. To entitle matter to free carriage, it should bear the word "Free" and the signature, either written or printed facsimile, of the person entitled to frank it, together with his official designation, if any, on the address side of the package, except in case of matter addressed to the persons named in the preceding section.

Name and designation of person franking matter to be affixed.

—except when.

3. All franked matter shall be forwarded like any other, but when once delivered to the addressee may not be remailed unless properly franked again. A bulk package of franked articles may be sent by a person entitled to the franking privilege, to one addressee, who, on receiving and opening the package, may, on behalf of such person, place addresses on the franked articles and remail them for carriage and delivery to the respective addresses.

Franked matter may be forwarded, but not remailed without re-franking. Bulk packages of franked matter.

NOTE.—This section relates to matter entitled to free carriage under secs. 490 and 491; see secs. 517 and 518, as to franked matter in foreign mails.

Notes.

Sec. 495. It shall be unlawful for any person entitled under the law to the use of a frank to lend said frank or permit its use by any committee, organization, or association, or permit its use by any person for the benefit or use of any committee, organization, or association: *Provided*, That this provision shall not apply to any committee composed of Members of Congress.

Prohibition against loan, etc., of frank. 1906, June 26, ch. 3545; 34 Stat., 477.

2. Whoever shall make use of any official envelope, label, or indorsement authorized by law, to avoid the payment of postage or registry fee on his private letter, packet, package, or other matter in the mail, shall be fined not more than three hundred dollars.

Use on private matter prohibited. 1909, Mar. 4, ch. 321, § 227; 35 Stat., 1134. Penalty.

II.—OFFICIAL MATTER.

Sec. 496. It shall be lawful (for all officers of the United States Government, not including members of Congress, and for the Smithsonian Institution, the National Home for Disabled Volunteer Soldiers, and the Pan American Union, formerly 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 union): *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).

Official or penalty envelopes. 1877, Mar. 3, ch. 103, § 5; 19 Stat., 335.

—use of, who entitled to. 1884, July 5, ch. 234, § 3; 23 Stat., 150.

1886, July 2, ch. 611; 24 Stat., 122. 1894, Aug. 18, ch. 301; 28 Stat., 372.

1897, Feb. 20, ch. 268; 29 Stat., 530.

—indorsements on.

2. Official correspondence of the superintendent of documents * * * shall be entitled to free transmission by mail (under the penalty clause).

1895; Jan. 12, ch. 23, § 65; 28 Stat., 611.

1895, Jan. 12, ch. 23, § 74; 28 Stat., 620. 3. Official correspondence concerning the (Congressional) Directory may be had in penalty envelopes under the direction of the Joint Committee (on Printing).

1908, May 23, ch. 208; 35 Stat., 420. * * * 4. The Secretary of the Interior shall furnish free to all pensioners * * * penalty envelopes, properly addressed, to be used by said pensioners only for the return of their pension vouchers.

—return may be used, when. 1884, July 5, ch. 234, § 3; 23 Stat., 155. 5. * * * 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: * * *

—not to be used by officers receiving allowances for postage. Id. 6. * * * This act shall not extend or apply to * * * officers who receive a fixed allowance as compensation for their services, including expenses of postage. * * *

Fraudulent use of official envelopes. —penalty. 1909, Mar. 4, ch. 321, § 227; 35 Stat., 1134. Note. 7. Whoever shall make use of any official envelope, label, or indorsement authorized by law, to avoid the payment of postage or registry fee on his private letter, packet, package, or other matter in the mail, shall be fined not more than three hundred dollars.

NOTE.—The parts of the above section in parentheses 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. 586, as to delivery of part-paid matter to executive departments at Washington; secs. 517 and 518, as to free matter in foreign mails; sec. 878, as to registration of official matter.

Public documents. 1896, Jan. 12, ch. 23, § 73; 28 Stat., 620. —compliments not permissible on. Sec. 497. No report, document, or publication of any kind distributed by or from an executive department or bureau of the Government shall contain any notice that the same is sent with "the compliments" of an officer of the Government, or with any special notice that it is so sent, except that notice that it has been sent, with a request for an acknowledgment of its receipt, may be given.

Census mail matter. 1909, July 2, ch. 2, § 29; 36 Stat., 10. —transmitted free. Sec. 498. All mail matter, of whatever class, relating to the census and addressed to the Census Office, or to any official thereof, and indorsed "Official business, 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.

Penalty for use of indorsement for evasion of postage. Note. NOTE.—The omitted parts as shown by stars relate to registered matter, and are comprised in sec. 878.

Penalty privilege. Limited to strictly mail matter. 1906, June 26, ch. 3546; 34 Stat., 477. Sec. 499. No article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps, shall be admitted to the mails under a penalty privilege unless such article, package, or other matter, except postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps, would be entitled to admission to the mails under laws requiring payment of postage.

Use of penalty envelopes and labels. —restrictions in. Sec. 500. Persons not officers writing to the executive departments or to officers of the United States concern-

ing the business of the writers with the Government may not use the penalty envelope to transmit their correspondence. Officers authorized to use such envelopes shall not furnish them for use to contractors with the Government or to enable private persons or concerns to send free reports, etc., which they are required by law to make.

2. Officers desiring official information from or through persons not officers may 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.

Return penalty envelopes, etc., to be addressed before sending out.

3. The right of an officer of the United States to use the penalty envelope ceases immediately upon his going out of office; and he may 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 Government.

Officer not entitled to penalty envelope after resignation, except.

4. Postmasters shall 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 Third Assistant Postmaster General, Division of Classification.

Matter in official envelope, etc., not to be stopped on suspicion.

See secs. 517 and 518, as to free matter in foreign mails.

Sec. 501. Special official postage stamps, stamped envelopes, and postal cards shall be used in lieu of penalty envelopes in the transmittal of free mail pertaining to the administration of the Postal Savings System. (See sec. 122.)

Postal Savings System.

2. Matter pertaining to the business of the Postal Savings System mailed by the Post Office Department, or by direction of the Post Office Department, shall be classified and treated in the mails in all respects as matter

—treatment of mail of.

of corresponding character mailed by the public, except that the postage thereon and registry fee, if any, shall be prepaid with the special stamps prepared for the Postal Savings System, and, should such matter reach its destination insufficiently prepaid or be required to be forwarded or returned to writer, the postmaster shall deliver, forward, or return such mail without collecting the deficiency in either postage or registry fee, and immediately report the amount of deficiency to the Third Assistant Postmaster General, Division of Postal Savings.

III.—REPORTS AND BULLETINS OF AGRICULTURAL COLLEGES AND EXPERIMENT STATIONS.

Sec. 502. 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 Stat., 503.
 1890, Aug. 30, ch. 841, § 3; 26 Stat., 417.
 See 1866, July 23, ch. 209; 14 Stat., 208.
 —free when transmitted to other such colleges, etc.

Note. NOTE.—The matter in parentheses in connection with the text shows the present law, though the exact words of the statutes are not given.

—how mailed. 2. Postmasters at offices where colleges are established under the provisions of the act of July 2, 1862, shall 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.

Sec. 503. 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

Bulletins and reports of certain agricultural experiment stations.
 1887, Mar. 2, ch. 314, § 4; 24 Stat., 440.
 1862, July 2, ch. 130, § 5; 12 Stat., 503.
 See 1866, July 23, ch. 209; 14 Stat., 208.

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. —may be sent free.

NOTE.—The matter in parentheses 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 parentheses is an amplification thereof. Note.

Sec. 504. An agricultural experiment station which claims the privilege of transmitting free through the mails, under the provisions of the preceding section, bulletins, reports of progress, or annual reports, should make application to the Third Assistant Postmaster General, Division of Classification, through the postmaster at the office where such station is located, stating the date of the establishment of the station, its proper name 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 acts of Congress referred to in the preceding section, 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 should be signed by the officer in charge of the station. Transmission in the mails of bulletins and reports of agricultural experiment stations. —application for authority, how made.

2. If such privilege is allowed, the postmaster will be instructed to admit such bulletins and reports to the mails free of postage. Admission of bulletins and reports.

3. Only such bulletins or reports as shall have been issued after an experiment station became entitled to the privileges of the preceding section may be transmitted free; and they may be inclosed in envelopes or wrappers, sealed or unsealed. On the exterior of every envelope, wrapper, or package shall 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 notify the mail- —restrictions. Manner of wrapping, addressing, and mailing.

ing 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 may 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 may 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. 518, as to sending annual reports to certain foreign countries.

IV.—PUBLICATIONS FOR COPYRIGHT.

Copyright of works of an author, photographic print, etc.

1909, Mar. 4, ch. 320, § 11; 35 Stat., 1678.

Sec. 505. Copyright may * * * be had of the works of an author of which copies are not reproduced for sale, by the deposit, with claim of copyright, of one complete copy of such work if it be a lecture or similar production or a dramatic or musical composition; of a photographic print if the work be a photograph; or of a photograph or other identifying reproduction thereof if it be a work of art or a plastic work or drawing. * * *

2. * * * After copyright has been secured by publication of the work with the notice of copyright as provided in section nine of this act, there shall be * * * deposited in the Copyright Office or in the mail addressed to the Register of Copyrights, Washington, District of Columbia, two complete copies of the best edition thereof

then published, which copies, if the work be a book or periodical, shall have been produced in accordance with the manufacturing provisions specified in section fifteen (see note) of this act; or if such work be a contribution to a periodical, for which contribution special registration is requested, one copy of the issue or issues containing such contribution; or if the work is not reproduced in copies for sale, there shall be deposited the copy, print, photograph, or other identifying reproduction provided by section eleven of this act, such copies or copy, print, photograph, or other reproduction to be accompanied in each case by a claim of copyright. * * *

Copies to be sent Copyright Office. Id., § 12.

NOTE.—Sec. 15 of the act of Mar. 4, 1909, prescribes that books and periodicals entitled to copyright, except works in raised characters for the use of the blind or books of foreign origin in a language or languages other than English, shall be produced within the limits of the United States in respect of the following features:

Note.

—shall be produced in United States.

- (a) Setting of type.
- (b) Preparation of plates, including setting of type therefor.
- (c) Printing of text and illustrations, except where subjects represented are located in a foreign country and illustrate a scientific work or reproduce a work of art.
- (d) Binding.

3. * * * In the case of the book the copies so deposited shall be accompanied by an affidavit, under the official seal of any officer authorized to administer oaths within the United States, duly made by the person claiming copyright or by his duly authorized agent or representative residing in the United States, or by the printer who has printed the book. * * *

Affidavit to accompany. Id., § 16.

NOTE.—The "affidavit" above referred to should set forth that the text of the book deposited has been printed from type set or plates made in the United States, or produced by lithographic or photo-engraving process wholly performed therein; that the printing and binding were done therein; and also give the names of the places (establishments) where the printing and binding were performed, and the date of completion or publication of the book.

Note. What affidavit shall show.

4. * * * The postmaster to whom are delivered the articles deposited as provided in sections eleven and twelve of this act shall, if requested, give a receipt therefor and shall mail them to their destination without cost to the copyright claimant.

Postmaster to give receipt. Id., § 14.

5. A postmaster to whom are delivered with a claim for registration of copyright copies of a lecture or similar production, a dramatic or musical composition, a photographic print of a photograph, a photograph or other identifying reproduction of a work of art or a plastic work or drawing, a book (accompanied with the affidavit prescribed by par. 3) or a periodical publication, shall dispatch the same under a penalty envelope or label of his office to the Register of Copyrights, Washington, D. C.; and, when requested, shall give a receipt therefor on a form furnished by the sender.

Dispatch under penalty label.

6. Matter for copyright shall not be dispatched by registered mail without the prepayment of the registry

Registry fee.

fee. When so dispatched the sender is entitled to the usual registry receipt in addition to the receipt provided for in paragraph 5 of this section.

V.—READING MATTER FOR THE BLIND.

Books, pamphlets, etc., for the blind.
1904, Apr. 27, ch. 1612; 33 Stat., 313.
—requirements to be entitled to transmission.

Sec. 506. Books, pamphlets, and other reading matter in raised characters for the use of the blind, whether prepared by hand or printed, in single volumes not exceeding ten pounds in weight, or in packages not exceeding four pounds in weight, and containing no advertising or other matter whatever, unsealed, and when sent by public institutions for the blind, or by any public libraries, as a loan to blind readers, or when returned by the latter to such institutions or public libraries, shall be transmitted in the United States mails free of postage, and under such regulations as the Postmaster General may prescribe.

—shall not contain advertising or other matter.

2. Reading matter in raised characters for the use of the blind, to be entitled to transmission in the mails free of postage, shall not contain any advertising matter, and shall in every case be sent by or returned to a public library or public institution for the blind.

—shall be sent by or returned to public library or institution for blind.

3. When mailed by a public library or public institution for the blind, the matter shall be sent as a loan to a blind reader. When mailed for return to a public library or public institution for the blind, the sender shall be a blind reader.

—shall be sent as a loan and returned by blind reader.

—how wrapped.

4. The matter should be wrapped so that it may be easily examined.

—superscription.

5. On the upper left corner of the envelope or wrapper containing the matter the name and address of the sender should appear, and on the upper right corner the word "Free" over the words "Reading matter for the blind."

Note.

NOTE.—Letters written in point print or raised characters used by the blind are not included in the reading matter entitled, under the provisions of this section, to free transmission in the mails. (See sec. 451.)

Publications for the blind.
—when may be mailed free by publishers.
1912, Aug. 24, 37 Stat., 551.

6. Magazines, periodicals, and other regularly issued publications in raised characters for the use of the blind, whether prepared by hand or printed, which contain no advertisements and for which no subscription fee is charged, shall be transmitted in the United States mails free of postage and under such regulations as the Postmaster General may prescribe.

—mailed free by publishers.

(a) Before a publication may be mailed free of postage, under the provisions of the above paragraph, it shall be formally entered as free matter at the post office at which the publisher desires to mail it. To obtain such entry the publisher shall file with the local postmaster a written application therefor, accompanied with a copy of the pub-

Application for privilege.

lication. The application should show: (a) The name of the publication; (b) the periods of its issue; (c) whether it contains advertisements; (d) whether a subscription fee is charged. Upon receipt of such application the postmaster shall forward it, together with a copy of the publication, to the Third Assistant Postmaster General, Division of Classification. Pending consideration of the application by the department, the postmaster shall accept the publication for mailing under a deposit of money to cover the postage at the rate which otherwise would be chargeable. If the publication be admitted as free matter, the deposit shall be returned to the publisher; otherwise it shall be converted into ordinary postage stamps and sent to the Third Assistant Postmaster General in the manner prescribed by section 422.

Conditional acceptance under deposits to cover postage.

(b) On the first page of a publication formally entered as free matter should be printed, in ordinary type, the following: (a) Name of publication; (b) place where published; (c) date of issue; (d) frequency of issue; (e) the words "Entered ----- at the post office at ----- as free matter, under the act of August 24, 1912."

Indicia in publications.

CHAPTER 4.

FOREIGN MAIL MATTER—CLASSIFICATION AND RATES OF POSTAGE.

I.—POSTAL CONVENTIONS.

Sec. 507. 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.

Postal conventions with foreign countries. R. S., § 393. —to be negotiated by the Postmaster General.

NOTE.—The limit of weight of domestic mail matter (sec. 462) does not apply to conventions executed under the authority of this statute. See secs. 509 to 514, as to rates of postage.

Note.

Sec. 508. 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.

Publication of postal conventions. R. S., § 399.

2. The Postmaster General shall transmit a copy of every postal convention to the Secretary of State for the purpose of being printed, and

—copy to Secretary of State. R. S., § 3804.

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.

II.—EXCHANGE OF MAILS WITH FOREIGN COUNTRIES.

Exchange of mails, how governed.

Sec. 509. The exchange of mails between the United States and foreign countries generally is governed by the Universal Postal Convention.

Object of Postal Convention.

Sec. 510. The Universal Postal 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 exchange of mails to be made.

Classification of mail matter in international mails.

Sec. 511. Mail matter in Postal Union mails is classified as follows:

- (a) Letters.
- (b) Post or postal cards, and post or postal cards with paid reply.
- (c) Commercial papers.
- (d) Printed matter.
- (e) Samples of merchandise.

Post cards.

2. Post cards must bear on the face the heading "Carte postale" in French or the equivalent of that heading in another language. This heading is, however, not obligatory for single post cards issued by private establishments.

—dimensions.

(a) The dimensions of the cards must not exceed $5\frac{9}{16}$ inches in length and $3\frac{9}{16}$ inches in width, nor be less than 4 inches in length and $2\frac{3}{4}$ inches in width. Post cards must be sent uninclosed; that is to say, without wrapper or envelope.

(b) Post cards must be manufactured of cardboard or ^{—material.} of paper of such consistency as not to hinder manipulation.

(c) The postage stamps must, as far as possible, be ^{—other conditions applicable thereto.} affixed to the upper right corner of the face. The address of the recipient as well as indications relating to the postal service (registered, advice of delivery, etc.) must likewise appear on the face, of which the right half at least is reserved for these indications. The sender may dispose of the back and of the left half of the face, subject to the stipulations of the following paragraph.

(d) With the exception of stamps for prepayment the public is forbidden to join or attach to post cards any objects, except that the name and address of the recipient, as well as the name and address of the sender, may appear on gummed labels not exceeding 2 inches by $\frac{3}{4}$ of an inch in size. It is likewise permitted to affix on the back and on the left half of the face illustrations or photographs on very thin paper, provided that they adhere completely to the card.

(e) Post cards with reply paid must bear on the face in ^{Post cards with paid reply.} French, as heading on the first half, "Carte postale avec réponse payée"; on the second half, "Carte postale-réponse." Each of the two halves must, moreover, fulfill the other conditions laid down for single post cards; one half is doubled over the other, and they must not be closed in any manner whatsoever. The sender of a post card with reply paid may indicate his name and address on the face of the "Reply" half, either in writing or by affixing a label. The prepayment of the "Reply" half by means of the postage stamp of the country which has issued the card is valid only if the two halves of the reply paid post card were attached to one another when received from the country of origin, and if the "Reply" half is dispatched from the country where it has been received by post to the said country of origin. If these conditions are not fulfilled, it is treated as an unpaid post card. ^{—to be treated as letters, when.} Post cards which do not conform to the foregoing conditions are required to be treated as letters.

3. Commercial papers include all papers and documents, ^{Commercial papers.—include what.} whether writings or drawings, produced wholly or partly by hand, not having the character of an actual and per-

sonal correspondence, such as open letters and post cards of ancient date which have already fulfilled their original purpose, papers of legal procedure, deeds of all kinds drawn up by public functionaries, waybills or bills of lading, invoices, the various documents of insurance companies, copies of or extracts from acts under private signature written on stamped or unstamped paper, musical scores or sheets of music in manuscript, the manuscripts of works or of newspapers forwarded separately, pupils' exercises in original or with corrections, but without any comment on the work, etc. Commercial papers must be placed under band or in an open envelope. The maximum weight of commercial papers is 4 pounds 6 ounces, and the maximum size 18 inches, except when put up in rolls the dimensions of which do not exceed 30 inches in length and 4 inches in diameter.

—dimensions, weight, etc.

Samples of merchandise.

4. Samples of merchandise must conform to the following conditions:

—dimensions, weight, and other conditions applicable thereto.

(a) Packages of samples of merchandise must be placed in bags, boxes, or removable envelopes in such a manner as to admit of easy inspection. 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. Such packages must not exceed 12 ounces in weight or 12 inches in length, 8 inches in breadth, and 4 inches in depth; except that when in the form of a roll such packages may measure not to exceed 12 inches in length and 6 inches in diameter.

Special requirements for certain kinds of articles.

(b) Articles of glass, packets containing liquids, oils, fatty substances, dry powders, whether dyes or not, as well as packets of live bees, are admitted to the mails as samples of merchandise, provided that they are packed in the following manner:

—glass.

Articles of glass must be securely packed (boxes of metal or of wood) in a way to prevent all danger to the correspondence and postal officers.

—liquids, oils, etc.

Liquids, oils, and substances easily liquefied must be inclosed in glass bottles hermetically sealed. Each bottle must be placed in a wooden box furnished with saw-

dust, cotton, or spongy material in sufficient quantity to absorb the liquid in the event of the bottle becoming broken. Finally, the box itself must be inclosed in a case of metal, of wood with a screw top, or of strong and thick leather. When perforated wooden blocks are used having a thickness of at least one-tenth of an inch in the thinnest part, sufficiently provided inside with absorbent material and supplied with a lid, it is not necessary that the blocks shall be inclosed in a second case.

Fatty substances which are not easily liquefied, such as ointments, soft soap, resin, etc., the transmission of which offers less inconvenience, must be inclosed in an inner cover (box, bag of linen or parchment, etc.), which must itself be placed in a second box of wood, metal, or strong and thick leather.

Dry coloring powders must be placed in bags of leather, rubber-dressed linen, or oiled paper of stout substance, and dry powders, not dyes, in boxes of metal, wood, or cardboard. These bags or boxes are themselves inclosed in a bag of linen or parchment.

Live bees must be inclosed in boxes so constructed as to avoid all danger and to allow the contents to be ascertained.

(c) Transmission at the sample rate is likewise accorded to keys sent singly, fresh cut flowers, articles of natural history (dried or preserved animals and plants, geological specimens, etc.), tubes of serum and pathological objects rendered innocuous by their mode of preparation and packing. Such articles must not be sent for a commercial purpose, and the packing must be in accordance with the general regulations concerning samples of merchandise.

5. Printed matter includes newspapers and periodical works, books, stitched or bound, pamphlets, sheets of music, visiting cards, address cards, proofs of printing with or without the manuscripts relating thereto, papers impressed with points or with characters in relief for the use of the blind, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, announcements and notices of various kinds, printed, engraved, lithographed, or autographed, and, in general, all impressions or copies obtained upon paper, parchment, or cardboard by means

of printing, engraving, lithography, autography, or any other mechanical process easy to recognize, except the copying press and the typewriter; also, reproductions of a manuscript or typewritten original when they are obtained by a mechanical process of polygraphy (chromography, etc.); but in order to pass at the reduced postage these reproductions must be brought to the post-office counter to the number of at least 20 copies, precisely identical. Printed papers which bear any marks whatever capable of constituting a conventional language or those of which the text has been modified after printing, except as stated in the paragraphs following, can not be sent at the reduced rate applicable to printed matter.

It is permissible—

—reproductions.
—kind of prints excluded.
—permissible manuscript additions to prints.

(a) To indicate on the outside of the missive the name, commercial style, the profession, and the address of the sender.

(b) To add in manuscript, on printed visiting cards and also on Christmas and New Year cards, the address of the sender, his title, as well as good wishes, congratulations, thanks, condolences, or other formulas of courtesy, expressed in five words at most, or by means of conventional initials (p. f., etc.).

(c) To indicate or to alter in a printed paper, in manuscript or by a mechanical process, the date of dispatch, the signature, or the commercial style, and the profession, as well as the address of the sender and of the addressee.

(d) To inclose the "copy" with corrected proofs and to make in those proofs alterations and additions which relate to accuracy, form, and printing (in case of want of space these additions may be made on separate sheets).

(e) To correct also errors in printing in printed documents other than proofs.

(f) To erase certain parts of a printed text.

(g) To make prominent by means of marks and to underline words or passages of the text to which it is desired to draw attention.

(h) To insert or correct in manuscript or by a mechanical process figures in prices current, tenders for advertisements, stock and share lists, trade circulars and prospectuses, as well as the traveler's name and the date

and place of his intended visit, in travelers' announcements.

(i) To indicate in manuscript, in advices of the departures and arrivals of ships, the dates of those departures and arrivals, as well as the names of the ships.

(j) To indicate in manuscript in advices of the dispatch of goods the date of those dispatches.

(k) To indicate in cards of invitation and notices of meetings the name of the person invited, the date, the object, and the place of the gathering.

(l) To add a dedication on books, sheets of music, newspapers, photographs, and engravings, as well as to inclose the relative invoice.

(m) In forms of order or subscription for library works, books, newspapers, engravings, pieces of music, to indicate in manuscript the works required or offered, and to erase or underline the whole or part of the printed communications.

(n) To paint fashion plates, maps, etc.

(o) To add, in manuscript or by a mechanical process, to cuttings from newspapers and periodical publications the title, date, number, and address of the publication from which the article is extracted.

6. Printed matter must be either placed in wrappers, upon rollers, between boards, in cases open at both sides or at both ends, or in unclosed envelopes, or be simply folded in such a manner as not to conceal the nature of the packet, or, lastly, tied with a string easy to unfasten. The maximum weight for packages of printed matter is 4 pounds 6 ounces, and the maximum size is 18 inches in any one direction, except that rolls of prints which do not exceed 30 inches in length and 4 inches in diameter are admissible to the mails.

—dimensions,
weight, and other
conditions appli-
cable thereto.

7. Address cards and all printed matter of the form and substance of an unfolded card may be forwarded without wrapper, envelope, fastening, or fold. Cards bearing the inscription "Post card" or the equivalent of this inscription in any language are allowed to pass at the rate for printed matter, provided that they conform to the general conditions prescribed in the present section for this category of articles. Those which do not fulfill these conditions are regarded as post cards and treated accordingly.

—printed cards.

Composite packages.

8. Samples of merchandise, printed matter, and commercial papers may be sent in one and the same package, subject to the following conditions:

—conditions applicable thereto.

(a) Each class of articles taken singly must not exceed the limits which are applicable to it as regards weight and size.

(b) The total weight of the package must not exceed 4 pounds 6 ounces.

(c) The minimum charge shall be 5 cents if the package contains commercial papers, and 2 cents if it consists only of printed matter and samples.

Commercial papers, samples, and prints must not contain what.

9. Packages of commercial papers, samples of merchandise, and printed matter must not contain any letter or manuscript note having the character of an actual and personal correspondence, and must be put up in such a manner as to admit of easy examination or inspection.

—must be put up how.

Postage rates.

10. The postage rates and conditions applicable to each of the above-mentioned classes of mail matter are prescribed by the Universal Postal Convention. Said rates, in so far as matter mailed in the United States is concerned, are as follows: Letters, 5 cents for the first ounce or fraction thereof and 3 cents for each additional ounce or fraction thereof; post or postal cards, 2 cents each for single cards and 4 cents each for cards with paid reply; commercial papers, 5 cents for the first weight of 10 ounces or less and 1 cent for each 2 ounces or fraction thereof in addition to the first 10 ounces; printed matter, 1 cent for each 2 ounces or fraction of 2 ounces; samples of merchandise, 2 cents for the first weight of 4 ounces or less and 1 cent for each 2 ounces or fraction thereof in addition to the first 4 ounces.

See secs. 514, 515, and 516 for exceptions.

See Postal Guide for further details respecting classification, postage rates, etc.

Prepayment, etc.

11. Letters and post or postal cards shall be dispatched whether or not any postage is prepaid thereon; other articles shall not be dispatched unless prepaid at least in part; and in all cases of insufficient prepayment double the amount of the deficiency shall be collected of the addressee.

Postage stamps, kind required.

12. Postage can be prepaid only by means of postage stamps of the country in which the articles are mailed. Articles (other than the reply half of double post or postal cards) mailed in one country addressed to another 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 shall be treated as if they had no postage stamps attached to them. This shall not apply to articles mailed at the United States postal agency at Shanghai, China, on which articles United States postage stamps shall be accepted for the prepayment of postage.

13. All mailable matter shall be reforwarded without charge within the limits of the Postal 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 shall not be reforwarded except upon payment of postage therefor anew.

Reforwarding.

14. If an unpaid or short-paid article is returned to the sender as undeliverable, the sender shall be required to pay the amount which would have been collected of the addressee if the article had been delivered.

Unpaid and short-paid matter returned to sender.

Sec. 512. 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 Postmaster General may collect the unpaid postage on letters from foreign countries in coin or its equivalent.

Rates of postage to foreign countries not in Postal Union. R. S., § 3912.

—may be reduced by Postmaster General.

NOTE.—The rates have been reduced; see sec. 511.

Note.

Sec. 513. 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 or 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 customhouse 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

Retaliatory postage on certain foreign matter.

R. S., § 4015. —may be imposed, when.

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.

See sec. 1466, as to letters brought to United States on foreign vessels.

Canada, Cuba, Mexico, Republic of Panama, Newfoundland, Great Britain and Ireland, and Germany, exceptional rates applicable.

Sec. 514. By virtue of special postal conventions or arrangements, United States domestic postage rates and conditions, except as specially provided to the contrary, apply to mail matter destined for Canada, Cuba, Mexico, and the Republic of Panama, and the rate of 2 cents an ounce applies to letters destined for Newfoundland and the United Kingdom of Great Britain and Ireland, and also to letters for Germany which are dispatched to Germany by sea direct.

For detailed information see Postal Guide.

Matter for Shanghai subject to United States domestic rates, etc.

Sec. 515. Mail matter addressed for delivery in the city of Shanghai, China, shall be subject to United States domestic postage rates, classification, and conditions.

Matter to and from United States war vessels.

Sec. 516. All mail matter originating in the United States for transmission to officers and members of the crews of United States war vessels stationed abroad, and all mail matter originating with officers and members of the crews of such vessels and destined for transmission to persons in the United States, shall be admitted to the sealed sacks forwarded to such vessels from post offices in the United States or from such vessels to such post offices and be subject to the United States classification conditions and rates of postage.

Yokohama.

2. All mail matter originating in the United States addressed to the officers and men of the United States Navy in the United States Naval Hospital at Yokohama shall be subject to the same conditions and rates of postage as articles mailed in the United States addressed to the officers and men on United States war vessels.

III.—FREE MATTER IN INTERNATIONAL MAILS.

Free matter, all countries.

Sec. 517. Under the Universal Postal Convention official correspondence relative to the postal service and exchanged between postal administrations, between those administrations and the International Bureau of the Universal Postal Union, and between post offices of the countries of the union, shall be transported in the mails free of charge.

Sec. 518. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be dispatched in the same manner to Canada, Cuba, Mexico, the Republic of Panama, and to the city of Shanghai, China.

Free matter, certain countries only.

2. 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 490, 491, and 492, may also be sent free in the same manner to Canada, Cuba, Mexico, the Republic of Panama, and the city of Shanghai, China, but to no other place.

Franked matter.

3. Bulletins and annual reports of agricultural experiment stations may be sent free to Canada, Cuba, Mexico, the Republic of Panama, and the city of Shanghai, China. (See sec. 504.)

Bulletins and reports of agricultural colleges.

4. Mail matter originating at the Pan American Union, formerly the Bureau of American Republics, bearing the card of the union and weighing not over 4 pounds 6 ounces (2 kilograms), the limit of weight prescribed for packages of "prints" by the Universal Postal Convention, shall be admitted to the mails free of postage when addressed to the countries forming the Pan American Union.

Pan American Union.

IV.—UNMAILABLE MATTER.

Sec. 519. The following articles are prohibited transmission in the regular mails exchanged between the United States and foreign countries:

Unmailable matter, what it includes.

(a) All articles, not prepaid, at least in part, except letters and post cards.

—short-paid matter.

(b) Printed matter, commercial papers, and samples of merchandise, containing any letter or manuscript note having the character of an actual and personal correspondence.

—inclosure of first class.

(c) Printed matter, commercial papers, and samples of merchandise not made up in packets in such manner as to admit of their being easily examined, or not conforming to the prescribed conditions for such matter.

—not easily examined.

(d) Samples of merchandise having a merchantable value, or exceeding the prescribed weight or size.

—over weight or size.

(e) Packets of commercial papers and prints exceeding the prescribed weight or size.

- likely to damage mails. (f) All articles of a nature likely to soil or injure the mails, or the persons handling them.
- coin. (g) Letters or packets containing current coin.
- precious articles. (h) Gold or silver bullion, precious stones, jewelry, or other precious articles to or through the mails of any country whose laws prohibit their being placed in the mails or forwarded.
- inadmissible to some countries. (i) See Postal Guide for articles prohibited admission to the mails for some countries, and not for others.

See sec. 659, as to undeliverable articles of foreign origin, and sec. 479, as to unmailable matter in domestic mails.

- not properly wrapped. 2. All articles which are not wrapped or inclosed as required by these regulations; all publications which
- copyright laws. violate the copyright laws of the country of destination; packets which exceed 4 pounds 6 ounces in weight;
- injurious and decomposable matter. liquids, poisons, explosives 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, and substances which exhale a bad odor are unmailable.

- all articles inadmissible to domestic mails. 3. 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, shall not be admitted to the foreign mails (see sec. 474), and the statutes forbidding the transmission in the mails of obscene matter, or articles for indecent or immoral purposes (see sec. 480), of matter which contains on the outside cover or wrapper or postal cards bearing scurrilous or defamatory words or language, etc. (see sec. 481), of matter relating to lotteries or similar enterprises, including newspapers, etc., containing advertisements of lotteries, etc. (see sec. 482), and of matter relating to schemes to defraud (see secs. 479 and 482), apply also to such matter in the foreign mails; but where such matter is merely in transit across the territory of the United States, postal employees shall not interfere with it.
- obscene.
- lottery.

See sec. 650, as to treatment of obscene, scurrilous, lottery, and fraudulent matter at mailing office; sec. 593, at delivery offices, and sec. 653, at exchange offices; sec. 1708, as to importation of lottery and obscene matter; sec. 1709, as to penalty for officers aiding in importation of obscene matter; sec. 1710, as to penalty for importation of obscene or lottery matter.

V.—PAYMENT OF POSTAGE BY CONSULS.

Sec. 520. 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 letters, and repaid to said consul, or credited on his account at the State Department.

Consuls may pay foreign postage in certain cases on matter for United States detained at foreign ports for want of postage. R. S., § 4014.

VI.—INTERNATIONAL PARCEL-POST SERVICE.

Sec. 521. Packages of mailable merchandise may be sent by parcel post to the countries with which the United States has parcel-post conventions, subject to the conditions and rates of postage prescribed in said conventions.

Parcel post with certain foreign countries.

2. Parcels shall not exceed 3½ feet in greatest length nor 6 feet in greatest length and girth combined, except that parcels to Colombia and Mexico shall not exceed 2 feet in greatest length nor 4 feet in greatest girth. Parcels not exceeding 11 pounds in weight may be sent to all countries with which the United States has parcel-post conventions, except that to certain post offices in Mexico (see Postal Guide) the limit of weight for parcels is 4 pounds 6 ounces.

Size and weight of parcels.

3. Postage at the rate of 12 cents for each pound or fraction of a pound shall be fully prepaid. The registration fee, or fee for a "return receipt," if any, shall also be prepaid.

Prepayment of postage, etc.

4. A parcel shall not be posted in a letter box, but must be taken into a post office or branch post-office or station, or such contract station as the postmaster may designate.

Parcel-post packages must not be mailed in a letter box.

5. The delivery fee prescribed by the parcel-post convention concerned shall be collected on the delivery of each parcel received from a foreign country, whether delivery is made at the post office or at the residence of the addressee, and postage-due stamps to the amount of the proper charge on the parcel shall be affixed thereto and canceled before delivery. (See sec. 587.)

Delivery fee must be collected.

See Postal Guide for list of countries with which there is parcel-post service, and detailed information respecting such service.

CHAPTER 5.

TREATMENT AND PROTECTION OF DOMESTIC MAIL
MATTER IN POST OFFICES.

Privacy of
matter under
seal.

Sec. 522. No person in the postal service, except those employed for that purpose in the Division of Dead Letters, shall break, or permit to be broken, the seal of any letter or other matter while in the custody of the postal service. Neither postmasters, inspectors, employees of the Post Office Department, nor officers of the law, without legal warrant therefor, have authority to open under any pretext a sealed letter while in the mails, not even though it may contain improper or criminal matter, or furnish evidence for the conviction of offenders. (See sec. 484.)

Sealed matter
not to be opened,
except on war-
rant.

2. The seal of letters or packages suspected to contain unmailable matter shall not be broken to ascertain that fact.

Sealed letters,
etc., not to be
opened.

Unsealed mat-
ter may be exam-
ined when sus-
pected to contain
unmailable mat-
ter.

3. Postal 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. 1702, as to penalty for improperly detaining, opening, or destroying letters; sec. 1704, as to penalty for intercepting or secreting letter; secs. 480 to 486, 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.

Information
not to be given.

Sec. 523. Postmasters and others in the postal service shall not give to unauthorized persons information concerning mail matter. They shall furnish such information to post-office inspectors, and may furnish it also to the addressee of mail matter or his agent, and, in the case of registered mail, to the sender or his agent, and they may give to officers of the law to aid in the apprehension of fugitives from justice information regarding the addresses, return cards, or postmarks on mail matter, but must not withhold such mail from delivery to the addressees. Information concerning money orders shall not be given to any person except the remitter or payee or the agent of either or to a representative of the Post Office Department, or under special instructions from the department.

—except to officer
of law, etc.

2. On written request, postmasters at offices of address ^{—to State officers.} may furnish a State officer of any State having a law regarding the inspection of nursery stock coming into the State the names of persons to whom are addressed parcels of nursery stock received from any point without the State, marked as provided in section 478; but there shall be no delay in the delivery of such nursery stock to the addressees.

3. Complete or partial lists of names of patrons shall ^{List of names. —correction of.} not be furnished by postmasters, post-office employees, or members of their families, but lists sent to postmasters may be corrected by the crossing off of the names of persons to whom mail can not be delivered or forwarded, and the lists shall be returned, whether corrected or not, when postage stamps are sent for that purpose. New names or addresses shall not be added.

4. Postmasters shall acknowledge the receipt of letters ^{Letters of inquiry to be acknowledged.} of inquiry or request addressed to them in their official capacity, using the penalty envelope when postage is not furnished, and if the information asked for is such as it would be improper or impracticable to give, the reason for declining to do so should be stated.

5. A postmaster summoned as a witness shall obey the ^{Testimony by order of court.} summons and go into court, but shall refuse to testify in regard to mail matter or money orders, at the same time exhibiting this regulation. He shall then testify if so directed by the court.

See sec. 1284, as to postal savings.

Sec. 524. Postmasters shall not permit any persons ^{Access to mails forbidden.} 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.

2. Mails should not be made up or handled within ^{—unauthorized persons to be excluded.} 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 sec. 1524, as to care of mail locks and keys.

—ex-postmasters. 3. An ex-postmaster shall not be permitted to have access to or handle mail unless he takes the oath of office anew.

See sec. 755, as to rural carriers; sec. 866, as to special-delivery messengers.

Credentials of post-office inspectors to be required. 4. Postmasters shall 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. 36.)

Safeguard against loss of mail matter. —waste paper to be examined. —Sec. 525. The postmaster shall cause the waste paper accumulating in his office to be examined as it is collected and before it is disposed of, in order to prevent the loss of letters or other mail matter.

See sec. 362, as to waste paper and disposal thereof.

Matter unsealed or in bad order. —to be officially sealed. Sec. 526. Mail matter of the first class deposited in or received at any post office unsealed or in a mutilated or otherwise bad condition shall 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.

Valuable matter found loose in the mails and in post offices. —to be retained three months, at what offices. —record of. —effort to deliver. Sec. 527. All money and postage stamps found loose in the mails received at post offices located at division headquarters of the Railway Mail Service shall, 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 shall be taken therefor upon blanks provided for the purpose. Every effort should be made to match or identify money 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.

—forwarding to Division of Dead Letters. of 2. Any money remaining at post offices located at division headquarters of the Railway Mail Service unclaimed at the end of three months shall be forwarded to the Division of Dead Letters, each article being inclosed in a separate envelope or wrapper, indorsed with a full

description and statement of when and where found. The articles must be numbered and described upon an unmailable bill (Form 1522 or 1522½).

3. Weekly returns shall be made to postmasters at —weekly returns of, at what offices. division headquarters of the Railway Mail Service of all articles except money and stamps found loose in the mails by postmasters at other offices received from the Railway Mail Service or other sources. All such matter on hand at the time of such return shall be included therein.

See sec. 487, as to report of complaints, and damage, loss, theft, etc., of mail; sec. 291, as to report of robberies of post offices.

Sec. 528. A postmaster shall 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. Mall from infected localities. — postmaster should refuse to receive, when.

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. Delivery of mail to infected houses.

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 shall 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 How postmaster shall proceed upon service of declaration.

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.

-infected supplies.

5. When blanks, books, and other office 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 to the Fourth Assistant Postmaster General, Division of Supplies. Permission to burn infected stamp supplies will be given upon application to the Third Assistant Postmaster General, Division of Stamps. The postage stamps, due stamps, stamped envelopes, postal cards, and international reply coupons shall be counted in the presence of two disinterested witnesses and an itemized statement of the quantity, denomination, and value sworn to and attested by the witnesses, forwarded, together with the letter authorizing said destruction of stamp supplies, to the Third Assistant Postmaster General, Division of Stamps.

See sec. 201 with regard to affidavits.

CHAPTER 6.

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. 529. 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 shall 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 day 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.

3. This regulation shall not apply to the post office at New York City, and any office may be exempted therefrom by special order. —special exemptions.

See sec. 577, as to opening of mails at intermediate offices; sec. 1477, as to notice and record of arrival and departure of mails.

Sec. 530. 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, either personally or by a sworn employee. (See sec. 379.) Cancellation of stamps at railway stations.

See sec. 568, as to postmasters delivering late letters after cancellation to postal clerks in person or by clerks, but not by private hands.

Sec. 531. Postmasters shall not solicit the mailing of matter at their offices by persons living or doing business within the delivery of another post office. Diversion of mail. —soliciting forbidden.

2. Postmasters at post offices of the fourth class shall not claim credit for the cancellations of postage stamps on matter diverted from other post offices to their post offices for mailing, and they shall report to the Third Assistant Postmaster General all such cases coming to their knowledge. The report should show the amount of postage stamps canceled on such diverted matter and the names and addresses of the senders thereof. —credit not to be claimed.

Sec. 532. When matter is received for mailing, its weight shall be ascertained and postage thereon rated up. The postage shall be determined from the weight of matter at the time of mailing, as mail matter, from various causes, frequently diminishes in weight during transit. A decided down weight is necessary to subject matter to an additional rate of postage. (See secs. 404 to 406, 545, and 852.) Weight of matter. —to be ascertained and postage rated upon mailing.

Sec. 533. All ship and steamboat letters and printed matter delivered into post offices by masters of vessels shall be rated with the postage due thereon, as provided Treatment of ship and steamboat matter.

in sections 407 and 408, and indorsed "Postage due, — cents," and dispatched to destination.

See sec. 1405, as to ship letters and meaning thereof; secs. 1406 to 1408, as to fees to masters of vessels for carrying ship and steamboat letters and payment thereof.

Account of ship and steamboat letters to be kept.

Sec. 534. Letters brought by steamboats shall be marked "Steamboat" at the time of receiving them.

2. Postmasters shall keep an account of both ship and steamboat letters received, the postage chargeable thereon, and the fees paid therefor.

See sec. 403, as to postage on such letters, and 1407, as to payment of fees.

Unpaid letters from steamboat routes, —how treated.

Sec. 535. When wholly unpaid letters are delivered into a terminal post office by a postal clerk on a steamboat route, they shall be treated in all respects as other unpaid letters. (See sec. 545.)

See sec. 1409, as to nonpayment of fees in such cases.

Second-class matter, —mailing of.

Sec. 536. Second-class matter shall be brought for mailing to the post office, or such other place as is designated to receive it, and there weighed in bulk.

2. It shall be inclosed in United States mail sacks, or other suitable receptacles, and separated to routes, States and cities, in such manner as may be prescribed by the department.

—weighing of.

3. Publishers shall make separate sacks or bundles of (1) sample copies, (2) other copies subject to postage at the pound rate, and (3) copies entitled to free county circulation. Such mail matter, when so presented, shall be weighed separately. (See sec. 434.)

—fractions in weight of.

4. In weighing second-class matter fractions shall be treated as full pounds in all cases; for instance, $4\frac{1}{2}$ pounds shall be called 5 pounds.

Copies to one address in one package or sack.

5. Individually addressed copies of a publication intended for subscribers at the same post office shall, if there be more than five, be securely wrapped or tied in one package, or, if there are more than 30 pieces and weighing 15 pounds or more, be placed in a separate sack addressed to such office. Sacks containing less than that amount of mail (except bulky matter) shall not be made up, except where a direct sack is necessary materially to advance the mail, but the mail shall be securely tied in bundles, properly labeled, and be included in sacks with other mail. The name of the addressee

of each copy shall be placed on the upper right corner thereof. Copies of a publication intended for a club of actual subscribers at any except a free-delivery office may be sent to one address.

6. Parcels of fourth-class matter exceeding 4 ounces in weight shall be mailed at a post office, branch post office, named or lettered station, or such numbered stations as may be designated by the postmaster, or delivered to a rural or other carrier duly authorized to receive such matter. Parcels weighing not more than 4 ounces may be deposited in letter or package boxes.

(a) Parcels collected on star routes shall be deposited in the next post office at which the carrier arrives and postage charged at the rate from that office.

Sec. 537. Whoever shall use or attempt to use in payment of postage, any canceled postage stamp, whether the same has been used or not; or shall remove, attempt to remove, or assist in removing, the canceling or defacing marks from any postage stamp, or the super-
Using, etc., canceled stamps. R. S., §§ 3922-3925. 1879, Mar. 3, ch. 180, § 28; 20 Stat., 362. 1909, Mar. 4, ch. 321, § 205; 35 Stat., 1127.
 scription from any stamped envelope, or postal card, that has once been used in payment of postage, with the intent to use the same for a like purpose, or to sell or offer to sell the same, or shall knowingly have in possession any such postage stamp, stamped envelope, or postal card, with intent to use the same, or shall knowingly sell or offer to sell any such postage stamp, stamped envelope, or postal card, or use or attempt to use the same in payment of postage; or whoever unlawfully and willfully shall remove from any mail matter any stamp attached thereto in payment of postage; or shall knowingly use or cause to be used in payment of postage, any postage stamp, postal card, or stamped envelope, issued in pursuance of law, which has already been used for a like purpose; shall, if he be a person employed in the postal service, be fined not more than five hundred dollars, or imprisoned not more than three years, or both; and if he be a person not employed in the postal service, shall be fined not more than five hundred dollars, or imprisoned not more than one year, or both.

2. When matter bearing previously used stamps is deposited for mailing (except as provided in sec. 595 as to forwarding mail), it shall be treated as "held for postage." (See sec. 545.) Upon receipt of stamps to pay postage they shall be affixed and canceled and the mail forwarded to addressee.

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, may

not be used or counted in prepayment of postage, and matter bearing such stamps shall be treated as "held for postage," except when bearing special-delivery stamps, as to which see section 852.

Defaced stamps. 4. United States postage stamps, to be acceptable for postage, shall be without defacement, provided that for the purpose of identification only, and not for advertising, it shall be permissible to puncture or perforate letters, numerals, or other marks or devices in United States postage and special-delivery stamps. The punctures or perforations shall not exceed one thirty-second of an inch in diameter, and the whole space occupied by the identifying device shall not exceed one-half inch square. The puncturing or perforating must be done in such manner as to leave the stamp easily recognizable as genuine and not previously used. The use of ink or other coloring matter in connection with such puncturing or perforating is prohibited.

Perforation for identification.

Overlapping stamps. 5. When postage or special-delivery stamps are so affixed to mailable matter that one overlies another, concealing part of its surface, the stamp thus covered shall not be taken into account in prepayment.

Imitations of postage stamps.

6. Imitations of postage stamps may not be placed on mail matter. All domestic mail matter bearing imitations of postage stamps shall be returned to the sender, if known, or, if unknown, sent to the Division of Dead Letters.

II.—CANCELING AND POSTMARKING AT MAILING OFFICES.

Stamps to be defaced.
R. S., § 3921.

Sec. 538. 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.

No commission on matter not canceled.

2. Commissions shall not be claimed for the cancellations of stamps not defaced at the mailing office. Report of failures to cancel stamps shall be made to the Third Assistant Postmaster General, Division of Finance.

Sec. 539. Postmasters shall cancel stamps on mail matter by the use of canceling ink furnished by the department and shall thoroughly and completely deface the stamps. Canceling ink prescribed.

Sec. 540. All mail matter, except that of the second class mailed by publishers and news agents without stamps affixed, and identical pieces of matter of the third and fourth classes without postage stamps affixed, mailed under the provisions of section 459, deposited in any post office for mailing, shall be postmarked on the address side, the postmark to show 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 shall be impressed at the mailing office with a stamp indicating the office of origin and date of posting. Postmark on mail matter.

2. The wilful impression on any mail matter of a postmark bearing any other date than that on which such matter is dispatched or of a backstamp bearing a date other than that on which the mail is received at the post office backstamping it, or the erasure of any date of a postmark or backstamp, whether for purpose of fraud or deception or to conceal a delay or detention of mail matter or any other official error or delinquency, may subject the offender to dismissal from the service. —improper dating or erasure of date prohibited.

Sec. 541. The type of postmarking stamps shall be carefully adjusted at the beginning of each day, and, where type is furnished to indicate the hour of dispatch or receipt of mail, the type shall be changed punctually at the specified periods. Postmarking stamps. —adjustment.

2. Postmarking stamps and type shall be kept clean. Broken stamps shall be returned to the Fourth Assistant Postmaster General, Division of Supplies, except where the wooden handle only is broken, in which case a new handle will be furnished. —broken.

3. Postmasters shall not use any postmarking stamps but those furnished by the Post Office Department. —special, not permitted.

4. A clear and distinct impression of the postmarking stamp shall be made in a record book especially kept for that purpose and shall show every change made in such —records.

stamps during the day. Each impression shall be taken immediately after change is made, whether in date or hour, and where the mail is made up for dispatch on Sunday the impression of the stamp that day shall not be omitted.

—record books.

5. A record book for postmarks shall be furnished to each first and second class office and large third-class office, but postmasters at the smaller offices of the third class and at fourth-class offices shall supply such record books at their own expense, or they may use blank facing slips for the keeping of such records. (See sec. 362.)

Canceling ink.

Sec. 542. Postmasters shall not use any canceling ink except that furnished by the Post Office Department.

—instructions for using.

2. Canceling ink shall be carefully kept, and the instructions for the use and care of the ink and pad furnished with those supplies shall be strictly observed.

III.—TREATMENT OF SHORT-PAID AND UNMAILABLE MATTER AT MAILING OFFICES.

Unpaid letters.
R. S., § 3937.
—to be sent to
Division of Dead
Letters, except.

Sec. 543. 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. * * *

See sec. 404 for remainder 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. 544. When 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 shall, 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.

—notice to be
given, when.

2. When such letters are mailed by different persons they should be notified that the letters are held for postage. If this can not be done, then the letters shall be treated as "held for postage" and disposed of as provided in the following section, and the money forwarded to the Division of Dead Letters, as provided in section 527.

—to be treated as
"held for post-
age," when.

Sec. 545. When any letter or matter of the first class wholly unpaid or prepaid at less than one full rate (2 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 shall be postmarked with date of receipt, rated up, and the amount of deficient postage noted thereon. (See sec. 537.)

Unpaid or insufficiently paid matter.
—treatment of.

2. When the matter described in the preceding paragraph bears the card or address of the sender, or if he be known to or can be conveniently located by the postmaster, and is within the delivery of the office, it shall be at once returned to him for the required postage. The stamps originally affixed to such matter shall, when it is again presented for mailing, be accepted in payment of postage to the amount of their face value. If the sender be not within the delivery limits of the office, he should be, if known, notified that the matter is held for postage, and if the postage be not furnished within two weeks, the addressee should be notified as provided in the following paragraph.

—to be postmarked and deficiency of postage noted.

—returned to writer when ascertainable and patron of mailing office.

—original postage to be accepted.

—notice to sender at another office.

3. When the postage is not furnished by the sender of such matter or he is not known or can not be conveniently located, the matter shall be indorsed "held for postage" and the addressee notified by next mail, by an official card (Form 3548), or otherwise, of such detention and the amount of postage required.

—if sender not known addressee to be notified.

4. After the addressee of unpaid or insufficiently paid matter held for postage has been notified of the amount of postage due thereon, such matter shall be held not longer than two weeks, unless the office of address be so remote from the office of mailing that the postage could not be received from the addressee within that time, in which case the matter shall be held not longer than four weeks; except that six weeks may be allowed for the notice to be dispatched and returned between any post office in the Territory of Hawaii and any other United States post office outside the Territories of Hawaii and Alaska, and 90 days for such service between any post office in the Territory of Alaska and any other United States post office not in the same Territory. If within the prescribed time the required postage is received, stamps

—time of holding.

—remote offices.

—treatment if addressee pays postage.

of the value thereof shall be affixed to the matter in such manner as to cover a part of the words "Held for postage" and the matter dispatched.

—if sender subsequently pays postage.

5. If the sender of any insufficiently paid letter or other matter shall pay the postage, after dispatch of notice to addressee, it shall be indorsed "Postage subsequently paid by writer," the necessary stamps affixed and canceled, and the matter dispatched.

—when to be marked "Unclaimed."

6. If the amount of unpaid or insufficiently paid postage on any matter of the first class 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, such matter shall be marked "Unclaimed" and sent to the Division of Dead Letters in the manner provided in section 646; but similar matter of the third and fourth classes shall be sent to the post office at the headquarters of the division of the Railway Mail Service in which the office of detention is located.

See sec. 537, as to matter bearing stamps not good for postage thereon; sec. 852, as to matter bearing special-delivery stamps, but without proper postage; sec. 585, as to treatment of unpaid or insufficiently paid matter at offices of delivery; secs. 595 and 637, as to payment of new postage on second, third, and fourth class matter before return or forwarding; sec. 650, as to the treatment of foreign mail matter unpaid; sec. 635, as to matter without value; and Title Six, Registry System, as to registered matter.

Treatment of unpaid and insufficiently prepaid matter for local delivery.

7. When matter wholly unpaid or insufficiently prepaid is deposited at any city-delivery post office for local delivery and the sender is unknown, notice of detention need not be sent, but such matter shall be delivered to the addressee by the carrier, and the deficient postage collected by means of postage-due stamps affixed. (See sec. 590.) If the addressee refuses to pay the postage, the matter shall be treated as prescribed by paragraph 6 of this section. (See secs. 643 and 646.)

Misdirected matter at mailing office.

Sec. 546. Postmasters and others in the postal service shall not attempt to correct post-office addresses on mail matter except as provided in this section and in sections 595 and 597.

—not to be dispatched unless destination is obvious.

2. Mail that is misdirected as to post-office name, unless addressed to a known county and State, should not be dispatched except upon reasonable assurance as to its destination (in which case it should be indorsed to show by what post office the address is supplied), but

should be returned to the sender, if his name and address are known, with the words stamped or written thereon, "Returned for better direction," together with such information as the mailing office may have as to the correct post-office name. The stamps originally affixed to such matter will, when it is again presented for mailing, be accepted in payment of postage to the amount of their face value.

—to be returned to sender if known.

—remailed, original postage good.

3. If the name of the sender is not known and the post-office address can not be supplied with reasonable certainty at the mailing office, the mail shall be disposed of as unmailable. (See sec. 549.)

—sender not known and address uncertain.

4. Mail not addressed to a post office but to a known county and State shall be dispatched in the mails without change of address. (See par. (g), sec. 1639.)

—known county and State.

See sec. 597, as to treatment of misdirected mail after dispatch, and sec. 607, as to directory service at city carrier offices.

Sec. 547. All matter which is unmailable under the provisions of sections 480, 482, or 1707 shall, when deposited in a post office, be withdrawn from the mails and sent to the Division of Dead Letters with a statement of the facts connected therewith.

Unmailable matter.

—withdrawal and disposition.

2. All matter which is manifestly unmailable under the provisions of section 482 shall be withdrawn from the mails and forwarded to the Division of Dead Letters. If there is doubt as to whether such matter is unmailable it shall be forwarded with a statement of the facts connected therewith to the Assistant Attorney General for the Post Office Department for decision.

—obscene, scurrilous, or lottery.

—doubtful.

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 it.

To be refused when known to be unmailable.

Sec. 548. Postmasters shall exclude from the mails all unmailable matter.

Postmasters responsible for admission of unmailable matter.

See sec. 479, as to unmailable matter generally; secs. 471 and 474, 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. 462, as to matter in excess of weight; sec. 464, as to matter in excess of size.

Sec. 549. The following unmailable matter, when of the first class, shall be sent from the office where it is deposited for mailing to the Division of Dead Letters; and when of the third or fourth class, to the post office

What unmailable matter to be sent to Division of Dead Letters.

at the headquarters of the division of the Railway Mail Service in which the office of detention is located:

"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 545.

Misdirected matter.

(b) Misdirected matter which can not be dispatched to the addressee nor returned to sender, as provided in section 546.

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. 462 to 464.)

Mutilated or damaged matter.

(d) Mutilated or damaged matter other than merchandise found loose in the mails, 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. 526.)

Exception.

2. "Held for postage" and misdirected printed matter (nixies) of no obvious value, and samples of merchandise sent for advertising purposes and articles of like character having no salable value, may be disposed of as waste paper or destroyed, as provided in section 635 respecting unclaimed printed matter of like character upon which postage-due stamps have not been affixed. Before such matter is disposed of all postage stamps thereon shall be canceled and each piece carefully examined, and if any is found to contain other matter of a higher class inclosed it shall be sent to the Division of Dead Letters.

Obscene, scurrilous, and lottery matter.

3. Obscene, scurrilous, and lottery matter of any class, declared nonmailable by sections 479 to 482, shall be sent to the Division of Dead Letters.

See sec. 650, as to foreign matter; sec. 643, as to treatment of dead matter at receiving offices.

Returns of un-mailable matter to Division of Dead Letters.—frequency of.

Sec. 550. At post offices of the first class daily, and at all other post offices weekly, returns shall be made to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service, as prescribed in section 549, of all unmailable matter deposited therein, except articles of merchandise found loose in the mails, as provided in sections 644 to 649, unless other disposition thereof is directed.

Disposal of destructive un-mailable matter.

Sec. 551. When any article of destructive mail matter (see secs. 454 and 472) is received for forwarding or de-

posited in the post office, the postmaster shall hold it and notify the sender, whether he live within the delivery of the post office or not, that it can not be transported by mail. —sender to be notified, when. If the sender is not known, the postmaster shall notify the addressee 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. —addressee to be notified, when. If the package is not taken from the post office by or for either the sender or addressee within 30 days, the postmaster should report the facts to the Fourth Assistant Postmaster General, Division of Dead Letters, and await instructions. —report to Fourth Assistant Postmaster General, when.

See sec. 620, as to delivery of dangerous matter reaching office of address.

IV.—WITHDRAWAL AND RECALL OF MAIL MATTER AT MAILING OFFICES.

Sec. 552. After mail matter has been deposited in a post office it shall 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. Withdrawal by sender before dispatch.

2. When request is made for the withdrawal of any mail matter, the postmaster shall 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. —care in permitting.

3. When matter withdrawn from the mails before dispatch is again presented for mailing, the stamps originally affixed thereto shall be accepted in payment of postage to the amount of their face value. —original postage valid.

See sec. 945, as to withdrawal from the mails of registered matter; sec. 652, as to withdrawal of foreign matter.

Sec. 553. When the sender of any article of mail matter desires its return after it has been dispatched from the mailing office application shall be made to the postmaster at the office of mailing, stating the reasons Recall of matter after dispatch. —application for, how made.

for such request. The matter shall be identified, the application accompanied by proper proof in writing, and a sum deposited with the postmaster sufficient to cover all expenses incurred.

—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 shall 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 shall return such matter to the mailing postmaster in a penalty envelope, who shall 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 shall be placed and canceled. (See sec. 587.) If the mail to which the application relates has been delivered, the applicant or the postmaster at the mailing office should be so informed.

—not possible after delivery.

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, shall be 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:

Postmaster, _____, 19—.

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.—Telegrams sent in such cases must be paid for at the regular commercial rates and not at the rates established for official business. Note.

See sec. 1649, as to return of matter by postal clerks upon request of postmaster; sec. 945, as to recall of registered matter; sec. 652, as to recall of foreign matter.

V.—DISTRIBUTION AND DISPATCH OF MAILS AT MAILING OFFICES.

Sec. 554. Postmasters shall be governed in the distribution and dispatch of mails at offices where a superintendent of mails is not employed (see sec. 303) by the orders received from the General Superintendent Railway Mail Service or from the division superintendent in whose division the post office may be located. Distribution and dispatch of mails.
—to be governed by orders from General Superintendent Railway Mail Service.

2. In the absence of other instructions, postmasters whose offices are situated upon a railroad shall send all mail 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 shall 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. —in absence of instructions.

3. Postmasters at junction points shall 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. 650, as to dispatch of foreign mails; secs. 881 to 912 and 986 to 1002, as to registered mail; sec. 546, as to dispatch of matter addressed to known county and State but unknown post office.

Sec. 555. Postmasters at offices of the first and second classes shall keep an order book in which all orders relating to the making up and dispatching of mails at their offices and changes in schemes which are received from division superintendents Railway Mail Service shall be inserted or recorded; and distributing clerks shall be required to examine the same daily, and, if necessary, to place their initials at the foot thereof to indicate such examination. (See sec. 309.) Orders relative to making up and dispatch, —how kept.

Distribution of mails by schemes.

Sec. 556. Postmasters shall carefully distribute and make up mails by the official schemes which may be furnished them, and shall conform to any changes that may be made in the same by the proper division superintendent of Railway Mail Service, and shall make up and exchange only such pouches as he may order. Any post office may be excepted from this requirement by the division superintendent.

—not to be changed without authority.

2. No change in distribution or dispatch of mails shall 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, shall be made to the division superintendent.

Distribution of mails by States, etc.

Sec. 557. 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 shall be made up "by States," and facing slips used as provided in section 564; letter and circular mail for each State shall be made up in packages, and other mail in canvas sacks by itself when the quantity is sufficient, and the name of the State marked on the slip used as a label for the package or sack. (See secs. 536 and 563.)

Mail to be made up in packages by States.

Sec. 558. Post offices on railway post-office lines, in making up local mail for such lines, shall send by each train by which a dispatch is made all mail which can be expedited by such train. When sent by railway post-office trains, the mail for near-by stations shall be made up in a separate package and placed under a facing slip addressed to the railway post office and train and, in addition, be marked "No. 1" to indicate that it is for immediate distribution. Any mail for the remaining offices on the line proper to be forwarded shall be included in a package addressed to the railway post office and train and marked "No. 2." Mail for States for which distribution is not required and not in sufficient quantity to be made up in separate packages shall be combined in a package addressed to the railway post office and train and marked "No. 3."

Local mail for railroad and steamboat lines.

2. If the quantity of mail is not sufficient to warrant these separations, it shall be combined in one package

—to be made up in packages.

—exception.

addressed to the railway post office and train, the No. 1, No. 2, and No. 3 separations to be arranged in sequence.

Sec. 559. Mail for delivery and mail for distribution at a post office shall be made up in separate packages, unless special authority to combine it is given.

Letters for delivery and distribution to be in separate packages.

Sec. 560. 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.

Direct packages.—how made up.

Sec. 561. Letter and circular mail shall be properly "faced up" and tied in packages, and not placed in the pouch loose.

Mail not to be put in pouch loose, or under straps.

2. After pouches are closed and dispatched from a post office, letters shall not be placed under the strap or attached to the outside of the pouch. When this is done at the station, the postmaster shall inform the mail messenger that the practice must be discontinued.

—notice to messenger in case of.

Sec. 562. Postmasters shall not make up through pouches to be dispatched by mail trains unless specially instructed to do so.

Through pouches by mail trains.—not to be made up, except.

Sec. 563. Not more than 125 pounds of mail matter should be placed in a sack.

Limit of weight of contents of mail sacks.—125 pounds.

2. A mail sack may be used for a separation of second, third, and fourth class matter under the conditions prescribed in section 536, paragraph 5.

Sacks, when used for separations.

Sec. 564. Upon each package of letters or circulars, and in each pouch or canvas sack of newspapers or in the label holder, if any is attached thereto, shall be placed a facing slip, bearing the postmark of the office, with date and time of closing or dispatch, the name or number of the person making up the package or pouch, and addressed as provided in section 1630.

Facing slips.—to be used on packages and pouches.

See sec. 580, as to filing and disposal of facing slips received.

Sec. 565. 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.

Circular matter in canvas sacks.—how labeled.

Hooks for handling mail bags prohibited. Sec. 566. Hooks must not be used in handling mail bags.

Record of pouches dispatched. Sec. 567. Postmasters shall keep a permanent record of all pouches due to be dispatched, except where only one pouch is dispatched at a time, and such pouches shall be checked off on the record when dispatched, so that accurate and specific information can be furnished in regard to any losses or delays to mail in transit.

—shortage slips. When a pouch fails to be dispatched, a shortage slip shall be made out and forwarded to destination in lieu of the missing pouch, explaining the cause of failure, suitable notation thereof being made on permanent pouch record.

See sec. 584, as to record of pouches received and shortage slips at offices of destination; sec. 1477, as to record of arrival and departure of mails; secs. 1342, 1387, 1612, and 1653, as to record of pouches to be kept by railroad companies, by railway postal clerks, by transfer clerks, by mail messengers.

Dispatch of mail matter to railway post offices by postmasters. Sec. 568. Postmasters shall dispatch first-class mail to railway post offices in the lock pouches provided for that purpose.

—in pouches.
—by hand, when. 2. When 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 shall not be returned to the person mailing it to be taken to a railway post office.

See sec. 530, as to canceling stamps at railroad stations.

Locked pouches and direct packages on star routes. Sec. 569. 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 shall 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. When 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 shall notify the General Superintendent of Railway Mail Service of every such order.

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. 560); all other mail matter for each office shall be tied out in packages in a similar manner as far as practicable. Tying in packages.

5. Mail to be dispatched from an office on a star route to points beyond the terminal office thereon shall be made up, as far as possible, "by States" (see sec. 557); 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. Distribution by States.

NOTE.—"Locked pouches," as used in this section, includes horse mail bags as well as mail pouches. Note.

See sec. 1394, as to meaning of "star route;" secs. 881 to 912 and 986 to 1002, as to dispatch of registered matter; secs. 1491 to 1535, as to mail bags, locks and keys, and use thereof.

Sec. 570. Postmaster shall 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 overnight. Delivery to carriers in advance of schedule time prohibited.

VI.—EXCHANGE OF MAILS AT CATCHER POST OFFICES.

Sec. 571. Mail catchers and cranes will be used for the purpose of exchanging mails between post offices and railway post offices when trains do not stop at the stations. Mail catchers and cranes.—when used.

2. At such stations mail pouches for railway post offices shall be hung on the mail crane not exceeding 10 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. 1491 and 1495), and no others, shall be used. Special pouches to be used.

4. When only a small amount of mail is to be dispatched, the pouch shall be strapped tightly around the center and the mail placed in the top of the pouch, but when a large mail is to be sent it shall be divided about Arrangement of mail in pouch.

equally between top and bottom. The strap should be buckled around the center of the pouch. In case the strap is missing, the middle of the pouch should be tied. The pouch should be hung lock end down.

Light on crane at night.

5. When the exchange of mails occurs at night and a lamp is not affixed to the crane and kept in order as provided in section 1355, the division superintendent of Railway Mail Service should be notified.

See sec. 1355, as to erection of mail cranes and furnishing of lamp thereon; sec. 1384, as to watching of mail put on crane by mail messengers; sec. 1346 when put on by agent of railroad; secs. 1491 and 1495, as to catcher pouches and use of.

Weight of mail in catcher pouches. —not to exceed 35 pounds.

Sec. 572. Not exceeding 35 pounds of mail matter shall be placed in a catcher pouch. Letter mail shall be given preference; and when the mail matter to be sent exceeds 35 pounds, the excess shall be dispatched by local train if there be one.

Failures to catch pouches to be reported.

Sec. 573. When there is a failure either to catch or deliver the mail, the postmaster shall immediately report the fact to the division superintendent, Railway Mail Service, giving probable cause of failure.

Extra pouch to be returned, how.

2. When a pouch is not caught from a mail crane, and a pouch is put off the train, the extra pouch shall be returned by the next mail train. The regular and extra pouches shall be strapped or tied together at the middle as one pouch.

Cranes out of repair.

3. When a mail crane is out of repair, report thereof shall be made to the division superintendent, Railway Mail Service.

VII.—TREATMENT OF MAIL MATTER AT OFFICES IN TRANSIT.

Misdirected, mislent, and unmailable matter.

Sec. 574. Misdirected matter or matter which is liable to injure the person or damage the mails, unless prepared for mailing as prescribed in section 474, 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 547, shall be detained

and withdrawn from the mails by any postmaster into whose hands the same may come in transit and treated as though it were originally deposited at his office. (See sec. 577.)

—to be with-
drawn from mail
in transit.

2. Newspapers and other publications in transit which contain lottery advertisements or lists of prizes drawn at a lottery shall 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," shall not be stopped in transit. (See secs. 545 and 549.)

Matter not to
be withdrawn.

4. Misdirected matter of the first class if it bear the card or request of the sender shall be withdrawn and returned to him with the words written or stamped thereon, "Returned for better direction." (See sec. 546.)

Misdirected
first-class matter.

5. Missent matter, or that which is plainly addressed but sent in the wrong direction, shall, when discovered, be placed in the first mail going in the proper direction.

Missent matter.

6. Postmasters and superintendents of stations shall 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 shall 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
of missent matter.

See sec. 546, as to misdirected matter.

Sec. 575. Matter inadvertently dispatched without prepayment of postage thereon, or which is insufficiently prepaid, shall not be stopped in transit or rated up at intermediate offices.

Postage - due
matter not to be
stopped in trans-
it.

See secs. 532 and 545, as to treatment of postage-due matter at office of mailing; sec. 590, at office of delivery.

Sec. 576. Matter dispatched from a post office on which the stamps are not properly canceled must not be stopped in transit nor the stamps thereon canceled at any office but that of destination.

Uncanceled
stamps not to be
canceled in trans-
it.

See sec. 538, as to defacing uncanceled stamps at office of delivery, and reporting postmaster.

Time for opening and closing at intermediate offices.
—extension of.

Sec. 577. At all intermediate offices on star routes where no time is specified the mails should be opened and closed within 10 minutes. If this time be too short, the postmaster should apply to the Fourth Assistant Postmaster General for an extension. On railroad and steamboat routes there should be no more delay than is necessary to receive and deliver the mails.

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 shall 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 sec. 1499, as to pouches which can not be opened; sec. 1510, as to defective locks on pouches and forwarding of mail bag which can not be opened.

Carriers stopping overnight to deposit mail in post office.

Sec. 578. Where a mail carrier stops overnight at any place where there is a post office, the mail shall be kept in the post office or where otherwise ordered by the Fourth Assistant Postmaster General. (See sec. 1481.)

Report of pouches in transit opened to advance mails.

Sec. 579. 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 shall be sent to the division superintendent of the Railway Mail Service, so that the pouch may be properly accounted for; and a shortage slip shall be made out and forwarded to the original destination of the pouch.

Shortage slip to be forwarded.

2. Postmasters shall forward to division superintendents of the Railway Mail Service the labels received from any emergency or irregular pouches which may be addressed to their offices, with a statement showing when and how received.

See sec. 567, as to record of pouches dispatched and shortage slips; sec. 584, as to record of pouches received at post office; secs. 1342, 1387, 1612, and 1653, as to record of pouches kept by railroad companies, by railway postal clerks, by transfer clerks, by mail messengers.

CHAPTER 7.

TREATMENT OF DOMESTIC MAIL MATTER AT RECEIVING POST OFFICES.

I.—OPENING OF MAILS.

Sec. 580. Upon the arrival of the mail at a post office, the mail sacks and pouches addressed to that office shall 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 shall 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.

Opening of pouches.

Examination of pouch.

Only one pouch or sack to be opened at a time.

2. The address slips of all pouches and sacks should be carefully removed, postmarked with date of receipt, and kept on file at least 10 days.

Address slips on pouches.

See sec. 553, as to return of mail matter upon request of postmaster at mailing office; secs. 1510 to 1530, as to procedure when lock or key is defective and pouch can not be opened; secs. 927 to 930, as to registered matter; sec. 1477, as to notice and record of arrival and departure of mails.

Sec. 581. Postmasters and other employees, on opening and assorting the mail, shall examine the same for errors in its distribution and make-up, and such errors shall be noted upon the address slip and reported to the division superintendent of Railway Mail Service.

Errors and irregularities in distribution or making up. —to be noted.

2. All errors found in the distribution of any package of letters or in any sack of newspapers shall be noted on the reverse side of the slip covering or inside of the same, giving the name of post office or State, if included in the superscription, the name of the person noting the error, and postmarking with date.

Errors in distribution of package or in sack of newspapers.

3. If any package or sack arrives without slips, the division superintendent shall be promptly notified of the fact, and the name of mailing office, if known, and the label shall be sent to him.

Package or sack without slips.

4. Any irregularities in the receipt or dispatch or forwarding of any mail shall 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 shall be promptly reported to the division super-

Mail improperly distributed or made up to be reported.

intendent and the slips covering or received with the same shall be sent with the report.

Missent packages, how checked.

6. Missent packages of letters and papers shall be checked on the slip that is on or in the package, as follows:

Missent pkg.
of..... letters (or papers),
all for.....
John Smith, P. M.
(Postmark.)

and the slip shall be forwarded to the division superintendent, Railway Mail Service, with the label of the pouch or sack. If there is no slip on the package, check on a blank slip and forward as above. If the pouch or sack is not labeled, that fact shall be stated. A package of papers is construed to mean a tie-out under a separate label of more than one piece of separately wrapped and addressed mail matter other than letters.

Misdirected packages to be checked.

7. Misdirected packages of letters and papers shall be checked in the same manner as a missent package, except the word "Misdirected" shall be substituted for "Missent," and the label of the pouch or sack shall not be forwarded.

Missent or misdirected pouches or sacks.

8. Missent or misdirected pouches and sacks shall be reported as prescribed in paragraph 6 for missent packages. The labels shall 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. 585, as to examination for insufficiently paid matter, etc., and sec. 327, as to requisitions for facing slips.

Missent matter to be promptly forwarded.

Sec. 582. 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 shall 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 shall be sent back by the return pouch.

Sec. 583. All registered and special-delivery mail of whatever class received for delivery at any post office shall be backstamped.

See sec. 538, as to defacing uncanceled stamps, and sec. 540, as to tampering with postmarks.

Sec. 584. Postmasters shall keep a permanent record of all pouches due to be received, except where only one pouch is received at a time, and such pouches shall be checked off on the record when received, so that accurate and specific information can be furnished in regard to losses or delays to mail in transit. In case of failure to receive a pouch due, prompt report shall be made to the division superintendent, Railway Mail Service, and a copy of such report attached to permanent record.

2. Shortage slips received at any office of destination in lieu of missing pouches shall 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.

See sec. 567, as to record of pouches dispatched and shortage slips; secs. 1342, 1387, 1612, and 1653, 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.

Sec. 585. 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.

2. On opening the mail, postmasters shall look over the letters and examine packages and parcels to ascertain whether the postage thereon has been sufficiently prepaid, and shall rate up at double the prepaid rate (see secs. 397 and 589) the amount found to be due on all matter, not free, dispatched inadvertently without any prepayment, and on all partly but not fully prepaid matter, the deficient postage at the single rate, according to its class and weight, and note in writing or stamp the amount due on each letter or parcel.

See sec. 532, as to deficient matter at mailing office; sec. 575, as to matter in transit deficient in postage; sec. 590, as to collection of postage due; sec. 460, as to penalty for inclosing higher-class in lower-class matter; and sec. 941, as to deficiency on registered matter.

Treatment of mail bearing wrong stamps.

3. Mail inadvertently dispatched with postage-due stamps affixed, but no others, such stamps representing the full amount of postage, shall be delivered to the addressee without additional charge. If such stamps do not represent the full amount of postage, the deficient postage at the single rate only shall be collected from the addressee. In all such cases the office of mailing shall be reported to the Third Assistant Postmaster General, Division of Classification.

—mailing office to be reported.

See sec. 537, as to treatment of mail bearing canceled or mutilated stamps, etc.

Appeal in case of supposed over-charge.

4. Matter of the second class without evidence of prepayment of postage by stamps affixed containing illegal inclosures of any character or containing or bearing additions not authorized by section 441, or which the postmaster believes was not entitled to the cent-a-pound rate, shall be delivered without exacting additional postage, but a report of the facts should be made to the Third Assistant Postmaster General, Division of Classification, including therein the name, date, and place of entry of the publication, and, where practicable, submitting the copy thereof containing the illegal inclosure or unauthorized addition. (See secs. 466 to 468.)

Underpaid of fiscal matter at Washington.
1884, July 5, ch. 234, § 3; 23 Stat., 158.
—delivered free, except.

Sec. 586. * * * 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.

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.) post office.

See secs. 496 to 500, as to official mail matter.

Collection of postage due.
R. S., § 3900.

Sec. 587. No mail matter shall be delivered until the postage due thereon has been paid.

—postage-due stamps to be used in.

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, * * *.

1879, Mar. 3, ch. 180, § 26; 20 Stat., 361.

3. Whoever, being a postmaster or other person engaged in the postal service, 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 the special stamp provided by law, or shall fail to affix such stamp, shall be fined not more than fifty dollars.

Failing to account for postage due, etc.

1879, Mar. 3, ch. 180, § 27; 20 Stat., 362.

1909, Mar. 4, ch. 321, § 209; 35 Stat., 1128.

Punishment.

4. Postmasters shall not accept postage stamps in payment of postage remaining due on mail matter. The amount due shall invariably be paid in cash.

Postage due to be paid in cash.

5. If the addressee objects to the payment of the additional postage, he may deposit the amount thereof with the postmaster, who shall give a receipt therefor, and submit to the Third Assistant Postmaster General, Division of Classification, a full statement of the facts and the reason for the charge. If the charge be made because the matter is closed against inspection the addressee 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. Should it be held that the matter was prepaid at the proper rate, or, if for any reason it appears proper not to insist on the payment of such additional postage, the postmaster will be directed to refund the deposit. (See sec. 461.)

Postmasters at offices of address to rate up.

Appeal to department.

See sec. 272, as to commissions on postage-due stamps canceled at offices of the fourth class.

Sec. 588. 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 shall be treated as "refused" matter; where, however, such matter is taken out of the office the deficient postage shall be paid.

Underpaid mail addressed to postmasters.

—deficient postage must be paid before delivery.

Sec. 589. Double rate of postage shall be charged only on matter reaching its destination with no evidence of any prepayment whatever.

Double postage.—collection of.—how charged.

2. When it is apparent from the envelope or wrapper of mail 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 shall be from the blank in the impression of the canceling stamp. In such case matter

—when not to be charged.

of the first class shall be presumed to have been prepaid one full rate only. (See sec. 405.)

See sec. 397, as to double rate of postage and matter on which charged; sec. 404, as to collection of unpaid postage on certain letters mailed at drop rate; sec. 406, as to soldiers', sailors', and marines' letters; sec. 852, as to special-delivery letters.

Postage - due stamps.
—on what matter used.

Sec. 590. Postage-due stamps shall be used for the collection of postage at the office of destination on unpaid or part-paid matter of the first, third, and fourth classes, and of the second class when mailed by others than publishers or news agents, and on undeliverable second-class matter returned to the publisher under the provisions of section 640.

Action when publisher refuses to pay postage due.

2. If the publisher refuses to pay the postage due on undeliverable copies of his publication returned to him under Form 3579, as prescribed by section 640, the postmaster shall immediately obtain the publisher's statement of his reasons for such refusal and make a full report of the matter to the Third Assistant Postmaster General, Division of Classification.

See sec. 408, as to use of postage-due stamps in collecting postage on ship letters; sec. 658, on foreign matter; sec. 585, on matter improperly rated; sec. 630, as to collecting charge on advertised matter.

Postage - due stamps.
—when to be affixed.

—at other than city-delivery offices, when delivery is requested.

Sec. 591. Postmasters at other than city-delivery post offices shall not affix postage-due stamps to part-paid or unpaid matter of any class until the delivery thereof has been requested. No postmaster shall affix postage-due stamps to part-paid or unpaid matter of the third or fourth class until the delivery thereof can be effected. Postage-due stamps shall not be affixed to matter forwarded by request of addressee, returned to writer, or sent to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service.

—at city-delivery offices, as soon as received.

2. At city-delivery post offices postage-due stamps shall be affixed to all part-paid or unpaid mail of the first and second classes as soon as received unless a forwarding order is on file, in which case first-class mail prepaid at least 2 cents shall be forwarded without affixing due stamps.

See sec. 595, as to forwarding mail.

When no postage-due stamps on hand.

3. When postmasters have no postage-due stamps on hand they shall collect the amount of postage due, and

as soon as they obtain such stamps an amount equal to the postage collected shall be affixed to a sheet of paper, canceled, and forwarded to the Third Assistant Postmaster General with a statement of the facts.

See sec. 599, as to attaching postage-due bill to matter forwarded with postage-due stamps affixed; sec. 941, as to deficiency in postage on registered matter; and sec. 334, as to timely requisition for stamp supplies.

4. When 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 with a postage-due bill, as provided in section 599, such bill shall be returned to the postmaster from whom it is received, accompanied with the amount of uncanceled postage-due stamps named thereon.

Matter received accompanied by postage-due bill.

Due bill to be returned, how.

(a) Upon the delivery of such matter the proper postage shall be collected.

—delivery of matter.

See sec. 391, 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.

Sec. 592. Parcels mailed in the United States for delivery in Porto Rico, which contain articles subject to the internal-revenue tax imposed upon like articles of Porto Rican manufacture, shall be treated upon their arrival in Porto Rico in the manner prescribed by section 664, in so far as its provisions are applicable, forms furnished by the government of Porto Rico being used in lieu of the forms mentioned in that section.

Parcels containing articles subject to Porto Rican internal-revenue tax. —how to be treated.

III.—UNDELIVERABLE AND UNMAILABLE MATTER AT RECEIVING POST OFFICES.

Sec. 593. * * * 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; 20 Stat., 360.

2. All matter received at offices of delivery which is manifestly obscene, etc. (see sec. 480), 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

—treatment of, at offices of delivery.

fraudulent schemes, which was through inadvertence dispatched from the mailing office contrary to the provisions of section 547, shall be withdrawn from the mails and treated as provided in said section.

See secs. 650 and 656, as to unmailable matter of above character in foreign mails.

Matter not to be delivered to fictitious addresses.

Sec. 594. 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, shall not be delivered and shall be sent to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service, as prescribed by section 643, unless the envelope contains the card of the sender or a request to return, in which case such letters or packages should be returned accordingly.

—to be sent to Division of Dead Letters.

Suspected fictitious addresses to be reported.

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 shall promptly report the fact and the reason for his belief to the Assistant Attorney General for the Post Office Department 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. 479 and 486.)

See sec. 601, as to mail addressed to a business name or title.

IV.—FORWARDING OF MAIL MATTER.

Forwarding of mail matter. R. S., § 394.

Sec. 595. 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, includes what.

2. (a) Mail which can be forwarded without additional charge for postage includes letters prepaid at one full rate (2 cents), parcels fully prepaid at the first-class rate, postal cards, post cards, and official matter.

Mail matter addressed to persons in United States service.

(b) All mail, whatever its class, addressed to persons in the United States service (civil, military, or naval), serving in the United States or any of its possessions,

or en route to or from the United States or any of its possessions, whose change of address is caused by official orders, shall be transmitted as rapidly as possible until it reaches the addressee; the actual location of the addressee for the time being shall be considered as the original destination of the piece of mail matter. Such transmission shall not be considered as "forwarding" in the sense in which that word is used in the postal service, and no additional postage shall be required therefor. To insure prompt delivery mail matter sent to persons in the United States service should include in the address the complete designation of the organization, company, and regiment, vessel, or other branch of the service to which the addressee belongs, and the postage thereon should be fully prepaid.

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. Note.

3. Mail of the third and fourth classes may be "re-mailed" or forwarded, but not unless the addressee, or some one for him, shall have prepaid additional postage thereon at the same rate as would be chargeable if originally mailed at the forwarding office, in which case the necessary stamps shall be affixed by the forwarding postmaster and canceled. Prepayment shall be made every time the matter is reforwarded. Matter of the second class when "re-mailed" or forwarded shall be charged with postage at the rate of 1 cent for each 4 ounces or fraction thereof, to be prepaid by stamps affixed. (See sec. 435.) Second, third, and fourth class matter, when additional postage is paid.

4. Mail of the second, third, and fourth classes addressed to a discontinued post office may, when the office to which such mail is ordered sent by the department is not convenient for the addressees, be transmitted to such office as they may designate, without additional charge. Mail addressed to discontinued post office.

5. Patrons of any office, who, on account of the establishment of or a change in rural-delivery service, receive their mail from the rural carrier of another office, may have their mail of the second, third, and fourth classes sent to the latter office for delivery by the rural carrier without a new prepayment of postage, provided they Change of address on account of change in postal service.

first file with the postmaster at the former office a written request to that effect. This is not construed as "forwarding" within the meaning of the law.

Notice to addressee leaving forwarding order.

6. When mail of the second, third, or fourth class is received addressed to a person who has filed a forwarding order, notice shall be sent advising him that the matter will be forwarded on receipt of postage therefor.

Delivery of mail to addressee, after notice has been sent.

7. Mail of the second, third, or fourth class, the addressee of which has been notified of the amount of postage required for forwarding, may be delivered to the addressee at the office from which the notice emanated, without payment of the forwarding charge, provided he shall first revoke his order for forwarding, thus relieving the postmaster of sending notices that are to be inoperative; or, if he does not revoke his forwarding order, the matter may be delivered to him on payment of 1 cent for each card notice sent him.

Matter erroneously delivered or addressed.—when to be forwarded.

8. Any erroneously delivered article of mail on being returned to the post office, and any matter proper to be forwarded free, addressed to the care of another, and returned by him redirected, may be forwarded as if it had not passed from the post office. 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.

Forwarding requests, when disregarded.

Sec. 596. Requests to forward mail made by any other person than the addressee or his lawful agent or the person in whose care the matter is addressed shall 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.

2. A general request to forward matter shall be observed until revoked.

Forwarding as often as necessary for delivery.

3. 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.

4. Matter entitled thereto shall be promptly forwarded.

Removal orders.—to be kept two years.

5. Changes of address for mail left with postmasters by persons who have moved shall be kept in the files or records of the post office not longer than two years. (See sec. 362.)

6. Letters should not be forwarded on trial. A postmaster at whose office a letter can not be delivered may forward such letter to another office if he has special reason to believe it can be delivered therefrom. Forwarding on trial.

Sec. 597. The address on all missent matter which, by the aid of the street directory furnished to city-delivery offices and other reliable books of reference, it is reasonably certain can be delivered at another office, may be corrected and forwarded to such office. Each piece of mail matter so treated shall 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. Misdirected matter. —at city-delivery offices address supplied, how. —with corrected address, to be stamped when forwarded.

2. Postmasters at other than city-delivery offices may correct the address on, and forward to destination, all mail matter 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 herein provided. —at other offices, where address may be supplied.

3. 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 shall stamp the same "Misdirected" and include it with his next regular return of unmailable matter as provided in sections 549 and 550. Such an article of mail matter shall not be returned to the forwarding office nor sent to a new destination unless the postmaster has a proper forwarding order from the addressee. —disposition when undeliverable.

See sec. 546, as to correcting misdirected matter at office of mailing.

Sec. 598. Postmasters shall 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 shall cancel the stamps and indorse in writing or stamp on such matter the following: "Received at _____, under cover from the post office at _____." When the name of the mailing office does not appear the indorsement should be made as indicated, leaving the last two spaces blank. Letters under cover to postmasters. —how treated. —to be stamped when forwarded.

Forwarding of matter to which due stamps have been affixed.

—to be accompanied with bill.

—to foreign countries.

Sec. 599. When at a city-delivery office 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 the person from whom it is to be collected, shall be attached to and sent with the matter.

2. When domestic mail on which postage-due stamps have been affixed is forwarded to foreign countries, the postage-due bill, indorsed "Foreign letters forwarded," shall be attached to the "dead-letter bill" and sent to the Division of Dead Letters. (See sec. 646.)

See sec. 643, as to disposition of refused, unclaimed, and undelivered matter; sec. 591, as to return of postage-due bill by postmaster receiving same; sec. 658, as to postage due on foreign matter; sec. 391, 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.

Delivery of ordinary mail.

—must be from post office to which addressed, except.

—addressed to discontinued office.

—when delayed by casualties.

—to officers and enlisted men of Army and Navy in active service.

—to representatives of foreign Governments.

Sec. 600. Mail shall be delivered from the post office to which it is addressed and shall not be withdrawn for delivery in transit, except as provided herein.

2. Mail addressed to a discontinued post office shall be delivered from the office to which mail is sent by order of the department. (See sec. 595.)

3. A postmaster at whose office mail matter in transit is lying delayed by flood or other casualty which has made the mail route impassable may deliver such matter to the parties addressed upon their personal or written applications and identification, or may deliver all of the mail for a particular office to which mail can not be regularly carried on account of such casualties upon the personal application of the postmaster or a sworn employee of such office.

4. Mail addressed to officers and soldiers of the United States Army and State militia 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.

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.

6. Mail matter addressed to a post-office inspector may ^{—to post-office inspectors.} 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.

7. Ordinary mail matter, in transit to an intermediate ^{—on addressee's application under certain conditions.} post office which is supplied by closed pouch by rural carrier, may be delivered from the distributing office on Sundays and holidays or in an emergency, when the office is open to the public upon addressee's personal or written application, with satisfactory identification.

8. Ordinary mail matter in transit to a post office receiving special supply may be delivered from the distributing office upon addressee's personal or written application, with satisfactory identification. ^{Mail in transit to special-supply office.}

9. Ordinary mail in transit to a post office located on a star route may in cases of emergency be delivered from the distributing office upon personal or written application of the addressee, with satisfactory identification. ^{Mail in transit to star-route office.}

Sec. 601. Mail matter should be delivered to the person addressed or in accordance with his written order. ^{General directions for delivery of ordinary mail matter.} When the addressee habitually sends for or receives his mail ^{—to person addressed or to his order.} through his clerk, servant, agent, or some member of his family, and recognizes or acquiesces in such delivery, no written order need be required.

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. Ordinary letters bearing the word "personal" in connection with the address should be ^{—upon verbal request of person not the addressee.} delivered as other mail for the addressee is delivered. ^{—when addressed "personal."}

3. A letter addressed to a person imprisoned to await trial, upon indictment, or pending indictment, should be delivered in accordance with the order of the person addressed. In the absence of an order, the mail may be delivered to the sheriff or officer having charge of the prisoner. ^{—when addressee is in prison.}

4. When a postmaster is in doubt as to the identity of the addressee he may require proof, and should exercise ^{—when addressee is not known, identification.} great care, especially where mail matter appears to be of value, to make proper delivery.

—where two patrons have same name.

5. 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 may deliver such matter according to their best judgment, and should 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.

—addressed “in care of.”

6. 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 sec. 602.)

—to several persons.

7. Mail matter addressed to several persons may be delivered to any one of them.

—to public officials, etc., by title.

8. 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.

Neither husband nor wife to control delivery of mail to the other.

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 husband 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.

Addressed to business name.

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.

Delivery to agent of several.—to be made on written order.

11. 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, should be delivered to the agent named.

—to mail carriers for addressees.

12. Mail matter of patrons of a post office should, at their request, be delivered to a star or rural carrier to be carried out of the mail and handed to them on his route before he passes another post office.

13. In all cases of dispute as to the person or persons to whom mail should properly be delivered, where the postmaster is in doubt as to his duty under the regulations, he shall obtain written statements from the contending parties as to the grounds of their claims, and submit such statements, with a full report of his own, to the Assistant Attorney General, for advice in the premises.

See secs. 486 and 594, as to matter addressed to fictitious addresses used for unlawful business; sec. 935, as to delivery of registered matter; sec. 600, as to transient mail; sec. 603, as to general delivery; sec. 630, as to advertised mail; sec. 608, as to pension mail; sec. 609, as to minor's mail; sec. 610, as to deceased addressee; sec. 611, as to disputed ownership; sec. 858, as to special delivery.

Sec. 602. When bulk packages of second-class matter are received at any post office, addressed thereto, they shall be opened and the separate copies of the publication contained in such packages shall be delivered according to the addresses thereon. (See secs. 465 and 536.)

2. When 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 shall be delivered without payment of additional postage (see sec. 465); 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 (see sec. 435).

Sec. 603. Mail bearing as a part of its address the indorsement "Transient," "To be called for," "General delivery," or other words indicating that it is intended for a transient person, shall be placed in the general-delivery case to be delivered upon application and proper identification. (See sec. 594.)

2. At offices having carrier-delivery service mail as above addressed should not be delivered by carriers without the consent of the addressee or, in the case of minors, instructions from the parents or guardians.

3. Persons supposed to be residents who call at the general delivery of such offices for mail may be requested to furnish in writing their names and addresses and statements of their reasons for using the general delivery instead of carrier service. Minors calling at such offices may be required to furnish the same information and also the names of their parents or guardians. (See sec. 609.)

Disputed ownership.

Packages of second-class matter. —separate copies to be delivered.

—for club subscribers, name may be written on separate papers.

Use of general delivery. —by transients.

—at carrier-delivery offices.

—statements to be filed.

—by minors at non-city-delivery offices.

4. Postmasters at offices not having carrier-delivery service may notify the parents of minors in all instances where it appears that minors are using the general-delivery or post-office boxes for receiving mail under objectionable circumstances.

—mail without specific address.

5. Mail that is not addressed as indicated in paragraph 1, nor to a post-office box or street number, shall be placed in the general-delivery case unless it is addressed to the care of a person whose address is known to the distributing clerks or carriers or unless the matter is entitled under section 607 to directory service, in which case it should be subject to inquiry and delivery through the general delivery while effort is being made to supply a specific address.

—directory service.

Retention of mail at request of addressee.

Sec. 604. Ordinary mail, except that of the first class, bearing the return cards of the senders, may be retained at the office of address at the request of the addressee for a period of 60 days. If the request is for a longer period, the postmaster shall submit the question to the First Assistant Postmaster General with a statement as to whether it would be practicable to comply with such request. First-class mail bearing return cards can not be held at the request of the addressee beyond the time indicated in such cards. (See sec. 633.)

Use of boxes.

Sec. 605. The use of a box shall be restricted to the renter thereof, the members of his household, and those connected with him in business.

—by members of families, 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. A firm renting a box may have placed therein all mail matter addressed to its name and to any of its official employees. By the consent of all the members of a firm any member thereof may have mail addressed to himself or members of his family deposited in the box assigned to the firm's use.

—by corporation, society, etc.

4. When 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.

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. —by hotels, boarding houses.

7. Mail addressed merely to the number of a box may be delivered to the holder thereof as long as no improper or unlawful business is conducted in this manner. Mail addressed to box number.

8. Bills and circulars shall not be placed in boxes by postmasters for themselves or anyone else without payment of regular postage thereon. Matter without postage not to be put in boxes.

9. Postmasters may hand out mail from lock boxes or drawers when the holder or such person as may be authorized to take the mail has forgotten the key or can not open the box. Mail in lock boxes to be handed out, when.

10. No discrimination in favor of box renters shall be made in the delivery of mail, but each person shall be served in his turn. Discrimination in handing out mail forbidden.

See sec. 353, as to rental of boxes.

Sec. 606. All mail addressed to residences and business houses within the city-delivery limits of a city or town shall, as far as possible, be delivered by letter carriers. Delivery of mail at city-delivery offices.

2. Mail addressed to street and number shall be delivered by letter carriers unless the addressee directs otherwise. If a patron so direct, all of his mail, however addressed, shall be delivered by carrier or through his post-office box; otherwise it should be delivered as addressed. —by carrier, except.

See sec. 603, as to use of general delivery by residents served by carriers.

Sec. 607. At city-delivery offices where a city directory is available it shall 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, City directories, —use of, in ascertaining addresses.

arrive at any post office in large quantities, mailed apparently by the same person or firm, and from which the street addresses have been 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.

Pension let-
ters.
—not deliverable,
when.
1913, Aug. 17; 37
Stat., 313.

Sec. 608. * * * Postmasters, delivery clerks, letter carriers, and all other postal employees are prohibited from delivering any such mail to any person whomsoever, if the addressee has died or removed, or in the case of a widow believed by the postal employee intrusted with the delivery of such mail to have remarried; and the postmaster in every such case shall forthwith return such mail with a statement of the reasons for so doing, and if because of death or remarriage, the date thereof, if known.

Note.

NOTE.—The word "mail" as used in the act refers to letters containing checks in payment of pension drawn without separate vouchers or receipts, and the word "removed" has reference to removals beyond the delivery of the post office to which the mail is addressed and not to changes of residence or address within the delivery of such office.

Letters bearing
instructions.
—deliverable,
how.

2. Letters bearing instructions under said act shall be delivered, except as therein prohibited, only to the addressee, or to a member of the addressee's family or household duly authorized by him or her, in writing, to receive them. If, however, the addressee is found to be under guardianship, they should be returned to the sender, under cover of penalty envelope, with a statement of that fact and the name and address of the guardian, if known.

—not to a ward.

—caution in de-
livery.

Before delivering such a letter to the person designated in the pensioner's written authorization it should be ascertained by making inquiry of such person that the pensioner is living and within the delivery of the office and is not under guardianship and, if a widow, has not remarried.

See par. 4, sec. 601, as to identity of addressee.

Letters not
bearing instruc-
tions.

—deliverable,
how.

3. Letters from the Bureau of Pensions not bearing such instructions and addressed to a pensioner, a claimant for pension, or a payee of the pension (in whole or in part) of another person, may be delivered to the addressee, to his or her guardian, to the person in whose care they may be addressed, if a responsible person, or to a member of the addressee's family or household, to whom other mail is delivered. They may also be forwarded at the addressee's request. They must not be

delivered to or placed in the box of an attorney, claim agent, or broker, even upon the addressee's written or verbal order or request. They shall not be held for delivery beyond the period given in the card request; and if the addressee has died, they should be immediately returned with a statement of that fact and the date of death, if known.

—un deliverable, how.

—return must be prompt.

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 child or children.

Note.

Sec. 609. When 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 should deliver said matter accordingly, requiring directions in writing, if deemed necessary.

Mail addressed to minors.

—delivery to be controlled by parents or guardians, when.

2. In the absence of directions from a parent or guardian or one authorized to control the correspondence of a minor, mail matter addressed to such minor should be delivered to him or her.

—to be delivered direct, when.

3. Mail matter addressed to a minor who 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, should be delivered to the minor, or in accordance with his instructions.

—when not dependent, delivery of.

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.

—when deceased.

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, such mail should be delivered 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

—at colleges, etc.

understood by an acceptance of the rules, that being one), such mail should not be delivered to the principal against the wishes of the scholar.

See sec. 353, as to renting boxes to minors.

Mail addressed to deceased persons.

Sec. 610. Mail matter (not pension mail) addressed to a deceased person shall be delivered to the executor or administrator of his estate; if there be none, delivery may be made to the surviving husband or widow, unless there be other claimants, in which event the postmaster shall report the facts, with written statements from the parties, to the Assistant Attorney General, and await instructions.

-to be sent to Division of Dead Letters, when.

2. When there is no executor, administrator, surviving husband, widow, or other claimant, the mail shall be sent to the Fourth Assistant Postmaster General, Division of Dead Letters, with the return of unclaimed matter, with a statement of the facts. (See sec. 643.)

See sec. 608, as to delivery of matter addressed to pensioners; sec. 633, as to return of request and card matter; and secs. 938 and 939, as to registered matter.

Mail addressed to partnerships and corporations. -delivery to agent.

Sec. 611. Mail matter addressed to a firm may be delivered to any member thereof.

2. Mail matter addressed to a corporation should be delivered to the agent or officer conducting its correspondence or to the person authorized to receive it.

-postmaster not to decide disputes as to delivery of.

3. Postmasters shall 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 should be continued; if through carrier, the mail should be handed to any member of the firm.

When 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. When 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 should be delivered to the firm or corporation which first adopted the name of the address at that place.

Report to department in doubt when

5. In all cases of dispute as to the firm or corporation which is entitled to receive mail matter, when the postmaster is in doubt as to his duty under the regulations,

he shall obtain written statements from the contending parties as to the grounds of their claims, and submit such statements, with a full report of his own, to the Assistant Attorney General for advice.

Sec. 612. 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 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 30 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 Division of Dead Letters marked "In dispute." (See sec. 646.) If, however, such letters bear card requests for their return if not delivered within a certain time, they shall be returned to the sender direct at the expiration of the time named, marked "In dispute."

Sec. 613. Mail matter for a dissolved corporation should be delivered to the receiver or other legal representative authorized to settle its affairs.

Sec. 614. 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.

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.

Mail relating to business which is sold.

Sec. 615. When a business is sold, the mail shall be delivered according to the agreement entered into by the parties. Postmasters shall not construe contracts nor determine rights, but should deliver the 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, the mail should be delivered to the person for whom it appears to be intended.

Order of court to be obeyed.

Sec. 616. When mail matter is claimed by different persons and suit is instituted between them to determine their rights thereto, any order of the court affecting the delivery of the mail shall be obeyed.

Letters "opened through mistake,"—to be resealed and indorsed by party opening.

Sec. 617. When a letter intended for one person is delivered to another of the same name and returned by him the postmaster should reseat the letter in the presence of the person who opened it and request him to write upon it the words "Opened by me through mistake," and sign his name; the letter should then be replaced in the post office. If the person who opens the letter is unable to sign his name, the postmaster should 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 shall be treated until its proper delivery as though it were sealed. Postmasters shall not examine the contents of such letters, but must confine themselves to the information contained upon the envelope or wrapper.

See sec. 633, as to return to senders of letters opened by mistake.

Sec. 618. When dead letters containing money or other valuable matter are received from the Division of Dead Letters for delivery to the owners, diligent effort shall be made to deliver them to the proper person. Such letters shall be treated as if under seal, and postmasters and their employees shall maintain the strictest secrecy as to their contents. No exchange shall be made for other funds of any money therein contained.

Valuable letters received from Division of Dead Letters.—effort to deliver.

—secrecy as to contents.

2. If letters received from the Division of Dead Letters containing money or other valuable matter can not be delivered, after holding them 30 days from date of receipt, the reason for nondelivery shall be indorsed on the circular which accompanies each letter, and they shall be returned to the Division of Dead Letters. Such letters shall be entered on one list, which shall be sent in duplicate, giving the Post Office Department letter, number, and book. The package should be indorsed "Dead registered matter from _____" (here add name of post office), and be addressed "The Division of Dead Letters, Washington, D. C."

—if not delivered within 30 days, disposal of.

See sec. 960, as to manner of sending registered matter to the Division of Dead Letters.

3. Letters containing articles of value, not money, shall not be registered on return unless they were received registered. No other letters should be sent in the same package.

—registry of dead letters, when.

4. Dead letters containing money or other valuable matter received from the Division of Dead Letters for delivery shall not be forwarded to another post office without special permission of the Fourth Assistant Postmaster General. If the whereabouts of the owner be known, the letter shall be returned immediately to the Division of Dead Letters, as provided in paragraph 2, with full information.

Sec. 619. Unclaimed card and request letters, prepaid one full rate but not wholly prepaid, shall, when returned to the office of mailing, be delivered to the sender, and the amount of postage due collected thereon. (See sec. 633.)

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 shall be presented to the hotel, school, college, or other

Card requests.

institution, and if the writer or his address is unknown such letters shall be treated as other undeliverable matter.

Delivery of certain unmailable matter.
1879, Mar. 3, ch. 180, § 21; 10 Stat., 360.
—when reaching office of destination.
Name of sender and facts to be reported.

Sec. 620. * * * If any matter excluded from the mails (under secs. 454 and 462) * * * except that declared nonmailable by section thirty-eight hundred and ninety-three of the Revised Statutes as amended (see secs. 480 and 593), 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.

Kind of matter to be so delivered.
—matter liable to injure or destroy.
—matter in excess of weight or size.

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, all matter in excess of the weight prescribed by law (see sec. 462) upon which postage is paid for its full weight, and all matter exceeding the size prescribed by law (see secs. 454 and 464), which inadvertently reaches the office of address, shall be delivered under the provisions of the preceding statute. In such cases reports shall be made, giving the date and office of mailing and the names and addresses of the sender and addressee, reports concerning matter liable to injure or destroy being sent to the Second Assistant Postmaster General, Division of Railway Mail Service, and reports relative to matter exceeding the limit of weight or size to the Third Assistant Postmaster General, Division of Classification.

VI.—ADVERTISEMENT OF NONDELIVERED MATTER.

Advertising of non delivered letters.
R. S., § 3930.

—in daily or weekly newspapers.

—frequency of publication.

Sec. 621. The Postmaster General may direct the publication of the list of nondelivered 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.

See sec. 627, as to including all valuable matter in advertisements.

Sec. 622. The list of nondelivered 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.

Advertising foreign letters.
R. S., § 3931.

Sec. 623. The compensation for publishing the list of nondelivered letters shall in no case exceed one cent for each letter so published.

Compensation for advertising.
R. S., § 3934.
—letters.

2. The compensation for matter, except letters, included in the list of advertised matter shall be the same as for letters.

—other matter.

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. 324.)

Expense for advertising not to be incurred without authority.

4. At offices where publishers of newspapers will publish the list of undelivered matter gratuitously as local news matter, a copy shall be furnished to such publishers on the days when lists are given out for publication.

Gratuitous publication.

Sec. 624. Every postmaster shall post, in a conspicuous place in his office, a copy of each list of nondelivered letters immediately after its publication.

Posting list of advertised matter.
R. S., § 3933.

2. One or more printed copies of the list of nondelivered matter or a manuscript copy shall be posted in the post office.

—manner of.

Sec. 625. When 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 324, or is not published gratuitously, such matter shall be advertised only by posting a list thereof in the post office as provided in the preceding section.

When nondelivered matter to be advertised by posting only.

Sec. 626. At post offices of the fourth class nondelivered ordinary matter shall 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 shall be included in the advertised list unless the same has remained on call in the office at least one week before advertising.

When nondelivered matter to be advertised.

See sec. 644, as to returns to Division of Dead Letters of undelivered advertised matter.

Sec. 627. All unclaimed matter of the first class (except postal cards and post cards), including letters and other matter returned from the Division of Dead Letters

Matter to be advertised.
—unclaimed matter of first class.

—third and fourth class matter. direct to the sender, and valuable matter of the third and fourth classes, shall 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.

Note. Note.—The statute does not provide specifically for advertising any mail matter except letters.
See sec. 604, as to holding matter on request of addressee; sec. 632, as to return-request letters.

List of nondelivered matter. —how made out. Sec. 628. The names of persons to whom nondelivered matter is addressed shall be arranged in the list of nondelivered matter to be advertised in alphabetical order; and when there is any quantity of matter to be advertised, the names of men and women shall be separate. Matter of the third and fourth classes shall be separate from the letters, with appropriate headings.

A advertised matter to be marked. —how. Sec. 629. On every letter or other mail matter advertised shall be plainly written or stamped upon the address side the word "Advertised," together with the date of advertising. The original address shall not be defaced.

Charge on advertised matter. R. S., § 3935. —1 cent in addition to postage. Sec. 630. 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. 102.)

—same on all matter. —how collected. 2. The same charge as on letters shall be made on all other advertised matter. Such charge shall be collected on delivery by means of a postage-due stamp, which shall not be affixed until the charge has been paid.

VII.—RETURN AND DISPOSAL OF UNCLAIMED MATTER.

Detention of nondelivered matter and return to Division of Dead Letters. R. S., § 3936. Sec. 631. 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 Division of Dead Letters; * * *

See sec. 39 for remainder of above statute as to return of matter from the Division of Dead Letters; sec. 646, as to returns to the Division of Dead Letters; and secs. 956 to 958, as to registered matter.

Return of undelivered letters. 1910, June 24; 36 Stat., 630. —time specified. Sec. 632. When the writer of any letter on which the postage is prepaid shall indorse on 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 the time the writer may direct or the Postmaster General prescribe, shall be returned to the writer without additional charge for postage, and if not then delivered, shall be treated as a dead letter.

2. The writer's card request for the holding of a letter ^{—limitation.} for a period shorter than 3 days or longer than 30 days shall be disregarded.

3. The sender of a letter bearing a specific return ^{—time altered by sender.} request may by subsequent written instruction to the postmaster at the office of delivery lengthen or shorten the time originally allowed for delivery, but no letter shall be returned in less than 3 days (except as provided in sec. 553 as to the recall of mail) nor held for delivery more than 30 days.

4. Letters bearing the sender's return request shall be ^{—addressee's request for retention not valid.} returned at the expiration of the time specified in the request, regardless of instructions from the addressee for the retention of his mail.

See sec. 604, as to the holding of mail without return cards at the addressee's request.

Sec. 633. Undelivered mail of the first class (except ^{Return of card letters.} single postal cards and post cards) bearing the name and ^{—time not specified.} address of the sender without a request specifying a number of days shall not be advertised, but shall be returned to the sender at the expiration of—

Five days if intended for delivery by city or rural carrier. ^{—when to be returned.}

Ten days if intended for general-delivery service at an office having city-carrier service.

Fifteen days from offices not having city-carrier service, unless intended for delivery by rural carrier.

2. Unclaimed official mail sent under penalty envelope ^{—official mail.} or label, or the frank of a Member of Congress, and unclaimed reports and bulletins sent out from State agricultural colleges (in accordance with sec. 502) and from agricultural experiment stations (as provided in par. 3, sec. 504) shall be returned to the office of mailing if it is known. If the office of origin can not be ascertained, such mail shall be returned to the post office at Washington, D. C.

3. A request upon a drop letter for its return to the ^{—drop letters.} writer at another post office shall not be complied with unless the letter is prepaid with one full rate of postage (2 cents).

—card of hotels, schools, etc.

4. An unclaimed letter bearing the card of a hotel, school, or college, or other public institution, printed upon the envelope as an advertisement, shall not be returned unless the card includes a printed or written request for return.

—inadvertently opened letters.

5. If a prepaid letter bearing a return card is opened inadvertently or upon a wrong delivery, it shall be returned to the writer without additional charge. (See sec. 617.)

—short-paid letters.

6. An undelivered letter or other matter of the first class bearing a return card and prepaid one full rate, but not wholly prepaid, shall be returned to the mailing office to be delivered to the sender upon his payment of the postage due.

—indorsement of reason.

7. Every piece of first-class mail returned in accordance with the sender's return card shall bear on its face an indorsement of the reason for its return, such as "Refused," "Removed," "Deceased," "Unclaimed," "Cannot be found," "Present address unknown," "Address incomplete," etc., and shall also be indorsed "Returned to writer," and bear a postmark showing the date of return and the name for the post office from which returned. The indorsement "Unclaimed" should not be used if a more definite reason for nondelivery can be given. The original address should be canceled, but must not be obliterated or rendered illegible.

—mail from White House, Senate, etc.

8. Undeliverable mail bearing the card of the White House, the Speaker's room (House of Representatives), the United States Senate, or of the House of Representatives, with or without postage stamps affixed, should be returned direct to the Washington, D. C., post office and not sent to the Division of Dead Letters.

Undelivered postal and post cards. —local, may be returned.

Sec. 634. Unpaid, misdirected, unmailable, and unclaimed domestic postal cards and post cards deposited for local delivery shall be returned to the sender when they bear his card address. All other undeliverable domestic cards shall be held for reclamation two weeks and then if not delivered shall be destroyed or disposed of as waste by postmasters, except that such as are obscene or scurrilous or bear uncanceled postage stamps shall be sent to the Division of Dead Letters. Before being disposed of as waste, the written communications

—message to be canceled.

on undeliverable cards shall be canceled or mutilated so as to prevent the improper use of the correspondence.

2. Double postal cards, when unclaimed, shall be re—double.
turned to sender when the address of the sender can be ascertained; otherwise they shall be sent to the Division of Dead Letters. Care shall be taken in indorsing and returning double cards not to deface or destroy the unused half.

Sec. 635. 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. Disposal of unclaimed printed matter. R. S., § 4061. regulations as to.

2. Domestic printed matter obviously without value, including printed single postal cards, shall not be sent to the Division of Dead Letters when unclaimed, except that upon which postage is due, but shall be disposed of as waste paper, and the proceeds taken up and accounted for as other postal revenue. (See sec. 362.) Matter without value to be treated as waste paper, except.

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. Note.

Sec. 636. Undeliverable samples of merchandise sent for advertising purposes, or articles of like character, having no salable value, shall not be sent to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service, but should be destroyed and a suitable record kept of their disposal. Samples of merchandise.

2. Perishable matter shall be delivered as promptly as possible, but if such matter can not be delivered and becomes offensive and injurious to health, postmasters may destroy it, or the injurious or offensive portion thereof. Perishable matter.—when offensive.

3. Undeliverable perishable matter which in its nature does not become offensive or injurious to health may be delivered by postmasters to the proper local municipal authority to be distributed to hospitals, asylums, or other charitable or reformatory institutions. If there is no such municipal authority, the matter may be delivered to any charitable institution or organization making application therefor. If no application is made, the matter shall be destroyed at the expiration of two weeks. —when not offensive.

—record to be kept.

4. Postmasters shall keep a record of the disposition made of all undeliverable perishable matter. Under no circumstances shall such matter be sent to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service.

Prepayment of postage on returned second, third, and fourth class matter.

1898, June 13, ch. 446, § 4; 30 Stat., 444.

—sender to be notified, when.

Undelivered mail matter.

1903, Mar. 3, ch. 1009; 32 Stat., 1176.

Sec. 637. Second, third, and fourth class mail matter shall not be returned to sender or remailed 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.

2. That third and fourth class mail matter shall not be remailed to sender until the proper postage has been fully prepaid on the same: *Provided*, That in all cases when undelivered mail matter of the third and fourth class is of obvious value, the sender, if known, shall be given the opportunity of prepaying the return postage or accepting delivery to himself or upon his order, at the office where it is held, upon the payment of one cent postage for each card notice given him, under such regulations as the Postmaster General may prescribe.

See sec. 595, as to the forwarding of second, third, and fourth class matter, and secs. 640 and 641, as to the return of second-class matter.

Return of other than first-class matter.

—rate of postage.

3. Undeliverable matter of the second, third, and fourth classes may be returned only after the postage for such return shall have been paid. The rate of postage for the return of matter of the second class is 1 cent for each 4 ounces or fraction thereof, of the third class the same as that chargeable when it was first mailed, and of the fourth class the rates prescribed in section 455.

Stamps to be affixed and canceled.

4. When postage shall have been furnished for the return of matter as herein provided, the postmaster shall affix the necessary stamps to each separately addressed piece, cancel the stamps, make the necessary change in address, and promptly return the matter.

Notice to senders.

5. (a) If matter of the second, third, or fourth class, of obvious value, is undeliverable, the postmaster shall notify the sender of that fact by card notice (Form 3540) and give him an opportunity to furnish the return postage, or, in the case of third and fourth class matter, to withdraw the matter, if he so prefers, from the mails (either himself or through some person authorized by him) at the office where it is held, upon payment of 1 cent postage for each card notice sent him. The stamp representing such postage shall be affixed to the matter itself when withdrawn, and be canceled by the postmaster.

(b) No more notices of nondelivery of third or fourth class matter than are actually necessary should be sent. When there are several pieces of undeliverable third or fourth class matter of obvious value from the same sender, one notice, on Form 3540, may be used to cover as many of such pieces as practicable, and the form should be suitably altered with a pen to show that it is for a bulk number of pieces, the names and addresses on which are not to be given unless demanded; but when demanded, a separate notice shall be furnished for each piece and postage therefor be collected, as provided above. When the sender himself, or through some person authorized by him, upon receipt of a bulk notice, elects to withdraw such matter from the mails at the office of address, all pieces covered by such notice shall be withdrawn at the same time. Such pieces may not be distributed among several persons.

NOTE.—There is no provision of law by which the sender of undeliverable second-class matter may withdraw it in this manner from the mails at the office of address. Note.

6. Under the foregoing provisions undeliverable matter of the third and fourth classes addressed for local delivery at the office of mailing shall not be returned to the sender by letter carrier, or by rural carrier, without a new payment of postage on each piece at the rate chargeable thereon when the matter was originally mailed. —at city-delivery offices.

7. Undeliverable matter of the second, third, or fourth class ("nixies") received at a terminal office from railway postal clerks shall be treated as hereinbefore provided and as if such office were the post office of original address. Undeliverable matter at terminal offices.

8. When a notice concerning undeliverable matter of the second, third, or fourth class, of obvious value, has been sent as provided in this section, the postmaster shall hold such matter not longer than two weeks, unless the office of mailing be so remote from the office of address that a response could not be received from the sender within that time, in which case the matter shall be held not exceeding four weeks; except that six weeks may be allowed for the notice to be dispatched and returned between any post office in the Territory of Hawaii and any other United States post office outside the Territories of Hawaii and Alaska, and 90 days for such service be- Undeliverable matter of obvious value, how long to be held.

tween any post office in the Territory of Alaska and any other United States post office not in the same Territory.

Matter of obvious value defined.

9. Matter of obvious value within the meaning of this section is not only such as the postmaster may so regard, but includes all registered matter, and such as bears the pledge of the sender that postage for its return will be furnished on receipt of notice that it is undeliverable.

Undeliverable third and fourth class matter.

—disposition.

10. (a) Undeliverable matter of the third and fourth classes of obvious value which can not be returned to the sender under the provisions of this section shall be sent to the post office at the headquarters of the division of the Railway Mail Service in which such matter is detained, but matter addressed to foreign countries, posted in violation of law or treaty stipulation, shall be sent to the Division of Dead Letters.

—exception.

—rate of postage on matter returned or forwarded.

(b) Fourth-class matter may be returned to the sender, or forwarded, from the post office at the division headquarters of the Railway Mail Service to which it has been sent by the postmaster at the mailing office or the office of address for final disposition, but not until postage thereon has been prepaid at the zone rate from the office where it was originally detained to the post office at such division headquarters, in addition to the zone rate from the post office at such headquarters.

See secs. 545 and 546, as to return of matter to sender before dispatch where postage is unpaid, or the matter is misdirected, without payment of new postage; sec. 595 (note), as to sending local matter redirected to new address without new postage.

Reason for nondelivery to be shown on matter.

Sec. 638. Upon every undelivered article of mail matter must be indorsed or stamped the reason for non-delivery, such as "Unknown," "Refused," "Removed," "Firm dissolved," "Deceased," "In dispute," etc. When no other reason can be ascertained, the matter shall be indorsed "Unclaimed." In indorsing or stamping undelivered matter the original address or postmark must not be defaced or obscured.

Return of matter to which postage-due stamps have been affixed.

Sec. 639. When at city-delivery post offices matter to which postage-due stamps have been affixed is returned to writer, the provisions of section 599 relating to postage-due bill shall be observed.

VIII.—UNDELIVERABLE SECOND-CLASS MATTER.

Undeliverable second-class matter.

Sec. 640. When copies of any publication of the second class, mailed by a publisher at the pound rate or free in the county of publication, are undeliverable at the address thereon, the postmaster at the

office of destination shall promptly notify the publisher of the fact, giving the reason therefor, and copies received five weeks after the mailing of the notice to the publisher, and in no instance until two successive issues thereof have been published, shall, under such regulations as the Postmaster General may prescribe, be separately returned to the publisher thereof charged with postage at the third-class rate. All laws and parts of laws in conflict with this act are hereby repealed.

Sec. 641. The notice to the publisher that copies of his publication are for any reason undeliverable at the address thereon shall be made in duplicate, on Form 3578, the original to be retained by the postmaster as a record of notices furnished and the duplicate sent to the publisher.

2. Copies of all publications received after five weeks from the date of mailing the notice on Form 3578, but in no instance until two successive issues thereof have been published, which are undeliverable at the address thereon, including local change of address, shall be returned to the publishers under label Form 3579. This label shall be pasted on the outside of the publication or its wrapper in such manner as not to cover or obscure the original address or the subscription number thereon. Lines shall be lightly drawn through the original address. The postmaster shall enter in the place provided therefor the amount of postage due at the third-class rate and the date of the notice sent to the publisher.

NOTE.—Copies of publications undeliverable at the address thereon because of the temporary absence of the addressee from such address shall not be regarded as coming within the provisions of par. 1 of the above section.

See sec. 590, as to collection of postage due on undeliverable second-class matter returned to publisher.

Sec. 642. The copy which forms the basis for sending the notice on Form 3578 and copies received similarly addressed for the period of five weeks thereafter, or in the event that during the five weeks' period two issues have not been published, then copies received until two issues have been published, shall, if undeliverable at the post office of address, be disposed of as waste (see sec. 362), unless there be on file a forwarding order of the addressee, or unless there appears on the face of the publication or wrapper a pledge of the publisher to send postage for its return, in which events the copies should be retained a reasonable time (see sec. 637) to give the addressee or the publisher an opportunity to furnish the necessary postage at the transient second-class rate—1 cent for each

—publisher to be notified of.
—returned to publisher charged with postage at third-class rate.
—conflicting laws repealed.
1910, May 12, ch. 230: 36 Stat., 306.

Notice to publisher.
—how given.
—record of.

Conditions under which matter shall be returned to publisher.

Note.

Disposal of undeliverable second-class matter not returned to publisher.

4 ounces or fraction thereof—to effect the forwarding or return of the matter, as the case may be. If the postage for forwarding or returning such matter is not furnished, the copies shall be disposed of as waste.

Rate of postage applicable.

2. When second-class matter is forwarded to the addressee, or returned to the publisher after postage for such forwarding or return has been furnished in advance, the rate is 1 cent for each 4 ounces (transient second-class rate), whereas the rate of postage applicable to such matter when returned to the publisher under the provisions of section 640 is 1 cent for each 2 ounces (third-class rate).

IX.—TREATMENT OF DEAD MATTER AT RECEIVING OFFICES.

Classification of dead matter.

Sec. 643. Dead matter, or that of the first class and obscene, scurrilous, or lottery matter of any class, which is to be sent from the post office of address to the Division of Dead Letters, and that of the third and fourth classes which is to be sent to post offices at division headquarters of the Railway Mail Service, shall be classified as follows:

—unclaimed.

(a) Unclaimed matter: That which is not called for and can not be delivered or returned as provided in sections 545 and 633 to 637, other than matter of the second class, treated as waste paper, as provided in sections 636 and 642.

—refused.

(b) Refused matter: 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 635 and 641.

—fictitious.

(c) Fictitious matter: 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. 594.)

—illegible.

(d) Illegible matter: 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.

—hotel.

(e) Hotel matter: 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. 633 and 646.)

(f) Obscene and scurrilous matter: That which inad-^{—obscene and}vertently reaches the office of delivery, but of which ^{scurrilous.} delivery is forbidden by sections 480 and 481. (See sec. 593.)

(g) Lottery matter: Circulars or other matter concern-^{—lottery.}ing lotteries, gift concerts, or similar enterprises offering prizes, which are unmailable under the provisions of section 482. (See sec. 593.)

See *sec.* 549, as to matter to be sent from mailing offices, and *sec.* 658, as to matter of foreign origin.

X.—MAKING RETURNS OF UNDELIVERABLE MATTER.

Sec. 644. Mail matter which has been advertised either ^{Return of un-}by publication or by only posting a list thereof in the ^{claimed adver-}post office shall be held at post offices of the fourth class ^{tised matter.} for one month and at all other offices for two weeks after date of advertisement, and then, if undelivered, shall be sent to the Division of Dead Letters if of the first class, or to the post offices at the proper division headquarters of the Railway Mail Service if of the third or fourth class, in regular periodical returns, to be made at post offices of the fourth class once a month and at other post ^{—at fourth-class}offices once a week. ^{offices once a}
^{month.}
^{—at other offices}
^{once a week.}

See *sec.* 621, as to advertising undelivered matter.

Sec. 645. Postmasters in the Territory of Hawaii shall ^{Unclaimed}transmit to the postmaster at Honolulu, and postmasters ^{matter at post}in Porto Rico to the postmaster at San Juan, and post-^{offices, Hawaii,}masters in the Philippine Islands to the postmaster at ^{Porto Rico, and}Manila all matter and reports required by these regula-^{the Philippines.}tions to be sent to the Division of Dead Letters and to the post offices at division headquarters of the Railway Mail Service.

Sec. 646. In making up returns to be sent to the ^{Making up and}Division of Dead Letters and to post offices at division ^{transmitting re-}headquarters of the Railway Mail Service, every piece ^{turns of un-}of mail matter should be postmarked by stamp or hand ^{claimed matter.}with the name of the post office and the date of sending. ^{—postmarking.}

2. Matter bearing postage-due stamps which can not ^{Matter bearing}be delivered (see *sec.* 591) shall be tied in one package, ^{postage-due}with a written statement as to the amount of such ^{stamps.}postage-due stamps, and inclosed in a separate wrapper

er envelope plainly marked on the outside "Postage-due matter." At city-delivery offices each class of matter shall be tied in separate bundles and a facing slip put on each one, stating the number of pieces therein and the amount claimed for postage.

See sec. 391, 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 countries, and on foreign undelivered matter.

Bill and advertised list.

3. A copy of the advertised list shall be sent with every return. The advertised list should give the name of the post office, State, and date of advertising. (See sec. 627.)

Matter disposed of since advertisement.

4. 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.

5. 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.

6. The whole return should be wrapped and securely tied in one parcel and plainly addressed, "Division of Dead Letters, Washington, D. C.," or "Postmaster, _____" (at post office at division headquarters of Railway Mail Service), as may be proper, 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. When the return is too bulky to be tied in one parcel, a pouch shall be used, so that all the matter will be received together. Returns from city-delivery post offices shall be registered only when a claim for credit for the value of due stamps is included therewith.

Hotel and fictitious matter.

7. Hotel and fictitious matter shall be entered on a list (Form 1522½) and sent separately from other unclaimed matter.

Dead-letter bills.

8. Postmasters at city-delivery offices shall use dead-letter bills (Form 1561) printed on blue paper, and returns from all other offices shall be sent without dead-letter bills, but accompanied with copies of their advertised lists.

Sec. 647. Postmasters at division headquarters of the Railway Mail Service receiving money or stamps 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. 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 of merchandise found loose in the mails and unclaimed at the end of 12 months shall be disposed of by the postmasters at division headquarters of the Railway Mail Service by public sale. A suitable record shall be kept thereof, and the net proceeds sent to the Division of Dead Letters to be accounted for as part of the postal revenue.

Valuable matter found loose in the mails and in post offices.

—treatment of, at division headquarters.

—sale of.

2. Postmasters, other than those at division headquarters of the Railway Mail Service, receiving money or stamps found loose in the mails from the Railway Mail Service or other sources, shall make weekly returns thereof to the Division of Dead Letters, 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 on unmailable bills (Form 1522 or 1522 $\frac{1}{2}$), but all articles of merchandise found loose in the mails shall be sent by postmasters to the post offices at the headquarters of the Railway Mail Service of the division in which the articles were found.

—at other offices.

Sec. 648. Unmailable matter shall not be held to be advertised. At post offices of the first class daily, and at all other post offices weekly, returns shall be made to the Division of Dead Letters, or to post offices at division headquarters of the Railway Mail Service, of all unmailable matter received through the mails and on

Returns of unmailable matter. —first-class offices daily; other offices weekly.

hand at the time of return (see sec. 593) which is not directed to be disposed of otherwise. (See sec. 549.)

See sec. 547, as to unmailable matter at mailing offices; sec. 574, as to offices in transit.

Making up and transmitting unmailable matter.—list of.

Sec. 649. Each return of unmailable matter shall be accompanied with 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 classes.

Reason for sending.

2. Every piece of unmailable matter sent to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service shall have plainly written or stamped upon it the specific reason therefor as provided in section 638, and must also bear the name of the post office and the date on which it was so sent, care being taken in indorsing or stamping such matter not to deface the original postmark or address.

Preparation of returns.

3. Returns of unmailable matter shall be securely fastened in one package, with list inclosed, addressed "Division of Dead Letters, Washington, D. C.," or "Postmaster, -----" (at post office at division headquarters of Railway Mail Service), as may be proper, 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.

4. Duplicates of all lists and statements shall be retained by postmasters.

5. Unmailable matter shall not be sent with returns of ordinary unclaimed matter.

See secs. 956 and 957, as to unclaimed registered matter; sec. 618, as to delivery of valuable letters received from Division of Dead Letters.

CHAPTER 8.

TREATMENT OF FOREIGN MAILS.

I.—TREATMENT AT MAILING OFFICES.

Treatment of matter mailed at other than exchange offices.—examination.

Sec. 650. When matter addressed to foreign countries is mailed at post offices not designated as exchange offices, postmasters shall examine the same to ascertain whether it belongs to one of the classes of matter admissible to the international mails. (See secs. 511 and 519.)

2. When postage on foreign mail matter, except letters, is not sufficiently paid to authorize its dispatch (see sec. 511), it should, where possible, be returned to the sender. —deficient postage.

3. Unpaid matter addressed to a foreign country where prepayment of postage is required shall be sent to the Division of Dead Letters at once, if the name of the sender is unknown. (See sec. 519.) Notice of detention for postage shall not be sent to addressees in such cases, except that postmasters shall treat unpaid and insufficiently prepaid matter addressed for delivery in Canada in the same manner as domestic matter, requesting postage directly from the addressees. (See sec. 545.) Or receipt of Canadian stamps in response to such notices the postmaster shall take from his stock an equal amount of United States postage stamps, affix them to the matter and dispatch it to its destination. The Canadian stamps should be held temporarily as stock, and transmitted to the Division of Dead Letters quarterly to be exchanged for like amounts in domestic stamps. —unpaid matter.

4. All matter addressed to or received from foreign countries, except such as is merely in transit across the territory of the United States, which by sections 480, 481, and 482 is prohibited transmission in the domestic mails shall be withdrawn from the mails, whether at office of origin, of address, or at an exchange office, the same as domestic matter, and treated as provided in section 547. Canadian stamps received in payment of deficient postage.

See sec. 656, as to matter from foreign countries under seal suspected to contain obscene or lottery matter.

5. Matter admissible to the international mails shall be dispatched the same as domestic mail to the proper exchange office. Matter specially addressed to go via a designated steamship line shall be so dispatched if practicable. Unmailable matter.

See Postal Guide, as to routing and dispatch of articles for foreign countries.

Sec. 651. Parcels offered for transmission by parcel post shall be examined, weighed, and measured to ascertain that all conditions applicable thereto are complied with and that the proper amount of postage is prepaid thereon. (See sec. 521.) Dispatch of admissible matter.

Customs declarations must be attached to parcels.

Certificates of mailing for senders.

Recall of matter or change of address.

2. Packages for transmission by parcel post shall not be accepted for mailing unless customs declarations, filled out as required, are properly attached thereto.

3. A "Certificate of mailing" shall be prepared and date stamped by the postal employee accepting the parcel and handed to the sender if requested.

Sec. 652. 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. When application is made for the recall of an article or the change of the address thereon the conditions prescribed in section 553 relative to withdrawing letters from the domestic mails shall 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 shall be canceled by the postmaster) the amount chargeable on a single-rate registered letter to the country concerned. When these conditions have been complied with, the postmaster shall forward the application, accompanied with the facsimile of the address, under registration, to the Second Assistant Postmaster General, Division of Foreign Mails, who shall 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.

—before dispatch.

2. When application is made for the return of an article (not registered) or the change of the address thereon before it has been dispatched from the United States, it shall be returned to the sender upon compliance by him with the requirements of section 552.

See sec. 1052, as to recall of registered mail.

—postmasters must not comply with requests.

3. Postmasters shall 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

—must be treated, how.

post office. Requests to return matter to sender or to change the address thereon should be referred to the Second Assistant Postmaster General, and the article should be held until instructions concerning it are received.

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.

Legislation prohibiting recall.

See Postal Guide for detailed information.

II.—EXCHANGE OFFICES—DISPATCH OF MATTER TO FOREIGN COUNTRIES.

Sec. 653. Mails shall be exchanged with foreign countries through certain post offices and railway post offices duly authorized to act as "exchange offices." Mails for foreign countries shall be made up and dispatched only by exchange offices.

Exchange offices. Dispatch of mails from, to be under direction of Second Assistant Postmaster General.

2. When mail matter is received at an exchange office for dispatch to a foreign country it shall be examined to ascertain whether it conforms to the conditions prescribed for such matter in the mails for the country to which addressed.

Matter to be examined.

3. When any matter does not conform to the conditions prescribed it shall 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 shall be returned thereto with the reason for return marked on the cover.

Return of matter not conforming with conditions.

4. When a parcel-post package is received from the office of mailing without a customs declaration, the postmaster at the mailing office shall be requested to procure and transmit the same to the exchange post office; and if the postmaster refuses or neglects to furnish such customs declarations, then the parcel shall be returned to the mailing office.

Parcels received without customs declaration.

5. All matter which is obscene, or contains articles for indecent or immoral purposes, etc., all matter bearing on the outside cover or wrapper, and all postal cards and post cards bearing, scurrilous or defamatory words or language, all matter relating to lotteries or similar enter-

Unmailable matter.

prises, and all matter relating to schemes to defraud, which is inadvertently dispatched from mailing offices, shall be withdrawn from the mails at exchange offices and treated the same as at mailing offices. (See sec. 650.)

See sec. 656, 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 shall be separated from those which are wholly or partly unpaid, and the short-paid articles shall be stamped with the number of rates of postage to be paid, and the amount of deficient postage shall be marked thereon.

Separation of "paid" and "short-paid" letters.

7. Paid letters, postal cards, and post cards shall 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, shall be attached to such packages.

-weighing and sacking.

8. Letters, postal cards, and post cards, except for Canada or those sent overland to Mexico, shall be weighed and the weights noted, and the packages shall 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), shall be attached thereto.

Separation of letters from other articles.

9. Articles other than letters which are fully prepaid shall be separated from those only partly prepaid; each article of short-paid matter shall be stamped with a "T," and the number of rates of postage to be paid and the amount of deficient postage shall be marked thereon. Printed matter, commercial papers, and samples of merchandise shall 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, shall be weighed and the weight noted, and such packages shall then be placed in a canvas sack, to which shall be attached a buff label bearing the words "From _____, Printed matter, etc., for _____."

Letter bills.

11. A "letter bill" shall 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. 1058, as to including registered matter in bill.) The letter bill shall 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 shall be numbered in an annual series, beginning with No. 1 for the first mail dispatched in the year.

12. Mail sacks for foreign dispatch shall be closed by means of twine and lead seals, using pliers furnished for the purpose. Sacks containing only prints for Canada need not be sealed.

Closing of sacks.

13. A waybill in duplicate to accompany mails dispatched to foreign countries shall be made by the postmaster at the port from which the vessel sails.

Waybills.

14. A "statement of weights" of the mails conveyed by each steamer or vessel, except mails sent overland to Canada or Mexico, shall be made out in duplicate, 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. 71). Such statement shall be sent to the Second Assistant Postmaster General, Division of Foreign Mails, and a copy retained in the dispatching office.

Statement of weights.

See sec. 1059, as to registered matter for foreign countries.

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.

Specially addressed matter.

16. When a "bulletin of verification" is received from a foreign exchange office it shall, after examination, be returned to said office with any observations deemed necessary.

—when received.

III.—FOREIGN MAILS RECEIVED AT EXCHANGE OFFICES FROM ABROAD.

Receipt of mails at exchange office.

Comparison of sacks with waybills.

Opening of sacks and comparison with letter bills.

Errors or omissions in letter bills.

Bulletin of verification.

Separation of sealed packages.

Matter from Canada, Cuba, Mexico, and the Republic of Panama contrary to provisions of convention.

Rating of unpaid and short-paid matter.

Delivery of matter to person addressed.

Sec. 654. When mails are received at exchange post offices where vessels land, the sacks shall be counted, and, if found to agree with the waybills thereof, the exact time of receipt shall be entered on the waybill and the same signed as a receipt of the mails, any errors being noted on the waybill before signing.

2. Sacks or packages containing foreign mail shall 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.

3. When errors or omissions are detected in letter bills, proper corrections shall 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 shall then be entered in a blank form designated a "Bulletin of verification," which shall be signed in duplicate by the two employees who opened the mail, the postmark of the post office shall be impressed thereon, and a copy of the bulletin shall be sent by registered mail to the dispatching foreign exchange office and the other copy retained on the files of the post office.

4. All sealed packages shall be separated from such as are supposed to contain articles liable to customs duties, which shall be disposed of as prescribed in section 658.

5. All sealed packages, other than letters in their usual and ordinary form, forwarded to the United States in the mails from Canada, Cuba, Mexico, and the Republic of Panama contrary to the provisions of the Postal Conventions between the United States and those countries shall be immediately returned from the United States exchange offices of receipt to the foreign exchange offices from which they were dispatched.

6. All unpaid and short-paid articles shall be rated up, be indorsed "Postage due ——— cents," or "U. S. postage charge to collect ——— cents," and forwarded to destination without delay.

7. 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.

8. 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 included in the mails conveyed by said vessel. They must not be treated as "ship letters." (See sec. 408.)

See secs. 650 and 657, as to unmailable matter; see Title Six, ch. 4, as to foreign registered matter.

Sec. 655. Foreign closed transit mails—that is, 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—shall not be opened. (See secs. 519, 650, 658, and 663.)

2. Foreign closed transit mails received at exchange offices shall be examined, and if they are unsealed, or the seals are damaged, or sacks or covers are torn or damaged, the imperfections shall be corrected or the damage repaired as far as practicable. The condition of such mails shall be reported to the foreign dispatching exchange office in a bulletin of verification. (See sec. 658.)

3. Foreign closed transit mails shall be entered on the letter bill in the proper place therefor, and forwarded intact to destination. The necessary statements of weights shall be furnished as in the case of United States mails dispatched to foreign countries. (See sec. 653.)

Sec. 656. As 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 shall 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 shall be stamped or indorsed "Supposed to contain matter prohibited importation" and for-

Matter in transit not to be interfered with.

warded to destination; but this shall not apply to matter originating in a foreign country and merely in transit across the territory of the United States to another foreign country. (See sec. 650.)

See sec. 1709, as to penalty for officer aiding in importing obscene matter; sec. 1710, as to penalty for importing lottery matter; sec. 664, as to matter liable or supposed to be liable to United States customs duties.

Matter addressed to lottery and fraudulent concerns. —held on order of Postmaster General, how treated.

Sec. 657. Whenever orders shall be issued to postmasters at exchange 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 shall be treated as prescribed in said order (see sec. 484), except that matter merely in transit across the territory of the United States shall not be detained under such orders.

See sec. 1205, as to orders forbidding certification of money orders.

IV.—TREATMENT OF FOREIGN MATTER AT DELIVERING OFFICES.

Treatment of foreign matter at offices of delivery.

Sec. 658. On receipt of foreign matter at the office of address it shall be delivered (see secs. 601 to 620), forwarded (see secs. 595 to 600), or advertised as unclaimed (see secs. 621 to 629), the same as domestic mail matter, except as herein provided.

See secs. 1046 to 1053 and 1063, as to registered matter; sec. 664, as to customs duties; sec. 663, as to copyright matter.

Postage due.

2. Postage due on unpaid or short-paid matter, as indorsed thereon at the exchange office (see sec. 654), shall be collected and postage-due stamps affixed, the same as in the case of domestic mail matter (see sec. 590).

See sec. 391, as to credit for value of postage-due stamps; sec. 650, as to unmailable matter.

Undeliverable or unclaimed foreign unregistered matter.

Sec. 659. All fully prepaid undeliverable or unclaimed foreign matter, except that originating in Canada and Mexico, shall be marked to show the reason for its non-delivery, and sent by postmasters to the respective exchange offices from which it was received for return therefrom to the country of mailing. Such matter should be wrapped in parcels marked "Rebuts" and sent to the postmaster at the proper exchange office for disposal.

2. Fully prepaid letters from foreign countries which bear requests of senders for their return in case of non-delivery by a certain date or within a specified time must be returned to the countries of origin without charge directly through the United States exchange offices at the expiration of the period for their retention indicated in the requests.

Prepaid letters with return requests.

3. Fully prepaid letters bearing on the covers the business card, names, addresses of the senders, or designation of places in foreign countries 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 to the countries of origin without charge directly through the United States exchange offices at the expiration of 30 days from the date of their receipt at the offices of destination.

To be returned in 30 days where no specified time given.

Sec. 660. On the delivery to the addressee of a parcel received by parcel post the postage charge provided in section 521 shall be collected in the manner prescribed by sections 587 and 590.

Postage due on parcel-post packages.

Sec. 661. Packages received from foreign countries by parcel post which can not be delivered shall be treated as indicated in the chapter "International parcel post" in the current issue of the Official Postal Guide.

Undeliverable parcel-post packages, how to be treated.

Sec. 662. When packages sent by parcel post are returned from the country of address as undeliverable, the parcel shall be delivered to the sender upon payment of a sum equal to the postage collected on the parcel when it was first mailed. Such postage charge shall be collected in the manner prescribed by sections 587 and 590.

Parcel-post packages returned from country of address.—collection of postage.

Sec. 663. The joint regulations governing the treatment of dutiable and supposed dutiable articles received in the mails from foreign countries (see sec. 664) are also applicable in the treatment of articles which contain or which are supposed to contain matter prohibited importation by the copyright act of March 4, 1909 (chap. 320; 35 Stat., 1075), except as hereinafter modified.

Articles prohibited importation by copyright act, how treated.

2. Unsealed correspondence and packages (registered and unregistered) of all kinds which, upon examination, prove to contain articles prohibited importation by the copyright act shall be retained by customs officers, who will notify the addressee of the facts of the case. If an application is not made within a reasonable time to the

Unsealed correspondence prohibited importation.—treatment of.

Secretary of the Treasury for permission to return such articles to the country of export, the customs officers shall take appropriate steps to forfeit the articles, as provided in section 32 of the copyright act.

Sealed articles supposed to contain matter prohibited by copyright act.—treatment of.

3. Sealed articles supposed to contain matter prohibited importation by the copyright act must be appropriately marked to indicate that fact at the exchange office of receipt. The same conditions shall apply in regard to the marking, opening, and disposition of such sealed articles by the addressee or authorized agent as are required in the case of the opening and treatment of sealed "Supposed liable to customs duty" pieces. If the customs officer finds an article contains matter prohibited importation by the copyright act, he shall notify the addressee of the facts through the postmaster at the office of delivery. If an application is not then made within a reasonable time to the Secretary of the Treasury for permission to return the article to the country of export, the customs officer shall take appropriate steps to forfeit the matter, as provided in section 32 of the copyright act.

Receipts of customs officers to be taken.

4. Receipt should be taken for articles submitted to customs officials as prohibited importation under the copyright law and proper record made on the post-office records of the disposition of such articles as are not returned to be disposed of through the mails.

Notice of contemplated illegal importation to be given.

5. Notice of actual or contemplated illegal importation through the mails should be given to the Secretary of the Treasury or the Postmaster General. On receipt of such notices either by the Secretary of the Treasury or the Postmaster General instructions will be promptly issued.

CHAPTER 9.

CUSTOMS DUTIES.

JOINT REGULATIONS ADOPTED BY THE SECRETARY OF THE TREASURY AND THE POSTMASTER GENERAL GOVERNING THE TREATMENT OF DUTIABLE AND SUPPOSED DUTIABLE ARTICLES RECEIVED IN THE MAILS FROM FOREIGN COUNTRIES.

Detail of customs officers; proper facilities; notice of arrival of foreign mails.

Sec. 664. Whenever necessary to properly safeguard the revenue and expedite the delivery of foreign mails, collectors of customs will detail competent subordinates

for duty at exchange post offices of receipt at which offices postmasters will provide proper facilities for the treatment of foreign-mail packages by customs officers, and shall keep such officers advised of the prospective arrival of each mail from abroad.

2. Customs officers are authorized to be present at the opening and distribution at exchange post offices of receipt of mails from abroad, and to first segregate the dutiable and supposed dutiable packages, sealed and unsealed, registered and not registered (registered only in the presence of an authorized representative of a postmaster), from those clearly nondutiable. Letters in their usual and ordinary form will be segregated by postal employees.

Segregation of foreign mails at exchange post offices of receipt.

3. Letters and packages, sealed and unsealed, registered and not registered, addressed to ambassadors, ministers, and chargés d'affaires representing foreign Governments at Washington, will be delivered to the addressees by postmasters without submission to or the intervention of customs officers.

Letters and packages for ambassadors, etc.

4. Letters and sealed packages addressed to consular and other officers not mentioned above, bearing the seal of the foreign Government or inclosed in its official envelope and indicating from a casual examination by a customs officer, when such officer is available for the purpose, or by a postmaster when a customs officer is not available, without breaking the seal, that they contain only official documents, shall be immediately forwarded to the parties addressed. If letters and packages so addressed bear the appearance of containing merchandise of any character, they will be treated in the manner provided in these regulations for sealed packages.

Letters and packages for consuls, etc.

Unsealed parcels so addressed will be treated in the manner provided in these regulations for unsealed parcels.

5. Letters and sealed packages addressed to officials of the United States Government, which, from a casual examination by a customs officer, when such officer is available for the purpose, or by a postmaster when a customs officer is not available, appear to contain only official documents, shall be immediately forwarded to the parties addressed. If letters and sealed packages

Letters and packages for Government officials.

so addressed bear the appearance of containing merchandise of any character, they will be treated in the manner provided in these regulations for sealed packages.

Unsealed parcels so addressed shall be treated in the manner provided in these regulations for unsealed parcels.

Diplomatic or official pouches.

6. It is not permissible to place dutiable or prohibited articles, sealed or unsealed, in "diplomatic pouches," so called, going directly to the Department of State. Such articles found therein are subject to the customs laws and regulations.

Test to determine whether an unsealed parcel is a Universal Postal or Parcel-Post Convention parcel.

7. The test to determine whether an unsealed dutiable parcel is liable to the provisions of the Universal Postal or Parcel-Post Convention when received from a country party to these two conventions, and with which there is no postal convention or to which domestic postal conditions have not been applied, shall be the declaration which is required to accompany parcel-post packages. In the absence of a declaration, the parcel shall be treated as a Universal Postal Convention parcel, but may, however, be segregated and examined by customs officers at exchange offices of receipt, as is done in the case of parcel-post packages.

Labels.

8. For the purpose of tracing letters and sealed packages which may be liable to customs duty, labels designated Form A and Form B, bearing serial numbers and the legend "Supposed liable to customs duty," will be furnished and should be attached to such letters and packages by customs officers when available, and by postal employees in the absence of customs officers. The instructions printed on the labels must be carefully observed.

These labels are not to be used when letters or sealed packages are for delivery within the limits of the exchange post offices at which they are received from abroad, but, instead, such letters and packages are to be stamped by the segregating officer "Supposed liable to customs duty."

Sealed package defined.

9. A sealed package is such as can not be opened without destroying the wrapper or causing material damage to the contents.

Sealed packages from Canada, Mexico, Cuba, and the Republic of Panama.

10. Sealed packages other than letters in their usual and ordinary form from Canada, Mexico, Cuba, and the Republic of Panama shall be immediately returned

by exchange post offices of receipt to the foreign exchange post offices from which they were dispatched.

11. Sealed packages, registered and not registered (except letters in their usual and ordinary form), for delivery at exchange post offices at which received from abroad shall, after being segregated—the supposed dutiable from the nondutiable—by customs officers, and the supposed dutiable so stamped by said officers, be left in the custody of postmasters, who will immediately notify the addressees, on the general form provided for that purpose by the Post Office Department, of the receipt of the packages and to appear and open the same in the presence of a customs officer. The package opened, the addressee will be required to at once hand the same to a customs officer for examination, and, if dutiable, the issuance of a mail entry and the collection of the proper charges, after which the package shall be delivered to the addressee by a customs officer.

Sealed packages for delivery at exchange post offices of receipt.

Registered packages will be segregated only in the presence of an authorized representative of the postmaster, and shall be receipted for by the addressees before being opened.

12. Sealed packages, registered and not registered (except letters in their usual and ordinary form), for delivery outside of exchange post offices at which received from abroad, will, after they are segregated—the supposed dutiable from the nondutiable—by customs officers, and the supposed dutiable properly labeled by said officers, be promptly forwarded by postmasters to the post offices of delivery. Upon receipt of such a package at a post office of delivery the postmaster will notify the addressee, on the general form provided by the Post Office Department, of its receipt and to appear and open the same in the presence of a customs officer, if one be located at said office. The package opened, the addressee will be required to at once hand the same to the customs officer for examination, and, if dutiable, the issuance of a mail entry and the collection of the proper charges, after which the package shall be delivered to the addressee by the customs officer.

Sealed packages for delivery at post offices other than exchange post offices of receipt.

If no customs officer is located at the post office of delivery, the package will be opened in the presence

of the postmaster, who will immediately thereafter forward the same, under official registration, to the postmaster at the place where the nearest customs officer is located, for submission to said officer, that he may determine whether the contents are in fact dutiable. The customs officer will promptly examine the contents and, if dutiable, issue a mail entry to cover the proper customs charges, place the same in the envelope provided for the purpose by the Treasury Department, and securely attach the envelope to the package, which should be promptly returned, under official registration, to the postmaster at the post office of delivery, who will collect the customs charges and transmit the same, together with the mail entry, in registered letter, using penalty envelope, to the customs officer who issued the entry.

Registered packages will be segregated only in the presence of an authorized representative of the postmaster, and shall be receipted for by addressees before being opened.

When a postmaster is not advised as to the location of the "nearest customs officer," this information will be furnished upon application to the Secretary of the Treasury.

Letters for delivery at exchange post offices of receipt.

13. Letters in their usual and ordinary form, registered and not registered, for delivery at exchange post offices at which received from abroad, shall be segregated—the supposed dutiable from the nondutiable—by postal employees, and the supposed dutiable so stamped by said employees, after which they will be treated in the manner provided in these regulations for sealed packages for delivery at exchange post offices of receipt.

Letters for delivery at offices other than exchange post offices of receipt.

14. Supposed dutiable letters in their usual and ordinary form, registered and not registered, for delivery at post offices other than the exchange offices at which received from abroad, will be segregated and stamped "Supposed liable to customs duty" by postal employees, after which they will be treated by postmasters at offices of delivery in the manner provided in these regulations for sealed packages for delivery at offices other than exchange post offices of receipt.

Letters distributed by railway post offices.

15. Letters which may contain dutiable articles received and distributed by railway post offices exchanging mails with Canada, Mexico, and Cuba will be properly labeled (Form A or B, as the case may be)

“Supposed liable to customs duty” by railway postal clerks and forwarded to destination, care being taken to follow the instructions printed on said labels. Postmasters at offices of delivery will apply the regulations for sealed packages for delivery at offices other than exchange post offices of receipt.

16. If an addressee fails to respond within 30 days to the notice sent him of the receipt of a letter or sealed package, the same will be treated as undelivered, except in the case of a registered package, which, under the postal regulations, is required to be held for a longer period.

Failure of addressees to respond to notices to appear.

17. If an addressee of a letter or sealed package supposed liable to duty, after opening the same for the purpose of customs inspection, declines to accept delivery of the article, it shall be reclosed by means of an “official seal” of the Post Office Department, marked “Refused,” and treated as other undeliverable sealed articles, and the receipt in the case of a registered package shall be so marked.

Refusal of addressees to accept delivery of letters and sealed packages.

18. Postmasters retain custody of letters and sealed packages until they are opened by addressees. Therefore customs officers will not open or seize any letter or sealed package until after it is opened by the addressee. Seizable packages for delivery at offices where there is no customs officer may, upon request of a customs officer, be taken into custody by postmasters, after being opened by addressees, and forwarded to said officer.

Seizure of letters and sealed packages.

19. When a customs officer can establish to the satisfaction of a postmaster or a clerk in charge of a railway post office that a dutiable letter or sealed package has been smuggled into the United States and placed in the mails, it shall be the duty of the postmaster or railway postal clerk in charge to label or permit the customs officer to label such package “Supposed liable to customs duty.” In addition, the officer labeling the package shall place thereon the word “Smuggled.” The package shall then be forwarded to the office of delivery. Upon receipt of the package at the office of delivery the postmaster shall notify the addressee to appear, receipt for (in the case of a registered package), and open the same. When the package has been opened, it shall be delivered into the custody of the nearest customs officer, who will be governed in the

Letters and sealed packages smuggled and placed in domestic mails.

treatment thereof by the customs laws and regulations in relation to the seizure and forfeiture of smuggled articles.

Fines collected on letters and sealed packages can not be refunded.

20. Customs fines collected on letters and sealed packages can not be refunded. If any dissatisfaction exists payment should be suspended and notice given to postmasters, who will hold the goods and immediately communicate the grounds of objection to the collectors of customs issuing the entries and forward to them such papers or statements as the addressees may submit.

Undelivered letters and sealed packages.

21. Undelivered letters and sealed packages supposed to contain dutiable articles when returned to the country of origin are to be forwarded through the Division of Dead Letters, Post Office Department, or the exchange post offices, as provided in the Postal Laws and Regulations.

Redirected letters and sealed packages.

22. When a supposed dutiable letter or sealed package is redirected from one post office to another, the postmaster at the forwarding office must be careful to see that the label "Supposed liable to customs duty" remains attached thereto, and shall notify the collector of customs as per label, Form A, or the Auditor for the Treasury Department as per label, Form B, as in the case of undeliverable articles, stating the date of forwarding and name of post office to which forwarded.

Unsealed parcels for delivery at exchange post offices of receipt.

23. Unsealed parcels, registered and not registered, for delivery at exchange post offices at which received from abroad shall, upon arrival at such offices, be first segregated—the dutiable from the nondutiable—and examined by customs officers. Said officers will prepare mail entries to cover the duties on parcels found to be dutiable, which entries shall be securely attached to the parcels, and the latter left in the custody of postmasters, who will cause the delivery thereof and the collection of the duties. The sums so collected, together with the entries, should be promptly handed to the proper customs officers.

Registered parcels will be segregated and examined only in the presence of an authorized representative of a postmaster.

Unsealed parcels for delivery at offices other than exchange post offices of receipt.

24. Unsealed parcels, registered and not registered, for delivery outside of exchange post offices at which received from abroad shall, as before, be segregated and

examined by customs officers. Said officers will prepare mail entries to cover the duties on parcels found to be dutiable and place said entries in envelopes provided for that purpose, which envelopes should be securely attached to the parcels and the latter left in the custody of postmasters. Postmasters will promptly forward such parcels to the post offices of delivery. Upon receipt of the parcels at post offices of delivery, postmasters will, on delivery to addressees, collect the duties and forward the same, together with the mail entries, in registered letters, using penalty envelopes, to the customs officers who issued the entries.

25. Unsealed ordinary parcels from Canada, Mexico, and Cuba distributed by railway post offices will be segregated—the supposed dutiable from the nondutiable—by railway postal clerks, and the supposed dutiable parcels placed in sacks or packages, which are to be closed, marked "Supposed liable to customs duty," and forwarded to the post office nearest the end of their run at which there is a customs officer. The postmaster at such office will promptly submit the sacks or packages to the customs officer, who will follow the regulations for the treatment of unsealed parcels for delivery at exchange post offices or offices other than exchange post offices, as the case may be.

Unsealed ordinary parcels distributed by railway post offices.

26. When an unsealed parcel is redirected from one post office to another, the postmaster at the forwarding office will be careful to see that the customs mail entry covering the duty accompanies the parcel to the office of delivery.

Redirected unsealed parcels.

27. Should an addressee refuse to accept delivery of an unsealed dutiable parcel, the same shall be treated in the manner provided in these regulations for undelivered unsealed parcels, except in the case of an unsealed Universal Postal Convention parcel, which should be treated as an undelivered sealed parcel.

Refusal of addressees to accept delivery of unsealed parcels.

28. Undeliverable unsealed dutiable parcels (except registered from Cuba and the Republic of Panama) from Canada, Mexico, Cuba, and the Republic of Panama will be specially returned by postmasters at post offices of delivery within a period of 30 days from the date of their receipt at such offices, under official registration, marked to show why they were not delivered, to the collectors of customs at the United States exchange post offices of receipt issuing the mail entries covering

Undelivered unsealed parcels.

such parcels. Collectors of customs will, after satisfying themselves that the mail entries correspond therewith, hand the parcels to the postmasters at the exchange offices for return to the country of origin.

Unsealed registered parcels from Cuba and the Republic of Panama will be returned through the Division of Dead Letters, Post Office Department.

Disposition of letters and sealed or unsealed parcels not returned to country of origin.

29. If for any cause an undelivered supposed or known dutiable letter, sealed or unsealed parcel, is not returned to the country of origin, it shall be delivered to the proper customs officer for disposition under the customs laws and regulations governing seized or unclaimed articles, as the case may be.

Unsealed dutiable parcels smuggled into the United States and placed in the mails.

30. When a customs officer can establish to the satisfaction of a postmaster or clerk in charge of a railway post office that an unsealed dutiable parcel has been smuggled into the United States and placed in the mails, it shall be the duty of the postmaster or clerk in charge of a railway post office to deliver the parcel (except in the case of a registered parcel, which will be treated as a sealed registered smuggled package) into the custody of the customs officer for proper disposition under the customs laws and regulations. The customs officer will at once notify the addressee of the parcel of the seizure thereof and the reason therefor.

Customs mail entries.

31. Customs officers will issue mail entries to cover each dutiable article, sealed or unsealed, examined by them. Such entries covering undeliverable dutiable articles must be marked by postmasters to show how the articles were disposed of at their offices and returned to the collectors of customs who issued them.

Stamping non-dutiable letters and sealed or unsealed parcels.

32. When a customs officer determines that any letter, sealed or unsealed parcel, examined by him is not dutiable, he shall stamp it "Passed free of duty" or "Not dutiable," attach his initials or full signature, and state the name of the port.

Failure of customs officers to take prompt action.

33. Should a customs officer fail to take prompt action concerning any letter, sealed or unsealed parcel, submitted to him for examination by a postmaster, the Secretary of the Treasury should be duly notified by such postmaster.

Failure of postmasters to make prompt return of customs collections.

34. If a postmaster fails to make return of customs collections within 30 days from the date of the issuance of a mail customs entry, the customs officer issuing

such entry will report the facts to the Chief Inspector, Post Office Department, Washington, D. C., for investigation. The Chief Inspector will promptly advise the customs officer of the result of such investigation.

35. Should a letter, sealed or unsealed parcel, containing articles supposed or known to be dutiable escape detection at an exchange office of receipt, it shall be the duty of the postmaster at the office of delivery to submit the package to the nearest customs officer for proper action.

Failure to detect dutiable articles at exchange offices.

36. Postmasters and customs officers will take special notice of the postal and customs regulations concerning copyrighted and other articles prohibited importation in the mails.

Prohibited importations.

37. Postmasters at exchange offices of receipt will permit customs officers to examine at irregular intervals, and at least once every 30 days, newspapers received in the mails from foreign countries. If deemed necessary for the protection of the revenue, such newspapers may be examined at more frequent intervals.

Examination of newspapers by customs officers.

38. Postal and customs employees must exercise the utmost care in repacking articles contained in parcels opened by them. In any case where it can be shown that an article has sustained damage as the result of careless or improper repacking, the postal or customs employee who repacked the article will be held responsible for the damage.

Careless or improper repacking.

39. The mails are not to be unnecessarily delayed in order to search for dutiable articles.

Mails not to be delayed.

40. Sealed letters or parcels of foreign origin, either ordinary or registered, which, when opened by the addressee in the presence of the delivering postal employee, and after receipt therefor has been given in the case of registered pieces, are found to contain only written communications, money, or genuine postage stamps (not facsimiles of foreign or domestic stamps, which are prohibited importation under the act of 1891) may be delivered to the addressee without submission to customs officials. In such cases the delivering employees shall state their action on the coupon attached to the package before forwarding the coupon to the Auditor for the Treasury Department, Washington, D. C.

Sealed letters or parcels delivered to addressees without customs inspection, under certain conditions.

TITLE FIVE.

DELIVERY SERVICE.

CHAPTER 1.

CITY DELIVERY.

I.—ESTABLISHMENT AND SUPERVISION.

City - delivery service. 1887, Jan. 3, ch. 14, § 1; 24 Stat. 355.
—establishment of, when.

Sec. 665. 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. Applications for the establishment of city delivery should be addressed to the First Assistant Postmaster General, Division of City Delivery. They should give the population of the place, state whether the houses are numbered, the streets properly lighted, their names posted, and whether there are good continuous sidewalks throughout the whole of the district which it is proposed to serve by letter carriers.

—from consolidated post offices. 1911, Feb. 10; 36 Stat., 911.

2. When two or more post offices situated within the corporate limits of any city, village, or borough are consolidated by authority of the Postmaster General, and the said offices together produced a gross revenue for the preceding fiscal year of not less than ten thousand dollars, letter carriers may be employed for the free delivery of mail matter in like manner as if any one of such post offices had produced such revenue in said fiscal year.

Extra postage or carriers' fees prohibited.

R. S., § 3873.
Fixing of limits and frequency of service.

Sec. 666. No extra postage or carriers' fees shall be charged or collected upon any mail matter collected or delivered by carriers.

Sec. 667. The limits of the city-delivery service and the number of daily deliveries and collection trips to be made shall be fixed by the department and shall not be changed except by authority of the First Assistant Postmaster General.

2. Postmasters may make changes in carrier routes within established limits so as to equalize the carriers' work and to improve the service. Changes in routes.

3. The routes shall be laid out in such a manner that none of the carriers will be required to work more than 8 hours a day within a period of 10 consecutive hours. (See sec. 700.) Hours of service.

Sec. 668. Postmasters shall see that superintendents of delivery, carriers, and clerks connected with the city-delivery service are fully informed as to their duties and responsibilities. Supervision of delivery service by postmasters.

2. All orders of the Post Office Department affecting the city-delivery service or the duties of letter carriers shall be filed in a suitable book, and copies of all such orders shall be posted in conspicuous places in the city-delivery division of the post office and stations. Filing of orders.

3. Postmasters shall issue such instructions as are necessary to promote the efficiency of the city-delivery service and maintain proper discipline, provided they do not conflict with the Postal Laws and Regulations. Issue of instructions.

4. Postmasters shall frequently test, at irregular intervals, the efficiency of letter carriers in the collection and delivery of the mail. Testing of carriers.

Sec. 669. Postmasters shall not make expenditures on account of the city-delivery service without first obtaining authority from the First Assistant Postmaster General, Division of City Delivery, except in cases of urgent necessity, when the First Assistant Postmaster General shall be promptly notified. Expenditures for city-delivery service.—not to be made without authority.

See sec. 191, as to accounts of city-delivery service.

Sec. 670. Postmasters should address to First Assistant Postmaster General, Division of City Delivery, all necessary correspondence relating to the city-delivery service, and to the appointment, removal, and reinstatement of letter carriers and substitute letter carriers. Correspondence concerning appointments, etc., of carriers.

II.—LETTER BOXES.

Sec. 671. 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. Street letter boxes. R. S., § 3868.

—not to be placed inside buildings, except.
1887, Mar. 3, ch. 288; 24 Stat., 569.

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; 27 Stat., 421.
—may be declared part of box.

Sec. 672. * * * 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.

Mailing chutes and receiving boxes may be placed, where.

2. Mailing chutes and receiving boxes may be placed, subject to the approval of the postmaster, in public buildings, railroad stations, hotels of not less than five stories in height, business or office buildings of not less than four stories in height, and apartment houses comprising not less than 50 residential apartments. Buildings in which receiving boxes are or may be located shall be open to the general public, without restriction, at all times during the hours prescribed for mail collections, in order to afford access to such receiving boxes for the deposit of mail matter therein.

—in the building, where.

3. No receiving box with which a mailing chute is connected shall be placed more than 50 feet from the main entrance of the building in which located; and if in the judgment of the postmaster the efficient handling of the mails requires the placing of such box nearer to such entrance it shall be so placed, and at such point as he may direct. No receiving box shall be placed elsewhere than on the ground floor of any building.

Construction of chutes.

4. Every mailing chute shall be made wholly of metal and glass, and so constructed that all portions of its interior may be easily reached by postal authorities, but not by other persons. It shall extend in a continuously vertical line from the point of beginning to the receiving box, and be so placed as to be conveniently accessible throughout its entire length. In no case shall a mailing chute be placed behind an elevator screen or partition, or run through any part of a building to which the public is denied access. At least three-fourths of the front of the chute in each story shall be of plate glass, not less than one-fourth of an inch in thickness where exposed, and the metal parts of the chute shall be of such weight and character as to insure rigidity, safety, and durability. The openings of every chute shall be of such form and dimensions as to prevent the reception of bulky parcels or

newspapers, such as may crowd or clog the chute. Such openings shall be provided with some suitable device by means of which they may be opened and closed by postal authorities, but not by other persons. The legend "U. S. Mail" shall be plainly inscribed upon chutes at every mail opening.

5. Such receiving boxes shall be constructed of metal of sufficient weight and such character as to insure security and rigidity, and be provided with doors opening upon side hinges secured by rivets. The cubic contents of each such box shall be determined by the postmaster. The floor of the interior of the box, or cushion if one be used, shall be level with the threshold of the door; and the bottom of the door shall be in no case less than 30 inches from the floor level of the building. The distance from the exterior of the bottom of the box (including all ornamentation) to the floor level of the building shall be not less than 20 inches, and this space shall be entirely open and unobstructed. Every such receiving box shall be provided with an elastic cushion, yielding bottom, or deflecting device, effectively to prevent injury to mail matter descending through the chute. Such boxes shall be so arranged that the mail collector may place a satchel or other receptacle in convenient position under the bottom of the door when making collections and be provided with suitable means of attaching and holding the satchel or other receptacle in position. Receiving boxes shall be distinctly and legibly marked "U. S. Mail Letter Box," and shall each be supplied with a street letter-box lock.

6. Any obstruction in a mailing chute must be at once reported to the postmaster, who shall promptly make an inspection of the chute. If he find such obstruction to have resulted from misuse or abuse of the chute, he shall so notify the proprietor or lessee of the building in which the same is located, and may, in his discretion, close the mail openings and discontinue collections from such chute until satisfied that proper care will be exercised in its future use and in the use of the receiving box connected therewith. Upon so discontinuing collections the postmaster shall attach to the chute, at the several mail openings, notices of such discontinuance. Should any part of such chute or receiving box be found by the post-

Material to be used.

Dimensions of chutes.

Boxes, how equipped and arranged.

—how marked.

Obstructions in chutes to be reported to postmaster. —action to be taken by postmaster thereon.

- master to be not in conformity with these regulations, or to have become defective, he shall close the mail openings therein and discontinue collections therefrom, and shall not resume such collections until such mailing chute and receiving box shall have been made fully to meet the requirements of these regulations. All repairs, changes, and alterations to mailing chutes and receiving boxes shall be made by and at the expense of the owner or lessee of the building in which they are situated, under the supervision and subject to the approval of the postmaster.
- Repairs.
- Mailing chute and receiving box to be inspected.
7. Every mailing chute and receiving box shall be inspected by a representative of the postmaster at least once in each year; and such cleaning and repairing as shall be directed by the postmaster shall be then done, under his supervision, by and at the expense of the proprietor or lessee of the building in which such mailing chute and receiving box are situated.
- for first-class matter only.
8. Mailing chutes and receiving boxes are intended for the reception or deposit of mail matter of the first class, and must not be otherwise so used as to reduce their efficiency for this purpose or to retard the handling of such first-class matter.
- Authority to install.
9. Authority to permit the installation of mailing chutes and receiving boxes conforming to these regulations is vested exclusively in the postmaster. To him shall be submitted the contract and specifications for any proposed chute and box, with a plan of the building showing the contemplated location therein of the whole of such chute and of the box connected therewith. If the postmaster approve such contract and specifications, and the location proposed, he shall indorse his approval upon such contract and make report of his action to the Post Office Department.
- Property of the United States, when.
10. Mailing chutes and receiving boxes shall be considered the property of the United States whenever and so long as collections of mail matter are made therefrom, and shall be and remain under the exclusive custody and control of the postmaster until such collections are discontinued by his direction.
- Contract to contain waiver by patentee.
11. Every mail-chute contract shall contain an explicit waiver by the owner or owners of patents issued and to be issued upon the chute and receiving box, or either of them, covered by such contract, and upon any device or

devices connected therewith, of all claims against the United States and its officers and agents on account of the use or employment of such chute and box and such device or devices, and shall also contain a full warranty by the company or person proposing to erect such chute and receiving box against claims on account of infringements of the patents of others. Before commencing collections of mails the postmaster shall also require such person or company to file with him a waiver of all claims of every name and nature arising under the contract, with a bond in such form and with such penalty as shall be prescribed by the Postmaster General, conditioned that the obligor and his or its sureties shall and will protect and indemnify the United States from any and all such claims, accompanied with a written notice from such person or company that they have no claim of any kind against such mailing chute and receiving box or either of them.

Bond of indemnity.

12. When mailing chutes and receiving boxes are erected under lease, the postmaster is authorized to sign an agreement, indorsed on the back of the contract, between the proprietor or lessee of the building and the person or company erecting such chutes and boxes, providing that if the lessors of such chutes and boxes shall request the discontinuance of mail collections therefrom and the return of the mailing apparatus to them, the postmaster will, after due notice to such proprietor or lessee, discontinue such collections, remove the lock from the receiving box, and permit the removal of the mailing apparatus by said lessors.

When erected under lease.

13. Printed cards, properly framed and glazed and giving information as to the use of mailing chutes and receiving boxes and the hours of collection therefrom, shall be attached at each mail opening, and every chute and receiving box shall be furnished with a suitable and convenient glazed frame for such cards.

Information as to chutes.

Hours of collection.

14. These regulations shall be printed on the back and become a part of every contract hereafter entered into between manufacturers or owners of mailing chutes and receiving boxes for the erection and use of such chutes and boxes and the proprietor or lessee of the building in which they are located.

Regulations to become part of contract.

Location of letter boxes.
—postmasters to control.

Sec. 673. Postmasters may locate boxes within the city-delivery limits in places where, in their judgment, they are most needed.

Boxes to be supplied with time cards.

Sec. 674. All letter boxes shall be supplied with time cards showing the hours at which collections are made therefrom.

Care of street letter boxes.
List of boxes.

Sec. 675. A list of street letter boxes, giving number and location, shall be kept in the post office.

2. Letter boxes shall be kept in repair and in neat condition. If this should involve any expenditure, the postmaster shall first write to the First Assistant Postmaster General, Division of Salaries and Allowances.

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. Broken or unserviceable letter boxes and package boxes that can not be easily and cheaply repaired shall be thoroughly demolished and sold as junk. Postmasters shall charge themselves in the quarterly postal account with the proceeds of such sales. (See sec. 362.)

—if useless to be sold as waste.

Semiannual reports of boxes in use, etc.

4. On the 30th of June and on the 31st of December, each year, postmasters shall report to the Fourth Assistant Postmaster General, Division of Supplies, on the blank furnished for that purpose, the number of letter boxes, package boxes, and combination letter and package boxes in use within the limits of the city-delivery service of their respective offices, the number erected during the preceding six months at new points, and the number erected in place of broken or unserviceable boxes disposed of in accordance with the provisions of this section.

Private boxes.

Sec. 676. Private mail receptacles should be used to facilitate the delivery of mail.

Police protection of letter boxes.
—postmasters to arrange for.

Sec. 677. Postmasters shall 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 shall be kept informed.

See sec. 1699, as to penalty for injuring letter boxes or matter therein; sec. 691, as to penalty for wearing carrier's uniform.

III.—LETTER CARRIERS AND SUBSTITUTE CARRIERS.

Sec. 678. * * * Carriers in the City Delivery Service shall be divided into six grades, as follows: First grade, salary six hundred dollars; second grade, salary eight hundred dollars; third grade, salary nine hundred dollars; fourth grade, salary one thousand dollars; fifth grade, salary one thousand one hundred dollars; sixth grade, salary one thousand two hundred dollars. * * *

Classification and salaries. 1907, Mar. 2; 34 Stat., 1206.

After June thirtieth, nineteen hundred and thirteen, the first grade for * * * carriers shall be abolished and * * * appointments shall be made to the second grade, salary \$800. * * *

Appointment to second grade. 1913, Mar. 4; 37 Stat., 794.

Sec. 679. * * * Carriers at first-class offices shall be promoted successively to the fifth grade, * * * and carriers at second-class offices shall be promoted successively to the fourth grade.

Promotions. 1907, Mar. 2; 34 Stat., 1206.

All promotions of * * * carriers shall be made at the beginning of the quarter following the expiration of a year's service in the next lower grade. No promotions shall be made except upon evidence satisfactory to the Post Office Department of the efficiency and faithfulness of the employee during the preceding year. * * *

—when made.

—basis of.

2. * * * When a * * * carrier fails of promotion because of unsatisfactory service he may be promoted at the beginning of the second quarter thereafter, or of any subsequent quarter, on evidence that his record has been satisfactory during the intervening period.

—delayed.

3. * * * Carriers of the highest grade in their respective offices shall be eligible for promotion to the higher positions in said post offices.

—to higher positions.

4. * * * No * * * carrier shall be promoted more than one grade within any one year's period of service. * * *

—one grade a year.

5. Fifteen days before the end of each quarter recommendations should be submitted to the department either for or against the promotion of every clerk and carrier who at the end of the quarter will have completed a year's service in any of the grades from \$800 to \$1,000, inclusive, at a first-class office, or from \$800 to \$900 at a second-class office.

—annual recommendations for.

6. Promotions to the \$1,200 grade at first-class offices and to the \$1,100 grade at second-class offices are granted as a reward for especially meritorious service.

—for meritorious service.

Sec. 680. * * * The Post Office Department may reduce a * * * carrier from a higher to a lower grade whenever his efficiency falls below a fair standard or whenever necessary for purposes of discipline. When a * * * carrier has been reduced in salary he may

Reductions. 1907, Mar. 2; 34 Stat., 1206.

—restoration.

be restored to his former grade or advanced to an intermediate grade at the beginning of any quarter following the reduction, on evidence that his record has been satisfactory during the intervening period. * * *

Ratings.

Sec. 681. Postmasters shall keep ratings, under instructions issued by the department, to show the relative standing of letter carriers based on their faithfulness and efficiency.

Auxiliaries.

—rate of pay.
—time.
1907, Mar. 2; 34
Stat., 1207.
—eligible for ap-
pointment.
1913, Mar. 4; 37
Stat., 796.

Sec. 682. Auxiliary employees may be employed to be paid for actual service at the rate of thirty cents an hour: *Provided*, That such employees shall be required to work not less than two hours daily, and may serve as substitutes: *And provided further*, That such employees shall be eligible for appointment as clerks and carriers of the (second) grade.

Substitutes.

1913, Mar. 4; 37
Stat., 795.
Service at 40
cents an hour.
Service at 30
cents an hour.

Sec. 683. Substitute letter carriers in the City Delivery Service * * * employed in first and second class post offices shall be paid at the rate of forty cents an hour when working for a carrier * * * absent without pay.

2. Substitute carriers * * * when assigned to perform the work of regular employees absent on vacations, or when performing auxiliary or temporary work, shall be paid at the rate of thirty cents an hour. * * *

—eligible for ap-
pointment.
1907, Mar. 2; 34
Stat., 1207.
1913, Mar. 4; 37
Stat., 796.
**Examination
of applicants.**

3. That such substitutes shall be eligible for appointment as auxiliary employees and as clerks and carriers of the (second) grade.

Sec. 684. Applicants for appointment as letter carriers shall be examined by the Civil Service Commission, to whom applications should be made. Examinations 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, weigh at least 125 pounds, and be not less than 5 feet 4 inches in height. He shall also be required to undergo a physical examination by a reputable physician, who shall make the certificate required by the Civil Service Commission.

**Appointments.
—now made.**

Sec. 685. Letter carriers and substitute letter carriers are appointed by the Postmaster General on the nomination of the postmaster.

Substitutes.

2. Selections of persons for appointment as substitute letter carriers shall 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 civil-service district secretary for indorsement and transmitted to the First Assistant Postmaster General, Division of City Delivery.

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 eligible register, and not by the order of their selection. —seniority in.

4. A vacancy in the regular force shall be filled by the promotion of the senior substitute. —of senior substitute to regular.

5. When a vacancy occurs in the regular force and there are no substitute letter carriers the nomination for appointment shall be made from the carriers' eligible register. —when no substitute.

6. The appointment of letter carriers and substitute letter carriers at new city-delivery offices, upon their establishment, shall be made from the carriers' eligible register by the Postmaster General on nomination of the postmaster. —at new city-delivery offices.

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 90 days, any person of good character who is within the age limitations and who possesses the other qualifications named in section 684. Temporary appointments. See civil-service rule 8, § 13. —when and how made.

8. A postmaster is not required to but may make a selection from an eligible register containing less than three names. Selection from incomplete register.

Sec. 686. Reinstatements to the service shall be made only in accordance with civil-service rule 9. Reinstatements.

2. Applications for reinstatement to the service should be made through the postmaster to the First Assistant Postmaster General, Division of City Delivery. —applications for.

3. If an applicant for reinstatement is an honorably discharged soldier or sailor of the late Civil War or War with Spain he shall state the title of the military or naval organization in which he served, and, if possible, transmit through the postmaster the certificate of his honorable discharge from the military or naval service. —soldiers, etc.

Sec. 687. Any clerk shall be eligible for transfer to the service of a carrier, and any carrier shall be eligible for transfer to the service of a clerk, such transfer to be made to any grade not higher than the corresponding grade of salary, and the time which such clerk or carrier shall have served in the grade from which such transfer was made shall be Transfers. —of clerk to carrier or vice versa. 1907, Mar. 2; 34 Stat., 1207. —computation of time.

counted in connection with the service to which such transfer may be made in computing the time of service necessary to entitle such employees to promotion: * * *.

—exchange of positions.

2. 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 such transfers should be recommended only when the best interests of the service will be subserved.

—physical ability.

—interests of service.

—to another post office.

3. The transfer of a carrier from one office to another will be permitted only in exceptional cases. Applications should contain a full statement of the circumstances in the case and be addressed to the postmaster at the office to which transfer is desired, and submitted to the postmaster at the office in which the carrier is employed. The last-named postmaster shall forward the application accompanied with a statement of the carrier's record and any pertinent facts in his case. If the postmaster at the office to which the transfer is desired is favorable thereto, he shall forward the application, together with his recommendations, to the First Assistant Postmaster General, Division of City Delivery.

—application through postmasters.

—recommendation of postmaster.

Resignation.

Sec. 688. Resignations of letter carriers and substitute letter carriers shall be made in writing and forwarded to the First Assistant Postmaster General, Division of City Delivery. A resignation requested by the postmaster or by anyone for him will not be accepted.

Removal.

2. Letter carriers and substitute letter carriers will not be removed except for just cause upon written charges filed with the First Assistant Postmaster General, Division of City 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 date and place of the occurrence. (See sec. 29.)

Bonds of letter carriers.
R. S., § 3870.

Sec. 689. 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 \$1,000. It is preferred that bonds furnished by one of the surety companies authorized to act as sureties

—by authorized surety company preferred.

on official bonds be given. A list of such companies is printed in the Annual Postal Guide.

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.

4. Letter carriers transferred from one post office to another shall file new bonds, their former bonds terminating on the date of such transfer. Substitutes promoted to be regular carriers need not file new bonds unless called upon to do so by the First Assistant Postmaster General, Division of City Delivery.

See sec. 78, as to renewal of official bonds.

5. Bonds of city letter carriers may be accepted by the First Assistant Postmaster General for and on behalf of the Postmaster General, and shall be filed in the office of the First Assistant Postmaster General, Division of City Delivery.

See sec. 260, as to release from suretyship and approval of new bond.

Sec. 690. Every carrier, before beginning active service, shall take the official oath prescribed in section 153, which oath shall 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.

Sec. 691. The Postmaster General may prescribe a uniform dress to be worn by letter carriers.

2. Whoever, not being connected with the letter-carrier branch of the postal service, shall wear the uniform or badge which may be prescribed by the Postmaster General, to be worn by letter carriers, shall be fined not more than one hundred dollars, or imprisoned not more than six months, or both.

Sec. 692. Letter carriers and substitutes shall provide uniforms at their own expense. Postmasters shall advise and assist them in obtaining well-fitting suits of the prescribed material and at the best terms.

2. No postmaster, assistant postmaster, superintendent of delivery, assistant superintendent of delivery, clerk, letter carrier, or other employee at any post office shall act as agent or collector for any individual or firm engaged in the manufacture or sale of letter carriers' uniforms or any portion thereof.

Distribution of uniforms.

3. Postmasters, or employees designated by them for the purpose, will receive and distribute to the letter carriers and substitutes for whom they are intended uniform goods shipped singly or in bulk by manufacturers to their offices or to the stations thereof, and shall keep a record of such deliveries.

Specifications for carriers' uniforms.

Sec. 693. Uniforms made according to the following specifications shall 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, $\frac{1}{16}$ inch projecting, to be inserted between edges; 10 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; 2 circular buttons (vest size) on sleeve of coat, equidistant below cord on sleeve; coat to be lined with a durable all-wool flannel.

Trousers.

(b) Trousers: Of same material and color as 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

pipings; 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 shall decide, in accordance with the wishes of a majority of the carriers, which shall be worn, as both shall not be worn in the same city.

FOR SUMMER WEAR.

—for summer wear.

(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, $\frac{1}{16}$ inch projection, and five buttons down front, four buttons to button, and one at top under lapel of coat.

Coat.

(f) Trousers: Same material and color as coat, with black-cloth cord $\frac{1}{2}$ inch wide down the outside seam. Side and two hip pockets, to be made of strong and durable material.

Trousers.

(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.

Vest.

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.

Shirt waists.

3. All garments shall be sewed with pure-dye sewing silk, and the garments must be finished in a proper and workmanlike manner and goods thoroughly shrunk.

Sewing on garments, etc.

Sec. 694. Carriers shall be designated by number, and nickel-plated figures $\frac{9}{16}$ of an inch in length, surmounted by a metallic wreath, shall be worn on the hat, cap, or helmet, the design and pattern to be uniform at

Numbering of carriers.

all offices, and to be regarded as a part of the carrier's uniform.

Service stars. **Sec. 695.** 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.
- Forty-five years' service, three gold stars.

—Size of. 2. All stars shall be $\frac{3}{8}$ inch in diameter and placed $\frac{1}{2}$ inch above black braid on each sleeve, equidistant between seams.

Substitute carriers, distinctive mark for. 3. Substitute carriers shall wear a black-cloth bar, $\frac{1}{4}$ inch wide and $1\frac{1}{2}$ inches long, $\frac{1}{2}$ inch above the black braid on each sleeve, equidistant from seams.

Inspection of uniforms. **Sec. 696.** Postmasters at city-delivery offices shall 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.

IV.—PERFORMANCE OF SERVICE.

Leaves of absence. **Sec. 697.** 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.

1894, June 27, ch. 126; 23 Stat., 60.
 2. The words "each year" mean fiscal year (July 1 to June 30, inclusive), and carriers in the service on the first day of July are entitled to receive 15 days' vacation, exclusive 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.

—when to be taken.
 3. Carriers serving as members of local civil-service boards during examinations, as members of the United
—during special service.

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.

4. Postmasters may, in addition to the leave of absence without pay, grant leave of absence without pay to carriers, such leave not to exceed 30 days in any one calendar year. Applications for leave of absence to cover a longer period in cases of illness, or disability received in the service, must be submitted by the postmaster to the First Assistant Postmaster General with a full statement of the facts, but leave of absence for more than 150 days in one calendar year will not be granted in any such case. Carriers who desire to be absent for longer periods will be dropped from the rolls without prejudice.

Sec. 698. A letter carrier absenting himself without leave shall forfeit his pay during the time of such absence, and shall be reprimanded by the postmaster, or reported to the First Assistant Postmaster General, Division of City Delivery, for suitable discipline or for removal. (See sec. 29.)

Sec. 699. When regular carriers are absent from duty for any cause their places shall be supplied by substitute carriers if necessary.

See sec. 683 for rates of pay.

2. 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.

NOTE.—As substitutes are paid by the hour, their services are not restricted to eight hours daily nor to service within any number of consecutive hours.

Sec. 700. * * * Letter carriers in the City Delivery Service * * * shall be required to work not more than eight hours a day: *Hours of service.* *1912, Aug. 24, § 5; 37 Stat., 554.* *Provided,* That the eight hours of service shall not extend over a longer period than ten consecutive hours, and the schedules of duty of the employees shall be regulated accordingly.

In cases of emergency, or if the needs of the service require, letter carriers in the City Delivery Service * * * can be required to work in excess of eight hours a day, and for such additional services they shall be paid extra in proportion to their salaries as fixed by law.

Sunday work. Should the needs of the service require the employment on Sunday of letter carriers in the City Delivery Service, * * * the employees who are required and ordered to perform Sunday work shall be allowed compensatory time on one of the six days following the Sunday on which they perform such service.

Schedule of hours. 2. Postmasters shall prepare for the guidance of carriers in their work a time schedule made on the basis of eight hours' work each week day and so arranged as to provide only such time as is absolutely necessary for the legitimate duties of each carrier. The hours of daily service need not be continuous, but they must be within 10 consecutive hours. A copy of the schedule shall be submitted to the First Assistant Postmaster General, Division of City Delivery, for approval, and any change in schedule shall be promptly reported to him.

—approval of. —copy to each carrier. 3. Each carrier shall be furnished with a copy of the schedule under which he is required to work.

Overtime forbidden. 4. 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 shall not direct or permit carriers to work overtime except in cases of emergency.

—except. Employment and time of carriers. Sec. 701. Letter carriers shall 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 shall 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 shall they remain in the post office after completing the last trip of the day.

Collectors not to remain in workroom. 3. Carriers engaged exclusively in the collection service shall 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 shall 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 shall 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 time cards shall be entered in the time book.

5. One carrier shall not register on the clock for another. If this rule is violated both the carriers concerned are liable to removal. Carrier not to register for another.

6. The time of reporting, leaving, returning, and ending for each trip shall also be recorded by the carriers on their time cards; the entries on these cards shall be made at the beginning and end of each trip, and not be deferred until the close of the day. Entries on trip reports, how made.

7. When collections are made in the morning, on the carrier's way to the office, the first and second entries on the time card shall be the time of opening the first box. —when collection made on way to office.

8. When a carrier completes his delivery on his route and does not return to the post office the time recorded on his time card for returning and ending on that trip shall be the time of delivery of his last piece of mail. —when carrier does not return after completing trip.

9. Carriers or superintendents of delivery or station shall not conceal the fact that overtime has been made; 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. Overtime to be reported. Carriers not to waste time.

10. When carriers are unable to deliver all mail matter taken out on the last trip of the day without making overtime, they shall return to the post office within the eight hours prescribed with the undelivered mail; and such failure shall be reported to the postmaster or the superintendent of the station, and a full statement also be made on Form 1571 of the day. Mail to be returned to office, when.

11. Every letter carrier shall 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 shall not perform clerical work. Their duties shall be restricted to (1) the collection and delivery of mail, (2) the routing of mail for delivery, (3) the forwarding of mail addressed to their routes and the transfer of mail of former patrons whose addresses have been changed to other routes, (4) the indorsing of undeliverable mail, (5) the receipting for and recording of registered mail, (6) the posting of route books, (7) the facing Clerical labor not permitted.

of mail collected by them whenever such work will not retard collections, and (8) to serving at carriers' delivery windows.

Carrier must not be designated superintendent, etc.

13. A letter carrier shall not be designated as superintendent, foreman, captain, or sergeant of carriers, or given supervision of or authority over other carriers.

Copies of section to be posted.

14. Postmasters shall see that copies of these instructions are conspicuously posted in the workrooms of the post office and postal stations.

See sec. 1066, as to registration of mail by city carriers; secs. 1091 to 1096, as to delivery of registered matter by carriers; sec. 871, as to special-delivery matter.

Route cards.

Sec. 702. Postmasters shall 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 shall be filled out whenever changes are made.

Performance of service.

Sec. 703. In the performance of their duties letter carriers must be civil, prompt, and obliging.

Conduct of carriers.

2. Carriers shall attend quietly and diligently to their duties, shall not loiter or stop to converse on their routes, and shall refrain from loud talking, profane language, and smoking in the office or on their routes.

Not to use intoxicants while on duty.

3. Carriers shall not drink intoxicating liquor while on duty, nor 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.

Carriers not to engage in other business, when.

4. Carriers shall 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. They shall be governed in their conduct by the requirements of section 171.

See sec. 160, as to holding State, Territorial, or municipal offices.

Discipline.

Sec. 704. Letter carriers may be reprimanded, their promotions withheld, their salaries reduced, or they may be removed from the service for infractions of the Postal Laws and Regulations, of orders of the department, and of orders of the postmaster not inconsistent therewith, as the nature or gravity of the offense may require. They may be suspended with loss of pay only by approval of the department. In urgent cases authority therefor may be requested by telegram. (See sec. 688.)

-suspension.

Sec. 705. A letter carrier shall not be retained in the service who contracts a debt on the strength of his official position and then without sufficient excuse neglects to make payment. (See sec. 171.)

Debts.

V.—DELIVERY AND COLLECTION OF MAIL BY CARRIERS.

Sec. 706. The regulations as to the delivery of mail matter shall 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. 601 to 620, as to delivery of mail matter; sec. 606, as to matter to be delivered by carriers; secs. 1091 to 1096, as to delivery of registered matter by carriers; sec. 871, as to special-delivery matter.

Sec. 707. Carriers shall be careful to deliver mail to the persons for whom it is intended, or to some one authorized to receive it. They shall, in case of doubt, make inquiry with the view of ascertaining the owner. Failing in this, the mail shall be returned to the office, to be disposed of as the postmaster may direct.

Care in delivery of mail.

Sec. 708. Carriers shall 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 shall 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 at vacant premises.

3. Carriers shall not throw mail matter into windows or halls, unless specially instructed to do so. When provision is not made for the delivery of mail into private receptacles, the carrier shall ring the bell, wait a reasonable time for an answer, and deliver the mail to some one in the household in the habit of receiving it. Patrons who repeatedly fail to respond promptly to the carrier's ring shall be reported to the postmaster.

—when boxes are not provided.

—patrons' failure to answer bell.

4. Carriers shall not enter any house while on their trips, except in the discharge of their official duties.

Houses not to be entered.

5. Carriers shall not deliver mail matter 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 shall 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.

Mail not to be carried in pockets.

7. Letters for delivery shall not be carried by carriers in their pockets.

Carriers not to leave routes, nor stop for meals.

8. Carriers shall not deviate from their respective routes nor stop for their meals while on their trips.

No matter to be thrown away.

9. Carriers shall not throw away or improperly dispose of mail matter, however trifling or unimportant it may appear to them.

Stamps not to be removed.

10. Stamps shall not be removed from mail matter intrusted to carriers for delivery or collected by them for mailing.

See sec. 666, as to demanding fees for delivery of mails.

Delivery of mail by mounted carriers.

Sec. 709. Mounted carriers shall dismount and deliver the mail at the doors of residences, or into receptacles, except in cases where the patrons on their routes consent to their call and receive the mail at the sidewalk.

Delivery at houses where vicious dogs are kept.

Sec. 710. 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. 711. Carriers shall 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. 587, as to penalty for failure to collect or to account for postage due.

Collection of mail matter from receiving boxes.

Sec. 712. 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 shall 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. Letters.

Sec. 713. Carriers, while on their routes, shall 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 tendered to them for mailing shall not be accepted.

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. Other matter.

3. Carriers shall 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 shall give the regulation receipt therefor. To receive and register first-class matter, when.

See sec. 666, as to carriers demanding fee for letters collected; sec. 1066, as to registration of mail by letter carriers.

Sec. 714. Carriers shall 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. 552 and 553.) Matter collected or received by carriers not to be returned to senders.

Sec. 715. After the last daily delivery carriers shall return to the post office or station with which they are connected their satchels and all mail that can not be delivered, except that when, in the opinion of the postmaster, the interests of the service will be promoted thereby, carriers may be permitted to take their satchels home with them direct from their routes, but undelivered mail matter remaining in satchels shall first be deposited in the nearest letter box. Return undelivered in all satchels, etc., to office at night. —except.

CHAPTER 2.

RURAL DELIVERY.

I.—ESTABLISHMENT OF SERVICE.

Sec. 716. The Postmaster General is authorized to establish free-delivery service in rural communities. Authority to establish. See 1893, Mar. 3; 27 Stat., 732. Petitions for establishment.

2. Petitions for the establishment of rural-delivery service should be made on forms furnished for the purpose and sent to the Fourth Assistant Postmaster General, Division of Rural Mails.

Conditions precedent to establishment.

3. Roads on which rural-delivery service is established shall be in good condition and so maintained, unobstructed by gates, and there shall be no unbridged streams not fordable at all seasons of the year.

Patronage prerequisite.

4. Service shall not be established on any rural-delivery route until not less than three-fourths of the heads of families and others to be supplied thereby shall agree to patronize the service and provide boxes for the reception of their mail.

See sec. 824, as to patrons' boxes.

Service restricted.—corporation lines.—quarter-mile limit.—exceptions.

Sec. 717. Persons residing within the corporate limits of a city or town having a post office, or within one-quarter of a mile of post office in a locality where no corporate limits exist, shall not be served by rural carrier except by specific order of the department. But persons who reside within the corporate limits of a city or town where city-delivery service is in operation, and outside of the limits of delivery by the city carrier, may be served by rural carriers, provided they will erect approved rural-delivery boxes on the route in the required manner.

II.—CARRIERS, SUBSTITUTE AND TEMPORARY CARRIERS.

Classification and compensation.—1902, Apr. 21, ch. 563; 32 Stat., 113.

Sec. 718. The Postmaster General is authorized to classify the Rural Delivery Service and fix the compensation to employees in such service.

Appointment of rural carriers.

2. Rural carriers shall be appointed by the Postmaster General upon certification by the Civil Service Commission from registers of eligibles resulting from examination.

Information regarding rural-carrier examinations.

3. Inquiries relative to the examinations for the position of rural carrier should be addressed to the United States Civil Service Commission, Washington, D. C.

Transfers.—authority required from the department.—application for transfer.

4. Carriers shall not be transferred from one route to another without specific authority from the department.

5. A rural carrier desiring transfer from one route to another shall make application therefor to the postmaster, stating his reasons for desiring the transfer and his willingness to accept the salary prescribed for the route to which he desires assignment. The postmaster shall transmit the application with his recommendation to the Fourth Assistant Postmaster General, Division of

Rural Mails. Transfers will not be made for trivial reasons.

See sec. 253 for transfer of postmaster to rural carrier.

Sec. 719. The resignation of a rural carrier or substitute shall be made in writing and forwarded through the postmaster to the Fourth Assistant Postmaster General, Division of Rural Mails. In transmitting the resignation of a substitute carrier, the postmaster will furnish the name of some suitable person agreed upon by himself and the regular carrier for appointment to fill the vacancy.

Resignations.
—postmasters to forward.

—new substitute to be named.

2. A rural carrier who has tendered his resignation is required under his bond to see that service on the route is performed until his successor shall have been appointed and qualified.

Continuance of service required.
—how long.

3. If deemed advisable by the postmaster, a substitute may be assigned to two or three routes, but not more.

Substitute may serve more than one route.

4. When a substitute is no longer available for service, the postmaster shall promptly report that fact to the department.

—when none available.

Sec. 720. A rural carrier has no right or advantage in his position which is transferable or salable. An offer to resign for a consideration subjects a carrier to removal and an applicant who offers a consideration is barred from appointment.

Position not transferable or salable.

Sec. 721. Under such regulations as the Postmaster General may prescribe, a substitute carrier may be employed at the expense of the regular carrier to temporarily perform service on any rural-delivery mail route.

Substitute carriers.
1902, Apr. 21,
ch. 563; 32 Stat.,
113.

2. Postmasters shall make prompt report to the department of the occurrence of a vacancy in the position of rural carrier, stating the date on which the carrier last served the route, the name of the substitute performing service, and what arrangement has been made for the continuance of service.

Vacancies.
—report of.

Sec. 722. Every rural carrier, temporary carrier, substitute carrier, and temporary substitute carrier shall, before beginning service, take the official oath prescribed in section 153, and no person who has not taken the prescribed oath shall be given custody of the mails.

Official oath.

Sec. 723. Each rural carrier and substitute carrier shall, upon being appointed, execute a bond in the sum of \$500 with acceptable sureties, the bond to be forwarded to the department when executed.

Bond required.

—amount of.
—where filed.

—surety companies or personal.

2. Bonds to be acceptable must be signed by two personal sureties, each of whom is worth the sum of \$500 in property over and above his debts and personal liabilities, or by an indemnity company that is authorized to qualify as sole surety on an official bond.

Note.

NOTE.—For a list of such companies see Official Postal Guide.

Bondsmen.
—report of death,
removal, insolvency.

3. When a person who has qualified as surety on a bond of a rural carrier dies, removes from the locality of the route, or becomes insolvent, the postmaster shall at once notify the Fourth Assistant Postmaster General, Division of Rural Mails.

New bonds.
—may be re-quired.

Sec. 724. The execution of new bonds for regular, substitute, or temporary rural carriers may be required by the Postmaster General whenever it is deemed necessary or expedient.

Carriers' salaries.
1912, Aug. 24; 37
Stat., 553.

Sec. 725. Letter carriers of the rural delivery service shall receive a salary not exceeding \$1,100 per annum.

—how and when paid.

2. Rural carriers shall be paid monthly at a rate of pay fixed by the department, through certain designated post offices, upon presentation by postmasters at rural-delivery offices of properly executed vouchers.

Temporary carriers.
—payment of.

3. Regularly appointed temporary carriers shall be paid for service at the same rates of pay as regular carriers.

Pay of substitute carriers.
1907, Mar. 2; 34
Stat., 1215.

Sec. 726. * * * Substitutes for rural carriers on vacation to be paid during said service at the rate paid the carrier.

2. A substitute rural carrier who performs service during the leave of absence, without pay, of a regular carrier shall be paid by the regular carrier at the per diem rate of pay for the number of days on which the substitute serves. If, during the carrier's absence without pay, it is necessary for the substitute to report at the office on Sundays or holidays in accordance with the provisions of section 774 the substitute shall be paid for those days. If the substitute performs service for an entire calendar month he shall be paid the full salary for that month.

3. Substitutes who perform service for regular carriers absent with pay shall be paid at the per diem rate paid the carrier for each day's service exclusive of Sundays and authorized holidays, and shall sign voucher Form R. D.—4.

Temporary substitutes.
—payment of.

4. Temporary substitute carriers shall be paid at the same rates and in the same manner as substitute carriers.

Sec. 727. Regular rural carriers shall sign the monthly voucher (Form R. D.—1) for each of the first two months of a quarter and the quarterly voucher in duplicate (Form R. D.—6) for the third month of each quarter for all service rendered and pay due them during the quarter.

Carriers' vouchers.
—preparation of.

2. Postmasters at certifying offices shall see that the amount due a rural carrier for service rendered each month is correctly entered on the voucher and that the carrier's signature thereto agrees with that in the appointment notice on file in the post office, and shall then certify to the service and forward the voucher to the paying postmaster. In the absence of the postmaster, the assistant postmaster shall certify to the service and forward the voucher.

—certification of, by postmasters.

3. Postmasters at certifying offices shall keep strict account of the number of working days on which the carriers wholly fail to perform service and make note thereof in the proper spaces in the vouchers, and for each day's total failure of service a deduction of one day's pay should be made, including suspension of service on any holiday not designated in section 735, unless such extraordinary conditions prevailed as to make it impossible to render any service.

—failures to be noted on.

4. A deduction of one day's pay shall also be made from the salary of a rural carrier for each Sunday and designated legal holiday on which he shall fail to report at the office when directed to do so by the postmaster in accordance with the provisions of section 774.

—failure to report on Sunday when required.

5. If a rural carrier shall fail to serve any part of his route and such failure is due to lack of proper endeavor, or to any reason personal to the carrier, a deduction from his pay shall be made for such partial failure, in accordance with the amount of service omitted as prescribed in the instructions on Form 5502½.

—deduction for partial failure.

Sec. 728. Temporary rural carriers shall execute vouchers on the same form and in the same manner as regular carriers.

Temporary carriers.
—execution of vouchers.

Sec. 729. Substitutes for rural carriers who shall perform service during the absence of regular carriers on leave with pay shall execute vouchers in duplicate (Form R. D.—4), signing their names exactly as subscribed to their bonds, and the postmaster at the certifying office shall attach his certificate that the service was duly performed by the person signing the voucher.

Vouchers for substitute carriers.

Deceased carriers.
—payment for services of.

2. In case of the death of a rural carrier the salary due him for service shall be paid to the person who shall qualify under the rules of the department to receive and receipt therefor. Information on this subject will be furnished on application to the disbursing postmaster.

Leaves of absence with pay.
1906, June 26, ch. 3546; 34 Stat., 477.
—when entitled to annual leave.

Sec. 730. Rural letter carriers, after twelve months' service shall be allowed annual leave with pay, not to exceed fifteen days.

2. The annual leave with pay of a rural carrier shall be exclusive of Sundays and authorized holidays. A carrier may take such leave at any time during the fiscal year when convenient to the postmaster and himself, but only in case of emergency shall he be permitted to take annual leave when a bonded substitute is not available. Leave for a fractional part of a day shall not be granted.

—within fiscal year.

3. Leave of absence accruing to a rural carrier during one fiscal year shall not be allowed or taken during a subsequent fiscal year.

—service as Government witness; leave allowed.

4. A rural carrier serving as a witness for the Government in a United States court, or serving as a member of a civil-service examining board, will be allowed leave with pay during the period of such service in addition to the annual leave to which he is otherwise entitled.

Another carrier not to serve as substitute.

Sec. 731. When a rural carrier is absent, his place shall be filled, if possible, by a bonded substitute. A regular carrier on leave with pay shall not be employed as substitute for another carrier who is on leave of absence.

Service by substitute.
—report of payment for.

Sec. 732. When a rural carrier takes his 15 days' leave with pay in one period, a voucher in favor of the substitute employed in his absence shall be forwarded to the paying postmaster immediately at the expiration of the leave period. If the carrier takes annual leave at several times during the fiscal year a voucher may be submitted in favor of the substitute at the end of each period of leave, except where leave is taken at different times during the same month and the route is served by the same substitute, when only one voucher shall be prepared for the vacation service in that month. If more than one substitute is employed during the leave period of a carrier, a separate voucher shall be certified to cover the service rendered by each substitute.

Sec. 733. Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence without pay to rural carriers, such leave not to exceed 30 days in any one calendar year. Applications for leave of absence to cover a longer period in cases of illness, or disability received in the service, must be submitted by the postmaster to the Fourth Assistant Postmaster General with a full statement of the facts, but leave of absence for more than 150 days in one calendar year will not be granted in any such case. Carriers who desire to be absent for longer periods will be dropped from the rolls without prejudice.

2. Application for leave without pay on account of sickness shall be accompanied, if possible, with a statement from the attending physician certifying as to the nature of the carrier's illness and its probable duration.

Sec. 734. Absence of a rural carrier without the permission of the postmaster subjects him, in addition to forfeiture of his pay for the period of such absence, to reprimand, temporary reduction of his pay, or removal from the service, as the circumstances may warrant.

Sec. 735. Service shall not be required on rural-delivery routes on New Year's Day, Washington's Birthday, Memorial or Decoration Day (May 30), Fourth of July, Labor Day (the first Monday in September), or on such day as the President may set apart as Thanksgiving Day. Service is required on Christmas Day.

2. When a holiday on which service is not required falls on Sunday, the following Monday shall be observed unless otherwise specially provided.

Sec. 736. Rural carriers are subordinate to the postmasters at the offices to which they are attached and shall comply with their instructions and obey their orders, subject to directions from the department.

Sec. 737. Rural carriers while on duty shall present a neat appearance, and be courteous to patrons.

Sec. 738. Rural carriers shall not use intoxicants while in charge of the mail, shall not drink to excess at any time, and shall refrain from improper conduct of any character under penalty of appropriate punishment, or, in repeated instances, of separation from the service.

Sec. 739. Postmasters shall make prompt report to the Fourth Assistant Postmaster General, Division of

Leave without pay on account of sickness or other necessity.

—physician's certificate to accompany application.

Absence without permission.—penalty for.

Holidays.

When holiday falls on Sunday.

Carriers subordinate to postmasters.

Neatness and courtesy required.

Exemplary conduct required.

Delinquencies.—report of.

Rural Mails, of any dereliction on the part of carrier, such as dishonesty, immorality, intoxication, any irregularity in the transaction of money-order or registry business, continued failure, without excuse, to serve their routes completely, unsatisfactory service, persistent insubordination and disregard of postmaster's orders, or other conduct detrimental to the best interests of the service, and await specific instructions before taking other action in the matter.

Jury and road duty, etc.
—carriers and rural-station clerks not exempt.

Sec. 740. Rural carriers and clerks in charge of rural stations are not, by reason of their official character, entitled to any special privileges, nor are they exempt from performing jury or road duty, or from any other obligations imposed by the laws of any State, county, or municipality upon its citizens, but are exempt from militia duty without regard to their ages.

—exempt from militia duty.

Political positions.
—carriers shall not accept.

Sec. 741. A rural carrier shall not hold any State, county, municipal, or township office, whether appointive or elective, regardless of the fact that no compensation may attach to the position, nor enter a primary or general election with a view to securing a political office.

Political privileges allowed carriers and rural-station clerks.

Sec. 742. Rural carriers and clerks in charge of rural stations have a right to vote as they please and to express privately their opinions on all political subjects, but they shall take no active part in political management or political campaigns.

Petitions for changes of route.
—circulation of, forbidden.

Sec. 743. Rural carriers shall not circulate or encourage the circulation of petitions for changes in the service, the appointment or removal of postmasters, or for any other object in connection with the postal service.

Soliciting of patronage forbidden.

Sec. 744. Rural carriers shall not, either in person or through others, directly or indirectly, or by any method whatever, cooperate with or assist publishers or others in securing the patronage of the public, nor furnish, directly or through others, the names and addresses of patrons of the service, with or without compensation, to any individual or company, except to officers who are, under the regulations, entitled to them. (See sec. 171.)

List of patrons not to be furnished.

Passengers.
—carrying of, forbidden.
—exception.

Sec. 745. Rural carriers shall not carry in their vehicles while on duty any unauthorized person, but shall allow post-office inspectors and other agents of the department, on presentation of proper credentials, to accompany them on their regular trips.

Sec. 746. Rural carriers are required and authorized to administer oaths required of pensioners and their witnesses in the execution of pension vouchers and may charge 25 cents for each voucher. They must follow carefully the instructions contained in section 292.

Pension vouchers authenticated by rural carriers.

III.—PERFORMANCE OF SERVICE.

Sec. 747. Postmasters at offices where rural-delivery service is in operation shall familiarize themselves with the regulations, rules, orders, and instructions governing rural delivery, as the service is under their supervision and they are required to instruct carriers and inform others in relation to it.

Postmasters required to familiarize themselves with regulations.

Sec. 748. Postmasters shall keep themselves informed as to the efficiency of the rural carriers, the business transacted by them, and the condition of the routes attached to their offices. It is desirable that postmasters shall travel over the rural routes at least once a year, but such inspection must be without expense to the department.

Service.—postmasters to keep informed as to efficiency.

—inspection of, by postmasters.

Sec. 749. Postmasters shall not require carriers to perform work in post offices, except such as may be necessary for the proper discharge of their own duties. Carriers shall not be permitted, without specific authority from the department, to handle or have access to mail other than that of patrons of their routes.

Office work.—not to be required of carriers.

2. Postmasters may obtain permission from the department to allow rural carriers to assist in the separation of second, third, and fourth class matter only when such action is necessary to enable the carriers to depart for the service of their routes at the prescribed time and a change in the schedule is impracticable.

Assistance in separating.—permitted, when.

Sec. 750. Rural carriers shall have access to the copies of the Postal Laws and Regulations and Official Postal Guides in post offices so that they may inform themselves regarding all regulations, rules, and orders relating to the rural-delivery service. Carriers shall receive their instructions and obtain information concerning the service from the postmasters to whom they are subordinate and shall not write to the department in regard to such matters. In cases of uncertainty postmasters shall submit questions to the department and await definite instructions.

Access to Postal Laws and Regulations to be given by postmasters.

Carriers not to write to department.

Special rules proposed by postmasters.—approval of, by department.

Sec. 751. Any special rules or instructions which postmasters may desire to promulgate for the guidance of their rural carriers with a view to promoting efficiency and maintaining proper discipline shall be submitted to the Fourth Assistant Postmaster General for approval.

Carriers' duties.—definition of.

Sec. 752. The official duties of rural carriers shall be the delivery into and collection from boxes on their routes of mail matter of all classes, serving of post offices with mail whenever such service is authorized, sale of stamp supplies, receiving and receipting for matter presented for registration, delivery of registered matter, the handling of registered matter in transit over their routes, taking of applications for money orders and the money therefor, the forwarding of mail addressed to their patrons and the transfer of mail of former patrons whose addresses have been changed to other routes, the erection of United States collection boxes, and the performance of such other duties as may be required of them by law and the regulations of the department.

Funds received.—accounting for and disposition of.

Sec. 753. Rural carriers shall account for and promptly pay over to the proper officials all funds belonging to the United States which may come into their possession, and make proper disposition of any money intrusted to them as agents of the Post Office Department.

Roster of patrons.—maintenance of, required.

Sec. 754. Every rural carrier shall procure the name of each patron over 10 years of age on his route, using for that purpose the "Patron's name and address slip," and shall enter the names in alphabetical order in the roster book (Form 1564), and place opposite each name the number of the box through which mail is delivered. He shall also keep in the same book a numerically arranged list of boxes, with the names of all persons receiving mail through a box placed opposite its number.

Mailing lists.—to be posted in office workroom.

2. Postmasters shall have prepared from the patrons' name and address slips, and posted in the workroom of the office, lists of names of patrons of each route with number of box opposite each patron's name.

Room for carriers.

Sec. 755. Space shall be provided for the rural carriers in some part of the post office not accessible to the public, which space shall be sufficient to enable them properly to perform their office work. Carriers shall have access to this portion of the office only for such time as may be required to arrange their mail and to make necessary records and reports before and after serving their routes.

Sec. 756. In all cases of impassable roads, bad condition of roads, unsafe bridges, dangerous fords, or other obstructions to service on rural routes, the postmasters at distributing offices shall notify the patrons affected and the road supervisors or officials in charge of such matters and request that the necessary repairs be made. If the repairs are not made within a reasonable time the postmaster shall report the facts to the Fourth Assistant Postmaster General, Division of Rural Mails, including the names of the patrons affected and the officials in charge. Postmasters shall in like manner report every instance where a nonautomatic gate is being maintained on any road covered by Rural Delivery Service.

Roads.
—obstructions to be reported by the postmaster.

Sec. 757. Rural carriers shall serve their routes as ordered by the department and as officially described, except in cases of emergency. In such cases the deviation shall be reported immediately by the carriers to the postmasters. If the official lines of travel are not promptly resumed, the facts should be reported to the Fourth Assistant Postmaster General, Division of Rural Mails.

Gates.

Deviations from routes forbidden.

—postmasters to make reports regarding.

2. When, owing to climatic or other conditions which can not be controlled, a carrier serving one triweekly route is unable to perform service on the days prescribed by the department, he shall, if conditions permit, be required to perform service on the next working day.

Service on triweekly routes.

Sec. 758. Rural carriers shall report at the offices for duty in accordance with schedule without regard to the condition of the weather and to put forth every effort to perform full service. If a carrier is temporarily prevented from traveling over his route as officially described, he shall, if necessary to serve some of his patrons, reverse the order of travel, and shall, in case of any obstruction to travel over the regular route, use any available roads in order to serve his patrons.

Carriers to report for duty regardless of weather conditions.

—partial service, when required.

2. Postmasters may permit carriers to perform service on horseback when, on account of storms or other causes, roads are temporarily impassable for vehicles. In such cases the prescribed schedule shall be observed and the mail completely protected from loss or damage.

Horseback service permitted, when.

Sec. 759. Postmasters at distributing offices shall not permit suspension or interruption of service on rural-delivery routes because of the absence of regular carriers or substitutes, but in such emergency shall employ a

Constant service required.

suitable person to perform service temporarily and promptly report the facts to the department.

Schedules.
Carriers to re-
port for duty,
when.

Sec. 760. Rural carriers shall report at the post offices to which they are attached not less than 30 minutes prior to the scheduled hour of departure to serve their routes, or as much earlier as may be necessary to enable them to assort their mail for delivery, shall have their conveyances at the post offices by the starting time, and shall return with their collections before going to their homes. They shall cover their routes expeditiously, but so regulate the rate of travel that the respective boxes will be reached at about the same hour each day.

Routes to be
covered expedi-
tiously.

Changes of
schedules by car-
riers or postmas-
ters forbidden.

2. In case of emergency a temporary deviation from the schedule may be permitted, but no permanent change in a carrier's schedule shall be made except by direction of the department.

Necessary
changes to be re-
ported to the de-
partment.

3. When a change of schedule is rendered advisable by reason of change in the time of arrival or departure of mails or for any other reason, the postmaster shall notify the department accordingly and submit a new schedule.

Awaiting of be-
lated mails per-
mitted, when.

4. Postmasters may permit carriers to delay departure for service of their routes not to exceed one hour when advisable on account of delay in incoming mails at the post office, provided such delay in departure will not prevent the complete performance of service on the route or the regular dispatch of mails collected by the carrier.

Stop for dinner
permitted, when.

5. Carriers, while serving their routes, may stop not to exceed 30 minutes for dinner and to feed their animals, provided such stop will not prevent their return to the distributing office on schedule time. During such interval the carrier shall retain personal custody of the mail and equipment.

Trip reports.
—how made.

Sec. 761. The exact time a rural carrier reports at the office, leaves to serve his route, and returns at completion of the trip shall be recorded daily by him on Form 5502. In case of partial failure the carrier shall note in his report the cause of his failure to complete the trip, the number of miles traveled, and the number of miles of the route served. The entries shall be made at the beginning and end of his trip. The carrier shall not be permitted to take the report away from the post office, and at the end of each month he shall complete the report promptly.

Sec. 762. At the end of each month in which irregularities occur in the service, postmasters at distributing offices shall prepare a report in duplicate on Form 5502 $\frac{1}{2}$, setting forth the total suspensions of service and partial failures which occurred during the month. When no deductions have been made from the carriers' salaries in cases of either total or partial failures, the postmaster shall state the reasons for not making deductions and, when the route has been but partly served, give the number of miles traveled by the carrier on each day and the cause of the partial failure.

Irregularities
in service.
—reports of.

Sec. 763. Rural carriers who serve "loop routes" shall report to the postmasters at offices to which they are attached at stated intervals for instructions and to have checked their accounts of stamps and other postal supplies, and the postmasters shall exercise as close supervision as practicable over the service and keep themselves advised, as far as possible, through inquiry of patrons and otherwise, as to the character of service rendered by the carriers.

Loop routes.

—under supervision of postmasters at distributing offices.

Sec. 764. Rural carriers shall not solicit business or receive orders of any kind for any person, firm, or corporation, and shall not during their hours of employment carry any merchandise for hire: *Provided*, That said carriers may carry merchandise for hire and upon the request of patrons residing upon their respective routes whenever it shall not interfere with the proper discharge of their official duties and under such regulations as the Postmaster General may prescribe.

Outside employment, restrictions, —soliciting forbidden.

1904, Apr. 23, ch. 1759; 33 Stat., 440.

2. Rural carriers shall not engage in any business while on or off duty which offers temptation to solicit patronage on their routes or in which their official position would give them special advantage over competitors.

Business in which carriers shall not engage.

3. Rural carriers shall be permitted to carry outside of the mails, for and upon request of patrons of their routes, articles and packages of merchandise which under the law and regulations are unmailable, provided there is no delay or interference with the regular mail service; but intoxicating liquors, explosives, or any articles exhaling bad odor shall not in any circumstances be carried by them while on duty.

Express business.

4. Rural carriers shall not carry while on duty any package composed entirely of mailable matter weighing 11 pounds or less (except franked and other matter entitled under the law to free transportation), unless post-

—what may not be carried as such.

Admissible matter to be properly prepared. age shall have been paid thereon at regular rates. Admissible matter shall be properly prepared for mailing and carried only in the mails.

Carriers not to carry packages which have been rendered unmailable by addition of extraneous matter. 5. Rural carriers shall not while on duty convey outside the mails any package which has been rendered unmailable by the addition of extraneous matter, nor any package containing articles or parcels to be delivered by the carrier to different persons.

—not to leave route to receive or deliver packages carried outside the mails. 6. Articles and packages which patrons desire conveyed outside the mails shall be delivered to the carrier in person. Carriers shall not leave their routes while on duty to receive or deliver such matter.

—fees to be paid by patron. 7. Any fees charged by the carriers for transporting and delivering matter outside the mails shall be paid by the patrons for whom such service is rendered. Carriers shall not receive compensation from merchants for such service.

Passage of carrier not to be obstructed. Sec. 765. The passage of a carrier on a rural route shall not be wilfully obstructed, but rural carriers are not entitled to privileges on a public highway not possessed by private individuals. (See sec. 1706.)

IV.—DELIVERY AND COLLECTION OF MAIL.

Separation of mail by office for which required. Sec. 766. The mail for each rural route shall be separated by the postmaster or his assistants at the distributing office and handed to the carrier for delivery.

Arranging by carriers. Sec. 767. Before starting from distributing offices rural carriers shall assort their mail, arranging it in the order in which it is to be delivered, placing together the entire mail for each box, in order that prompt and accurate delivery may be effected.

Rural carriers accountable for mail matter. Sec. 768. Rural carriers are held strictly accountable for the care and proper delivery or dispatch of mail intrusted to them; they shall not carry mail in the pockets of their clothing, throw it into yards, nor leave it where it is likely to be lost. Throwing away, destroying, or improperly disposing of mail matter of any kind is an offense punishable by fine or imprisonment.

Mail matter shall not be left on top of boxes. 2. Parcels too large to be placed in patrons' boxes shall not be left outside of the boxes, but where the patron does not live within hailing distance of the route and has not signified his intention of receiving the parcel from the carrier, a notice on the form for that purpose shall be

left in the patron's box, requesting him to meet the carrier on the next trip unless the parcel is called for at the post office in the meantime. If the patron fails to meet the carrier the parcel shall be retained at the post office and treated in accordance with the regulations.

Sec. 769. Mail shall not be exhibited by rural carriers to others than the addressees.

Exhibition of mail to unauthorized persons forbidden.
Fees for delivery forbidden.

2. Rural carriers shall not request or receive from patrons fees for the delivery or collection of mail, and shall not require the payment of postage on mail in excess of that prescribed by law.

Sec. 770. Mail for delivery by rural carriers shall be addressed to patrons individually. Matter which is unaddressed, or which is addressed to the box and route number only, is undeliverable.

Mail matter shall be individually addressed; otherwise non-deliverable.

2. First-class matter mailed by a patron and returned on account of failure of delivery to the addressee shall be placed in the box of the sender if the name of the post office and the route and box numbers are given on the return card, regardless of the absence of the sender's name.

Mail matter returnable to box numbers.

Sec. 771. Ordinary mail shall be delivered only into boxes of patrons to whom it is addressed, or into those of persons duly authorized to receive it. Carriers may deliver such mail directly to patrons whom they meet provided their identity is known and carriers are not thereby unduly delayed.

Delivery to none but addressees or duly authorized persons.

Sec. 772. Rural carriers shall open and examine boxes of patrons only when signals are displayed to indicate that they contain mail for dispatch.

Examination of boxes by carriers not required, when.

2. When the carrier finds the signal displayed indicating that there is mail in a box for dispatch and he has mail for delivery in the box, he shall let the signal remain displayed, but if he deposits no mail in the box he shall lower the signal. In cases where the signal has not been displayed and he deposits mail in the box, he shall raise the signal.

—display of signal, when required.

Sec. 773. Postmasters shall deliver mail of all classes to patrons of rural-delivery routes who call therefor at the offices when they are open for business on Sundays and holidays, and also at other times when such delivery will not interfere with the business of the office or delay the rural carriers in departing for service of their routes.

Office delivery to rural patrons, when required.

Carriers to report for duty on Sundays and holidays.

Sec. 774. At post offices which are open to the public on Sundays postmasters may, if conditions justify, require rural carriers to report for duty for one hour on Sundays and on holidays on which service is not rendered on rural routes, to assist in delivering mail to patrons of rural routes who call for it.

Postage due on mail at rural-delivery offices.—treatment of.

Sec. 775. When mail matter, addressed to a patron of a rural route, on which the required postage has not been fully paid, is received at the distributing office, the postmaster shall note thereon the amount of postage due and hand the mail to the carrier for delivery on collection of the amount due. If the deficient postage can be collected by the carrier without leaving his route he shall, on receiving the required amount in coin, affix postage-due stamps to the matter, cancel them and deliver the mail; otherwise the carrier shall fill in a notification card (Form 5581), deposit in the addressee's box and return the unpaid or part-paid matter to the post office to be held until the amount of postage due is paid or directions are received from the addressee as to disposition of such mail. (See secs. 590 and 591.)

Use of Form 5581.

Stamps shall be supplied to carriers.

2. When matter on which postage is to be collected is sent out for delivery upon a rural route, the carrier shall be furnished by the postmaster with postage-due stamps in the required amount, but such stamps shall not be affixed to the mail until the carrier shall receive in coin the amount due.

See sec. 941, governing the collection of deficiencies on short-paid registered mail.

Pension mail, delivery of, at residence required, when.

Sec. 776. Official pension mail addressed to a patron of a rural route shall be delivered at the residence of the addressee by the carrier on his regular trip if such residence is not more than one-half mile from the line of travel and there is a passable road leading thereto.

—exceptions.

2. If the patron's residence is more than one-half mile from the route, or there is no passable road leading to his residence, a note shall be placed in his box informing him of the receipt of pension mail at the post office and that he may personally receive such mail at his box, or by calling at the post office for it. (See sec. 608.)

Diversions of mail in transit prohibited.

Sec. 777. Postmasters and rural carriers shall not divert in transit any mail addressed to a post office other than the distributing office for the purpose of effecting

more expeditious delivery thereof by carrier to the box of the addressee. All mail shall be delivered from the post office to which it is addressed except as otherwise provided by the Postal Laws and Regulations.

Sec. 778. Rural carriers shall stop regularly at intermediate offices on their routes for mail addressed to such offices for patrons of the rural-delivery routes. If such patrons reside on the part of the route already traveled by the carrier the mail shall be left overnight in the distributing office and delivered by the carrier on his next trip. Such action shall not be considered as forwarding mail and no additional postage shall be required. Postmasters at intermediate offices or their assistants shall receive such mail from and deliver it to the carriers at their vehicles.

Intermediate offices.
—carriers to stop at, when.

Sec. 779. A rural carrier shall accept any mailable matter which may be tendered to him by any person for delivery or dispatch provided the postage is fully prepaid or money equal to the postage required is furnished, unless it is ascertained that the purpose of thus handing mail to the carrier for deposit into one office is to "boycott" another office, or deprive it of its legitimate revenue. This provision applies also to registry business, the sale of postal supplies, and to money-order business.

Acceptance of any mail required, when.

—exceptions.

Sec. 780. When matter is tendered to a rural carrier for mailing, the weight of which or the rate of postage thereon he is unable to ascertain, he shall receive from the sender an amount sufficient to insure full payment of postage, take the mail to the post office, and affix the necessary postage, returning to the sender on the next trip any excess amount collected.

Amount of postage, how determined.

Sec. 781. All mail collected by rural carriers shall be properly faced by them and deposited in the distributing offices for delivery or dispatch, except such as they are specifically authorized by the department to deliver or deposit in another manner.

Collections by carriers.
—to be deposited in distributing office.
—exceptions.

Sec. 782. When a rural carrier finds unstamped mail in a patron's box, and the requisite amount of money for postage properly wrapped or placed in a coin-holding receptacle, he shall collect the mail and money and affix the necessary stamps.

Unstamped matter found in boxes, treatment of, when money for postage is provided.

2. When mailable matter is deposited in a box for dispatch and the required postage has not been paid nor

Unpaid or part-paid matter for dispatch.

sufficient money left for the purchase of stamps, a rural carrier shall, when the identity of the sender is known, place in the box a notice that such matter can not be dispatched until the necessary postage is paid. If the identity of the sender is unknown the matter shall be taken to the distributing office and treated as prescribed in section 545.

Patrons' boxes to be used for mail only.

3. Mail boxes erected on rural routes are intended exclusively for the reception of matter regularly in the mails, and any mailable matter, such as circulars, sale bills, etc., deposited therein is subject to the rules governing the mails, including proper addressing and the payment of postage at the regular rate.

Unpaid matter deposited in patrons' boxes.

4. When a rural carrier finds deposited in a box mailable matter on which postage has not been paid, addressed to or intended for the person in whose box it is deposited, the carrier shall take such matter to the distributing post office to be held for postage and treated as prescribed by section 545.

United States collection boxes at points of exchange.

Sec. 783. Where the exchange of mail by rural carriers through a United States collection box is authorized, each carrier shall open the box and deposit in it, without canceling the stamps, mail collected on his route addressed to patrons of the intersecting route, to intermediate post offices or stations located thereon, or to the distributing office, delivery or dispatch of which will be thereby advanced, to be collected by the carrier on the connecting route.

—hand exchange.

2. When carriers on intersecting rural routes are authorized to make hand-to-hand exchange, each shall deliver to the other all mail which would be thereby advanced in delivery or dispatch.

Cancellation by carriers of mail delivered en route.

Sec. 784. When mail is collected by a carrier en route, or received by one carrier from another, which can, in regular course of service, be delivered in the addressee's box by the receiving carrier prior to his return to the distributing office, he shall cancel the stamps thereon by writing legibly across them, with an indelible pencil, the date, the name of the distributing office, the State, and the number of the route, and deposit the mail in the proper box.

Report of value of stamps.

2. The value of stamps canceled by a carrier on mail collected and delivered by him shall be reported to the postmaster of the distributing office.

3. Any mail collected or received by a rural carrier on his route addressed for delivery at a post office on a route other than the one from which his route starts, shall be delivered, uncanceled, at the office of address, if an intermediate post office, or dispatched to the office of address, even though the addressee is a patron of the carrier's route and a more expeditious delivery could be effected by the carrier.

4. Except as provided in this section, no stamps on mail shall be canceled by carriers.

Sec. 785. Rural carriers shall make daily entries on Form 5502 of the number of pieces of mail delivered and collected on their routes, the number of registered letters and parcels received, delivered, and handled in transit, and the number of letters and parcels registered, and the number of applications for money orders received, value of stamps canceled on mail collected, and the value of stamps, stamped paper, etc., sold by them. Postmasters shall certify to the correctness of the reports and retain them in the office files.

2. When the delivery and collection on a route aggregates more than 5,000 pieces of mail a month for three consecutive months, the counting of mail may be discontinued, but the keeping of the record of registered matter, applications for money orders, value of stamps on mail collected, and value of stamps, stamped paper, etc., sold, shall be continued.

Sec. 786. Mail which has come into the custody of a rural carrier shall not be returned by him to any person. Any application for return of a letter or package shall be referred to the postmaster at the distributing office.

Sec. 787. Rural carriers shall deliver to the postmaster or other authorized person, each day, immediately after completing their trips, the undelivered matter and the mail collected by them and all postal funds and stamp supplies, and complete their money-order and registry business records and make all required reports before going off duty. When conditions warrant it, postmasters may require carriers, before going off duty, to arrange for delivery by them mail received after the departure of the carriers upon the service of their routes. Carriers shall not, except by specific authority of the department, or in cases of extreme emergency, retain any mail in their possession overnight.

Notation of nondelivery. 2. Carriers shall note on the face of each piece of mail which they are unable to deliver the reason for nondelivery.

Unidentified mail.—to be examined by carriers. **Sec. 788.** When the addressee of mail received at a distributing office is unknown, such mail shall be placed in the hands of the rural carriers for identification and delivery, before it is treated as undelivered matter.

Star service over rural routes permitted.—when. **Sec. 789.** Persons residing on roads traveled by both star-route and rural carriers may receive an additional and supplemental box delivery by star carriers, but service by star carrier shall not be given to persons residing on a road covered by both rural carrier and star service unless such persons have first qualified as patrons of rural-delivery service.

Two rural routes on one road. **Sec. 790.** A patron residing on a road traveled by two or more rural carriers may select the carrier by whom he prefers to have his mail delivered and collected, in which case only the designated carrier shall handle his mail. Unless such selection is made by the patron each carrier passing the box shall deliver mail into it and collect therefrom any mail which he can expedite in dispatch or delivery.

Contagious diseases. **Sec. 791.** Rural carriers shall deliver mail into the boxes of patrons in whose family contagious diseases exist when this can be done without exposure to contagion, but no mail shall be collected from such boxes while quarantine is in force.

Quarantine. 2. When service on a rural route is wholly or partially suspended on account of quarantine because of the prevalence of a contagious disease, the postmaster shall promptly notify the department of the fact. (See sec. 528.)

Special delivery at residence within half mile of route. **Sec. 792.** Special-delivery mail addressed to a patron of a rural route who lives more than 1 mile from the post office shall be sent out by the carrier on his first trip after the receipt of such mail and shall be delivered by the carrier at the patron's dwelling or place of business, provided it is not more than one-half mile from the route, for which service the carrier shall be paid the regular fee. If the patron resides more than one-half mile from the route, the mail, after being properly recorded, shall be delivered by the carrier into the patron's box the same as ordinary mail. In the latter

—fee allowed.

—outside half-mile limit to patron's box.

—no fee allowed.

case neither the postmaster, the clerk in charge of a rural station, nor the rural carrier shall be paid the 8-cent fee.

2. Special-delivery mail shall be delivered to the addressee or to some one authorized to receive his mail. To whom delivery may properly be made.

Sec. 793. If a rural carrier can not make personal delivery of special-delivery matter at the residence or place of business of the addressee, it shall not be returned to the post office, but shall be deposited in the patron's box, and the carrier shall leave at the residence or place of business notice of nondelivery (Form 3955-A). Special-delivery matter, when to be deposited in patron's box.

2. Special-delivery mail addressed to a patron of a rural route who resides within the city-delivery limits of an office or within 1 mile of a non-free-delivery office or a rural station shall be immediately delivered by a person other than the rural carrier unless the mail is received before the carrier starts on his service and the residence of the addressee is not more than one-half mile from his route. —notice to patron, form of.

Sec. 794. When a rural carrier collects on his route special-delivery mail addressed to a patron of his route which can be delivered before he returns to the office, he shall make proper entry on Form 3954, or on messenger's receipt book (Form 3951), as the case requires, cancel the stamps, and make delivery in the regular way, and upon arrival at the distributing office promptly notify the postmaster or clerk in charge of such collection and delivery so that the proper entry can be made on the records. —within mile limit, immediate delivery.

Sec. 795. Special-delivery matter shall be transferred by one carrier to another at a point where regular exchange of ordinary mail is authorized, either in person or through a United States collection box, if such action will facilitate delivery. The carrier who makes or attempts to make the delivery to the addressee shall be paid the regular fee by the postmaster at the office from which his route emanates. The carrier in such case shall take receipt on the regular form. Special-delivery matter collected and delivered en route.

Sec. 796. A rural carrier starting from an office having city-delivery service shall take a receipt on Form 3951 for special-delivery matter delivered. At other offices the postmaster shall furnish Form 3954 to —procedure.

each rural carrier, and shall make record of all special-delivery matter handed to carriers. Receipts for such matter should be obtained on its delivery if possible, otherwise proper record shall be made of reason for failure to obtain receipt.

Fees.
—to whom paid.

Sec. 797. Rural carriers and clerks in charge of rural stations shall be paid the fee of 8 cents on such special-delivery matter only as each specially delivers or attempts to deliver it.

Record in post office.

Sec. 798. Special-delivery matter addressed for delivery along a rural route, beyond the special-delivery limits of an office, shall be recorded in the post office and treated in accordance with the regulations governing the handling of such mail.

—blanks for.

2. For recording special-delivery matter received, Form 3953-A shall be used at noncity-delivery offices, and at city-delivery offices the bound-book Form 3953 shall be used.

Numbering, recording, and making reports at non-free-delivery offices. —method of.

3. A separate series of numbers, commencing with No. 1, shall be used for each carrier each quarter. The special-delivery mail delivered from the post office shall also be numbered consecutively, commencing with No. 1 each quarter. The rural carriers at the end of each quarter shall turn over to the postmaster all sheets that may have to be included by the latter in his postal accounts for that quarter.

Deliveries from city-delivery offices. —method of payment.

4. At city-delivery offices the postmasters shall keep a record of the number of articles specially delivered by each rural carrier, and at the end of each month shall pay him the fee earned, taking his receipt therefor on Form 3950.

Registered matter. —treatment of.

Sec. 799. In registering special-delivery mail and in making delivery of registered special-delivery matter, the rules and regulations governing the registry system also shall be observed.

Time of delivery. —how reckoned.

Sec. 800. In computing the average time of delivery of special-delivery matter by a rural carrier only the time consumed in deviating from the route and returning thereto in order to make special delivery will be taken into account.

V.—SUPPLY OF INTERMEDIATE OFFICES.

Transportation of locked-pouch mail by carriers required.

Sec. 801. Rural carriers shall transport mails between post offices located on their routes whenever the per-

formance of such service is specifically ordered by the department, without additional compensation. They shall also convey, without extra pay, post-office blanks, mail bags, locks, keys, postal supplies, and official equipment to and from the intermediate post offices or stations to which they render regular service.

Equipment and supplies to be conveyed, when.

Sec. 802. Mail pouches and their contents shall be carefully protected from injury, depredation, or loss. They shall not at any time be intrusted or delivered to a person who is not a sworn employee of the Post Office Department.

Protection of mail.

Sec. 803. Rural carriers who supply post offices shall make special effort to exchange mails at the post offices in accordance with prescribed schedules even though at times adverse conditions of weather or highways prevent them from traveling over their entire routes.

Punctuality and regularity obligatory.

Sec. 804. A rural carrier is not required to leave his vehicle to deliver or receive mail at an intermediate post office, but must travel as near the office as practicable and deliver the mail to and receive it from the postmaster or his assistant.

Delivery of pouches to offices.

2. If the postmaster or his assistant shall fail to meet the carrier at the vehicle the latter shall dismount and endeavor to effect the exchange in the post office, provided he can do so without endangering the mail in his custody or the official equipment, but each such failure of the postmaster or assistant to meet the carrier at his vehicle for the purpose of exchanging the mail shall be promptly reported to the postmaster at the distributing office.

Pouches, failure to exchange.

—report to be made of.

Sec. 805. When a rural carrier finds it impossible to effect exchange of mail at an intermediate post office he shall return the pouch to the postmaster at the distributing office with a statement of the reason for such failure, and such postmaster shall promptly report the facts to the Fourth Assistant Postmaster General, Division of Rural Mails.

Return of pouch undelivered, when allowed.

Sec. 806. Postmasters shall not detain carriers at intermediate offices more than 10 minutes to effect the exchange of mails except by express authority of the department.

Detention of carriers.—limited to 10 minutes.

Sec. 807. Postmasters at offices supplied by rural routes shall keep daily record on Form 4505 of the per-

Records of service.—keeping.

formance of service by the carriers. These records shall be filed in the post office.

Special reports to the department.

2. Detailed special reports on Form 4505½ shall be made by postmasters to the Fourth Assistant Postmaster General, Division of Rural Mails, of the following delinquencies:

(a) When pouch arrives unlocked or without lock, or fastened with other than the regulation lock.

(b) When mails arrive in bad condition or are exposed to depredation, loss, or damage.

(c) Cases of abandonment, total interruption, or great irregularity of service.

(d) When the mail is carried by unauthorized persons.

Delinquencies—penalty for.

Sec. 808. Rural carriers are subject to reprimand, temporary reduction in pay, or removal from the service, according to the gravity of the offense, for neglecting to take mail to and from a post office which they have been ordered to serve; for leaving behind or throwing off any portion of the mail; for allowing the mail or any part of it to be damaged, lost, or destroyed; for frequent failures to reach the intermediate office at about the same hour each day; or for the total or partial abandonment of the service.

Closed pouches.—carriers prohibited from opening or closing.

Sec. 809. Rural carriers shall not open or close mail pouches, handle mail to be pouched, or have in their possession locks or keys to locks used on closed pouches.

Mails in transit.

Sec. 810. Upon the personal application or written request of the addressee, ordinary mail in transit to a post office, which is supplied by rural carrier, may be delivered from the distributing office on Sundays and holidays, when the office is open to the public.

—delivery of, when permitted.

VI.—EQUIPMENT AND STAMP SUPPLIES.

Conveyance provided by carrier.

Sec. 811. Each rural carrier shall provide for use in the performance of service a suitable conveyance, so constructed as to accommodate the mail and thoroughly protect it from damage or loss. His stock shall be kept in such condition as will enable him to perform complete and uninterrupted service under adverse weather or road conditions.

Animals to be in good condition.

2. Postmasters shall report to the department when carriers are using for service animals which are in poor condition or which are not properly cared for.

3. Automobiles, motorcycles, or bicycles may be used by rural-delivery carriers in serving their routes where the topography of the country and the condition of the roads permit of their uninterrupted use for an extended period and the mail can be properly conveyed, but in each case express authority for the use of such vehicle must be obtained from the department. In requesting such authority postmasters shall state the months in which the route can be served with the special vehicle and the schedule under which the service can be performed.

Automobiles, motorcycles, or bicycles may be used, when.

4. In all cases where a rural carrier is absent from duty, he shall see that the substitute carrier is provided with suitable equipment to travel the route, and if the substitute uses the regular carrier's equipment, the carrier may make a reasonable charge therefor.

Conveyance for substitute.

5. Rural carriers shall not display advertising matter of any character upon their equipments.

Advertisements on equipment not permitted.

Sec. 812. General equipment for rural-delivery service, such as carriers' furniture, satchels, straps, record books, vouchers, report and other official blanks, etc., when not otherwise provided, will be furnished upon requisitions of postmasters.

Equipment.—requisitions for.

2. Postmasters shall see that the rural carriers attached to their offices are constantly supplied with, and regularly take over their routes, all necessary service books and blanks and every article of equipment required in the performance of their official duties.

—carriers shall be provided with.

3. Rural carriers on receiving equipment shall give dated and itemized receipts therefor, specifying the quantity and condition of articles received. These receipts shall be filed and preserved as vouchers by postmasters.

—carriers' receipts for.

4. All satchels, straps, record books, official blanks, etc., furnished by the department for carriers' use, shall be carefully preserved and always deposited in the post offices or rural stations when carriers are off duty, except in cases of extreme emergency.

—care of.

5. When carriers' satchels or other articles of equipment are in bad condition, the facts shall be reported promptly to the Fourth Assistant Postmaster General, Division of Supplies. Satchels shall not be repaired by carriers.

—reports regarding conditions.

—repairing by carriers for bidden.

6. When a rural carrier leaves the service he shall satisfactorily account for and return to the postmaster,

—accounted for. —return of, when required.

or some duly authorized person, every article of the official equipment, including all master keys and keys to patrons' boxes.

Expenditures by postmasters forbidden.

7. Postmasters shall not make expenditures on account of the rural service for the purchase or repair of service equipment, or for any other purpose, without specific authorization from the department.

Stamp supplies. — sale of, by carriers.

Sec. 813. While engaged in the service of rural routes, carriers shall carry, for sale, a stock of postage stamps, postal cards, stamped envelopes, newspaper wrappers, and other postal supplies of this nature, to the value of \$5 or more, sufficient to meet the demands of purchasers. (See sec. 342.)

Checks not acceptable.

2. Carriers shall not accept checks in payment for postal supplies purchased of them.

Proceeds to be turned in.

3. Rural carriers shall turn in to postmasters or to clerks in charge of rural stations, each day, the exact amount of money received during the day from the sale of stamp supplies. The amount must in each case equal the difference between the value of stamp supplies on hand when the carrier starts out and when he returns and include the overplus from sales of stamped envelopes and wrappers.

Accounting for value.

VII.—RURAL STATIONS.

Rural-delivery stations. — establishment of.

Sec. 814. Rural stations are established and maintained in connection with rural-delivery service when considered necessary to facilitate the transaction of postal business in communities where a considerable number of people would be seriously inconvenienced if compelled to transact business with the rural carrier only, or at such points where rural carriers are required to exchange mails and it is deemed inadvisable to establish post offices.

Clerk in charge, subordinate to postmaster.

2. A rural station shall be tributary to a post office from which rural-delivery service emanates, and shall be in charge of a clerk subordinate to and under the control of the postmaster of such office, who shall frequently visit and inspect the station with a view to correcting irregularities and seeing that it is conducted properly.

Appointment. — compensation. — bond required.

3. Clerks in charge of rural stations are appointed by the Postmaster General at an annual compensation fixed by him and are required to furnish bonds in a designated

sum. The person appointed shall provide suitable quarters —quarters. in which the business of the station can be transacted.

Sec. 815. Mail shall be supplied to rural stations by rural carriers unless otherwise specifically authorized. Receipt and dispatch of mails. Mail for delivery at a rural station or for a rural route emanating therefrom shall be properly separated at the distributing office, tied in bundles, and transported in the carrier's satchel to the station, where it shall be delivered to the clerk in charge. Dispatch of mail from rural stations shall be made in the same manner.

Sec. 816. Rural stations shall be kept open during ordinary business hours each week day, except on holidays when service on routes emanating therefrom is not required, and shall invariably be open in ample time to permit the rural carriers to work their mail, and shall be open when the rural carriers return from their routes, in order to permit them to deposit collections and attend to other duties. Stations open.—when.

Sec. 817. At rural stations mail shall be dispatched, received, and delivered, money orders issued, mail registered, and stamp supplies sold. Functions.

Sec. 818. Mail addressed to a rural station shall be retained there to be called for, unless the addressee is a patron of a rural route starting from such station, or of a route contiguous thereto, in which case the mail shall be delivered in the patron's box by the carrier of the route. The usual registry notices for registered mail addressed to a rural station for delivery should be issued in accordance with the requirements of section 933. Handling of mail matter.

Sec. 819. Postage on all mail deposited at a rural station for delivery or dispatch, whether by rural carrier or local patrons, shall be canceled by the clerk in charge, who shall make report thereof to the postmaster at the distributing office. Canceling of stamps to be done by clerks in charge.

Sec. 820. Clerks in charge of rural stations shall conduct all official correspondence with the postmasters at the offices to which the stations are attached, make remittances and accountings to them, and make requisitions on them for all necessary supplies. Correspondence.—requisitions, etc.

Sec. 821. Postmasters at offices to which rural stations are tributary shall furnish the clerks in charge of such stations with postage stamps, stamp books, stamped envelopes, postal cards, registry supplies, etc., in sufficient Supplies to be furnished by postmasters at distributing offices.

quantities to meet their demands, for which the postmaster shall take proper receipts.

Receipt for, by clerks in charge and by carriers.

2. When clerks in charge of rural stations issue stamp supplies to rural carriers they shall require receipts therefor similar in form to those required by postmasters in such cases.

Monthly reports. —to be made to postmasters.

Sec. 822. Accurate detailed accounts of business transacted at rural stations shall be kept by the clerks in charge and reports rendered monthly to the postmasters of the offices to which they are attached.

Clerks in charge to exercise supervision over carriers.

Sec. 823. Clerks in charge of rural stations shall exercise supervision over rural carriers on routes emanating from their stations, shall receive and certify to the correctness of the required reports, and transmit them to the postmasters at the offices to which they are attached.

VIII.—PATRONS' BOXES.

Boxes. —must be provided by patrons. —must conform to regulations.

Sec. 824. Persons desiring rural-delivery service shall provide and erect at their own expense boxes conforming to official specifications and requirements.

Dimensions.

2. The dimensions of rural-delivery boxes shall be, if oblong or rectangular, not less than 18 by 6 by 6 inches; if cylindrical, not less than 18 inches long and 6 inches in diameter and not less than 488 cubic inches capacity.

Material prescribed. —oblong or rectangular boxes.

3. All oblong or rectangular boxes shall be made of not less than No. 20 standard-gauge sheet iron or sheet steel, galvanized inside and out, the edges of the metal to be supported or strengthened either by folding back upon itself or by riveting to the edges band iron or steel at least $\frac{1}{8}$ inch in thickness and at least $\frac{1}{2}$ inch in width, or by wiring with at least No. 10 gauge wire, provided that if made of heavier material than No. 20 gauge, the requirements as to reenforcements need not be observed.

—round or half-round boxes.

4. Circular, semicircular, or rounding boxes shall be made of not less than No. 22 gauge iron or steel, provided, however, that boxes made of black iron or steel and galvanized after they are made shall not be lighter than No. 24 gauge. Circular, semicircular, or rounding boxes shall have the edges of openings strengthened by either corrugating, bending, curling, or wiring with No. 10 gauge wire, or by folding the metal back upon itself, or by supporting by riveting to such edges band iron at least $\frac{1}{8}$ inch in thickness and at least $\frac{1}{2}$ inch in width.

5. All boxes shall be made in a substantial manner, without joints depending solely on solder to hold the parts together; all joints shall be either seamed, curled, or riveted. Good construction required.

6. Openings in boxes shall be of such size and so located in top, side, or end as to facilitate the delivery and collection of mail; lids, incasements, or covers of boxes shall be substantially hinged, pivoted, or otherwise strongly secured, with edges extending or lapping over the mail-holding compartment sufficiently to protect thoroughly from the weather mail deposited therein, and otherwise constructed and adjusted so that they may be easily opened and closed. The apertures through which to deposit mail into a box without unlocking it should be protected by some device, or be made small enough to prevent the abstraction of mail through it. Openings.
Covers.

7. No box will be approved for use on a rural-delivery route which is not provided with a suitable and durable signal, which will serve the purpose of indicating whether there is mail in the box. Signals required.

Sec. 825. Individuals, firms, or companies proposing to manufacture rural-delivery mail boxes for sale should submit a sample (full size) of such box, and of the material of which it is constructed, to the Fourth Assistant Postmaster General for approval. If approved, the manufacture and sale of the box will be authorized on condition that the manufacturer shall emboss or stamp in a conspicuous place on each such box the words "Approved by the Postmaster General." The name of the manufacturer shall also be placed inconspicuously on each box. Approval of boxes.
—how obtained.
—conditions prescribed for manufacturers.

2. Patrons may make, or have made, boxes for their own use, provided they conform to the specifications set forth in the regulations; but before acceptance of such box for service on a rural route it shall be approved by the postmaster at a post office located at a county seat, or at an office of the first or second class located in the county where rural-delivery service is in operation, or in the absence of either such office by the postmaster at any post office in the county where rural-delivery service is in operation. The postmaster shall at once certify to —made by patrons.

the department his approval of the box and require the patron to imprint in a conspicuous place on the box the words "Approved by the Postmaster General."

Inscription. Sec. 826. The following inscriptions shall be placed on rural mail boxes, other inscriptions not being permitted:

(a) Name of owner and number of box.

(b) Name and address of manufacturer, inconspicuously placed.

(c) The words "Approved by the Postmaster General," "U. S. Mail."

Erection of boxes. Sec. 827. Each box shall be erected on the road regularly traveled by a rural carrier and in such position as to be easily and safely accessible for the delivery and collection of mail by the carrier without leaving his conveyance.

—accessibility required.

Removal of obstructions required. 2. Patrons shall keep clear the approaches to their boxes by prompt removal of snowdrifts or other obstructions by which the delivery of mail into them would be rendered impossible or difficult without the carrier leaving his conveyance.

Several families may use same box. —agreement required. Sec. 828. More than one family, but not more than five families, may use the same box, provided that written notice of agreement, signed by the respective heads of families or individuals desiring to join in the use of such box, shall be filed with the postmaster at the distributing office.

Withdrawal of service. Sec. 829. Service shall not be withdrawn from any box owner by a postmaster or carrier without specific authority of the department.

Insecure or badly located boxes. —report to be made. Sec. 830. Rural carriers shall make report to postmasters of any boxes erected which do not conform to the regulations, or which are improperly erected. The postmaster shall notify the patron maintaining such box to remedy the defects, and if after reasonable time any patron fails to do so, the postmaster shall make report thereof to the Fourth Assistant Postmaster General, Division of Rural Mails, giving the name of the patron and a statement as to what is required in connection with the box.

Manufacture or sale of boxes by employees forbidden. Sec. 831. Officials and employees of the Post Office Department and postal service shall not act as agents for manufacturers of rural mail boxes and shall not be interested, directly or indirectly, in the manufacture or sale

of any rural mail box. A postmaster may, however, order, without compensation or profit to himself, on request of a patron or prospective patron, any regulation box selected by him.

Sec. 832. Cases of deprecations on or interference with rural mail boxes or their contents shall be promptly reported by the postmaster of the distributing office to the post-office inspector in charge of the division where such deprecations occur, and also to the Fourth Assistant Postmaster General, Division of Rural Mails. Deprecations to be reported.

See sec. 1699 relative to injuries to mail boxes.

Sec. 833. Lists of approved boxes are furnished by the Fourth Assistant Postmaster General to the postmaster at each rural-delivery office, who shall retain a copy in the files of his office and post a copy on the bulletin board in the post-office lobby for the information of the public. Lists of regulation boxes.

Sec. 834. The use of locks on boxes is not required, but is considered advisable as a measure of protection. If patrons provide locks, carriers shall accept keys and unlock and lock boxes when serving them. To facilitate the carriers' work patrons should, as far as practicable, adopt locks for each route of such pattern that a master key may be provided the carrier for use in unlocking the boxes. Locks to boxes. —carriers must accept keys. —master keys.

Sec. 835. Master keys to locks on rural mail boxes intended for carriers' use should be delivered only to postmasters, who will place them in the hands of the carrier. Carriers are required to protect from misuse, loss, or destruction master and other keys to patrons' boxes. The loss of a key by rural carrier shall be promptly reported to the postmaster, who shall require the carrier to replace the key at his own expense. Giving out of master keys. —protection of. —lost ones to be replaced by carriers.

Sec. 836. Each mail box on a rural-delivery route shall be designated by a number. Numbering of boxes.

Sec. 837. Box numbers shall not be assigned until the expiration of two months from the date of installation of new service. If at that time 75 per cent of the heads of families residing on the route have not erected boxes the postmaster shall report that fact to the Fourth Assistant Postmaster General, Division of Rural Mails, stating how many boxes have been erected. Report required regarding new routes.

Sec. 838. Postmasters at offices from which rural-delivery service emanates shall require the carrier on each route on which service has been in operation for two months or Reports on boxes by carriers.

more, and on which the boxes have not been numbered, to report the total number of approved boxes erected, the names of the owners thereof, and to state which boxes conform to the requirements and are entitled to numbers.

Assignment of numbers, —system for.

Sec. 839. The numbers assigned to boxes on each route shall begin with No. 1, which shall be the first box reached by the carrier after leaving the office, and the succeeding boxes to be numbered in regular sequence in the order reached by the carrier in traveling over the route in accordance with the official description.

Boxes served by two routes, how numbered.

2. A box served by more than one route shall be given a number in the regular order for each route.

Notification of assignment of numbers to patrons.

Sec. 840. When the assignment of box numbers on a route is completed, the postmaster shall furnish each box owner with the official number of his box with the request that it be legibly, durably, and conspicuously inscribed on the box and that he request his correspondents to include in his address the number of the rural route and his box number.

Numbering of boxes subsequently erected.

Sec. 841. New boxes erected between those already numbered shall be given any regular numbers which may have been vacated, and which would appear in order of sequence, otherwise new boxes shall be designated in the following manner: Those between the carrier's starting point and box No. 1, as A, B, C, etc.; those between Nos. 1 and 2, as 1-A, 1-B, etc., and so on throughout the route.

IX.—UNITED STATES COLLECTION BOXES.

Boxes, —when supplied.

Sec. 842. United States collection boxes are supplied by the department for use in the rural-delivery service, to be erected only at points where, after proper investigation, it is ascertained that they are necessary for the proper and convenient handling of the mail, such as at junction points of two or more routes, as a means for effecting exchange of mail by carriers, or as a depository for mail for dispatch in communities where there are no post offices. After such boxes have been erected at designated points in accordance with official instructions they shall not be removed therefrom except by order of the Fourth Assistant Postmaster General.

—where erected.

—removal not allowed.

—when not sufficiently used, report to be made to the department.

2. Postmasters shall from time to time take count of the amount of mail matter taken by carriers from United States collection boxes, and if it shall appear that the

maintenance of a box is no longer necessary they shall so report to the Fourth Assistant Postmaster General, Division of Rural Mails.

3. A record shall be kept in the distributing offices of all United States collection boxes erected on rural-delivery routes, giving the location thereof, and full information concerning exchange through them. —record of, shall be kept.

Sec. 843. When a United States collection box becomes broken, or is in bad condition, or the lock is out of order, the carrier on the route shall notify the postmaster, who shall immediately communicate the facts to the Fourth Assistant Postmaster General, Division of Supplies. Damages to collection boxes. —report on.

2. All cases of depredation upon or interference with United States collection boxes or their contents shall be promptly reported by carriers to postmasters, and by postmasters to the Fourth Assistant Postmaster General, Division of Rural Mails, and to the inspector in charge of the division in which the depredations occurred, giving detailed statements of the facts and the names of all suspected persons. Depredations upon boxes. —report on.

Sec. 844. Keys to United States collection boxes shall be furnished to rural carriers by postmasters at distributing offices. For each key delivered to a carrier the postmaster shall take a separate receipt, on which shall be indicated the designative number of the key and date of its delivery to the carrier. Keys. —receipt for, by carriers.

2. Every carrier having possession of a United States collection box key shall, when on duty, wear it securely attached to his clothing by the chain. When off duty the key must be deposited in the distributing office with the postmaster, or person designated by him, for safe-keeping, and shall never be passed over to, handled, or examined by any person not a sworn officer of the postal service, nor be left where there is danger of losing it or exposing it to theft. These keys shall not be tampered with nor shall any attempt be made to repair or alter them. A violation of this rule, or the loss of a key, will be considered sufficient cause for removal of a carrier. —care of. —repairs to, not permitted. —loss of, penalty for.

3. When a carrier loses or breaks a key to a United States collection box the fact shall be immediately reported by the postmaster to the Fourth Assistant Postmaster General, Division of Rural Mails, giving a full statement of the circumstances and the number of the key. —report regarding loss, how made

CHAPTER 3.

SPECIAL DELIVERY.

I.—ESTABLISHMENT—RATES—DISPATCH.

Mall matter bearing special-delivery stamps.
1886, Aug. 4, ch. 901, § 1; 24 Stat., 220.
—immediate delivery of.

Sec. 845. * * * 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.

1907, Mar. 2; 34 Stat., 1215.
—bearing 10 cents' worth of additional ordinary stamps, with words "special delivery."

2. When in addition to the stamps required to transmit any letter or package of mail matter through the mails there shall be attached to the envelope or covering ten cents' worth of ordinary stamps of any denomination, with the words "special delivery" or their equivalent written or printed on the envelope or covering, under such regulations as the Postmaster General may prescribe, the said package shall be handled, transmitted, and delivered in all respects as though it bore a regulation "special-delivery" stamp.

Regulations for special-delivery service.
1886, Aug. 4, ch. 901, § 2; 24 Stat., 220.
—Postmaster General may prescribe.

3. 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.

Special-delivery offices.

Sec. 846. Every post office is designated as a special-delivery office.

Persons employed in postal service to expedite special-delivery matter.

Sec. 847. Postmasters and all persons employed in the postal service shall facilitate in every way the prompt dispatch, transmission, and immediate delivery of all special-delivery matter. Where delivery is possible, failure to deliver will not 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, should be reported to the First Assistant Postmaster General, Division of City Delivery.

Special delivery of mail matter.
1886, Aug. 4, ch. 901, § 1; 24 Stat., 220.
1900, June 2, ch. 613; 31 Stat., 260.
—postmasters responsible for.
—how made.
—compensation for.

Sec. 848. 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, 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: * * *.

2. The compensation of postmasters for the delivery of special-delivery mail with ordinary stamps affixed shall be the same as that provided for the delivery of mail matter with regular special-delivery stamps attached.

3. To provide for the payment of such persons as may be employed for this service, the postmaster at any office designated by section three of this act (23 Stat., 388) shall keep a record of the number of letters received at such office bearing such special-(delivery) stamp, which number shall correspond with the number entered in the receipt books heretofore specified, and at the end of each month he may pay to such person or persons employed a sum not exceeding eighty per centum of the face value of all such stamps received and recorded during that month: *Provided*, That nothing in this act shall interfere with the prompt delivery of letters as now provided by law or regulations of the Post Office Department.

Sec. 849. (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.

Sec. 850. The expenses of the special-delivery service shall be paid out of receipts of said service and charged against the appropriations for said service.

Sec. 851. The charge for special delivery of mail matter shall be 10 cents for each piece, to be prepaid by a special-delivery stamp, or by 10 cents in ordinary stamps, affixed thereto in addition to the lawful postage.

2. If ordinary stamps are used, the words "Special delivery" should be plainly written directly under, but never on, the stamps.

Sec. 852. * * * 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. 845) 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. 590.)

2. The foregoing provision permitting the dispatch of mail matter bearing a special-delivery stamp without prepayment of postage applies to letters only.

3. Mail matter of the first class other than letters, when prepaid one full rate (2 cents) by stamps affixed in addition to the special-delivery stamp, shall be dis-

Compensation when ordinary stamps are used.

Special delivery at other than city-delivery offices.
—payment of persons employed.
1903, Mar. 3, ch. 1069; 32 Stat., 1175.

Contract for special delivery.
1886, Aug. 4, ch. 901, § 1; 24 Stat., 220.
—may be made.

Expenses of special-delivery service.
—to be paid out of receipts.

Rate on special-delivery matter.

—use of ordinary stamps.

Postage on special-delivery matter.

—omission to pay on letters, not to delay transmission.
1889, Jan. 16, ch. 50; 25 Stat., 650.

—must be prepaid except on letters.

—of first class other than letters, part paid or wholly unpaid.

patched with the deficient postage rated thereon; but such matter with postage wholly unpaid, although bearing a special-delivery stamp, shall be held for postage.

- of other classes unpaid.

4. Wholly unpaid and insufficiently prepaid matter of the second, third, or fourth class, although bearing a special-delivery stamp, shall be held for postage.

Postage due, how rated.

5. Due postage at the single rate only shall 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 shall be charged with postage due at double rates. (See secs. 397, 589, and 590.)

-collection of, on delivery.

6. On partially prepaid special-delivery matter the deficient postage shall be collected on delivery, the same as on other short-paid matter.

Making up and dispatch of special-delivery matter.

Sec. 853. Special-delivery letters should be made up in separate packages when there are five or more for the same place or route; if less than five they should be placed at the top of the package. When the package is for a route or "dis." the slip should be placed across the package so as to expose the stamps, the lower third of the slip being turned in to inclose the special-delivery matter.

Facing slips, how placed on packages.

Second, third, and fourth class matter to be dispatched with first.

2. Matter of the second, third, and fourth classes, bearing special-delivery stamps, shall be dispatched with first-class matter. If possible, it should be tied in a bundle in such a manner as to disclose its nature immediately on the pouch being opened.

See sec. 896, as to dispatch of registered special-delivery articles.

Commissions not allowed for cancellations of stamps.

Sec. 854. No commissions shall be allowed on cancellations of special-delivery stamps or on the cancellation of ordinary stamps when they are used for the purpose of effecting the special delivery of mail.

Stamps attached to articles mailed abroad.

2. United States special-delivery stamps attached to articles mailed abroad and contained in mails for the United States shall be canceled in the sea post office or the United States exchange post office which opens the mails and distributes the articles therein contained. In case said stamps were canceled in the foreign mailing office, the articles shall nevertheless be delivered by special messenger.

II.—RECORD AND DELIVERY.

Sec. 855. Postmasters shall, immediately after opening the mails and upon the receipt of local or drop matter in the post office, separate the matter bearing special-delivery stamps, and impress 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 shall be numbered and entered numerically in a record provided for that purpose, with full particulars contemplated by that record.

Delivery of special-delivery matter.—not to be delayed.

—to be recorded.

Sec. 856. 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.

Record of special-delivery matter.

1885, Mar. 3, ch. 342, § 6; 23 Stat., 388.

—how kept.

2. Postmasters must enter on the record, 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.

—when registered.

See sec. 869, as to receipts for matter delivered.

Sec. 857. Special-delivery matter shall be delivered at city-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 after 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 city-delivery offices.

—at other offices.

2. Special-delivery matter shall be delivered at post offices of the first and second classes on Sunday, and at other offices if open on Sunday. Special delivery shall be made at all offices on holidays. (See secs. 283 and 284.)

—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.

When no delivery is made on Sunday, how matter is treated.

Sec. 858. All reasonable efforts shall be made to deliver special-delivery matter before it is placed in the regular mail for delivery in the usual way. If it is correctly addressed to street or number, it should be

All reasonable efforts to be made to effect delivery of special-delivery matter.

promptly delivered, if the correct address is known or can be ascertained. Matter addressed to a person at his place of business should be delivered at his residence, if delivery at place of business be impossible, and vice versa.

See sec. 869, as to receipts.

Registered special-delivery matter.
—how treated.

Sec. 859. Where special-delivery matter is registered the usual registry receipts, in addition to the special-delivery receipts, shall be taken, and all other requirements of the registry system shall be observed.

Forwarding of special-delivery matter.

Sec. 860. 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 shall make special delivery and

—with indorsement.

be entitled to the regular fee therefor. Special-delivery matter forwarded from one post office to another without any indorsement shall 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 City Delivery. The failure of postmasters to properly indorse special-delivery matter may deprive them of the fee to which they would otherwise be entitled. (See sec. 595.)

—without indorsement.

Undelivered special-delivery matter.
—disposal of.

Sec. 861. Special-delivery matter which can not be delivered shall be treated in accordance with the regulations governing the return of other undelivered matter. (See secs. 632 to 639.)

Special delivery at other than free-delivery offices.
—by whom made.

Sec. 862. Special-delivery matter may be delivered, at other than city-delivery offices, by the postmaster or any assistant or employee, or other competent person whom the postmaster may employ as messenger. Postmasters shall provide the means and pay the expenses of such delivery, and shall be allowed the full compensation

—compensation for.

of 80 per cent of the face value of all special-delivery stamps on matter recorded and delivered, or attempted to be delivered.

See sec. 845, as to limits of delivery at other than free-delivery offices; sec. 848, as to responsibility for delivery of special-delivery matter.

III.—SPECIAL-DELIVERY MESSENGER SERVICE.

Sec. 863. 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. 848), and require the delivery to be made entirely by special messengers, according to the provisions of the act to which this is amendatory.

Special-delivery messengers.
1886, Aug. 4, ch. 901, § 1; 24 Stat., 220.
—at free-delivery offices.

See sec. 845, as to limits of delivery at free-delivery offices; sec. 868, as to compensation of messengers.

Sec. 864. At city-delivery offices postmasters should employ substitute carriers and clerks, preferably the former, instead of boys, as special-delivery messengers where the volume of such business is sufficient to warrant these employees in taking up the work and the conditions are otherwise favorable; but boys 16 years of age or over may be so employed when, in the judgment of the postmaster, circumstances require it or he is of the opinion that the efficiency of the service will be promoted thereby.

Substitute carriers and clerks.
—employment of.

—minimum age of.

2. The force of special-delivery messengers in each office shall 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.

—suitable number to be on duty during prescribed hours.

3. When delivery of special-delivery matter can not be made promptly by regular special-delivery messengers, postmasters may cause such delivery to be made by any regular clerk or employee, who shall be allowed the same compensation and be paid and give receipt therefor in the same manner as regular messengers.

—clerks, etc., when service may be performed by.

See sec. 848, as to liability of persons employed to deliver special-delivery matter.

Sec. 865. Postmasters should not employ a greater number of messengers than actually necessary.

Number of messengers.

2. Special-delivery messengers shall not make combinations or arrangements with a view to securing a division of the total permissible compensation of the month, and postmasters should, by distribution of work and assignment of hours of duty, equalize as far as practicable the compensation of messengers.

Combinations among messengers.

Assignments.

3. A messenger should not always be assigned to duty during the same periods of each day; but changes should 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. 866. Special-delivery messengers shall conduct themselves in an orderly manner while in the office and on their trips.

Not to have access to other mail matter.

2. 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. (See sec. 524.)

Messengers need not be uniformed.

Sec. 867. Special-delivery messengers need not be uniformed, except in such special cases as may be ordered, but they should be decently and comfortably clad. Substitute letter carriers, when employed as messengers for special delivery, may wear their carrier uniforms.

Payment of messenger.

1885, Mar. 3, ch. 343; 23 Stat., 388. 1903, Mar. 3; 32 Stat., 1175.

Sec. 868. Postmasters * * * at the end of each month may 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.

—rate of.

2. Messengers shall be paid at the rate of not exceeding 8 cents for each piece delivered or attempted to be delivered. (See sec. 848.)

Pay roll, city-delivery offices.

3. Postmasters of city-delivery offices shall 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 shall not exceed 80 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 roll shall 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. 390.)

—to be in duplicate.

Vouchers at offices not city delivery.

4. At post offices other than city-delivery offices the receipts of the person to whom any special-delivery mat-

ter is delivered shall be forwarded with the postmaster's quarterly postal account as vouchers for fees paid to messengers. (See sec. 869.)

See sec. 146, as to fixing compensation where false returns of special-delivery matter are made; sec. 1681, as to punishment for false returns.

Sec. 869. (Special-delivery messengers) upon the delivery of Delivery books. 1885, Mar. 3, ch. 342, § 5; 23 Stat., 388.
* * * (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.

2. Each messenger at a city-delivery office shall be furnished with a delivery book in which shall 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. —how kept.

3. The receipt of the person to whom any special-delivery matter is delivered shall be taken in the blank space provided for this purpose in the delivery book. —receipts in.

4. Delivery books shall be kept in the post office when not in use, and messengers shall promptly return them to the office after every tour. Whenever for any cause a book is no longer used, it shall be filed in the post office. —to be left in post office when not in use.

5. At post offices other than city-delivery offices receipts should be taken on sheets (Form 3954). (See sec. 868, par. 4.) Receipts at offices not city delivery.

Sec. 870. 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 leave at such place a notice on Form 3955, 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. Failure of messengers to deliver special-delivery matter. Notice to be left.

2. If the matter is not called for after such notice, it shall be delivered as ordinary mail. Deliver in ordinary way.

Sec. 871. 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 shall not be allowed any compensation therefor. The carrier should be provided with a delivery book, and Special-delivery matter delivered by carriers. —when. —no compensation for.

a receipt shall be taken by him the same as in case of delivery by messenger.

Carriers, etc., receiving special-delivery matter for mailing.

Sec. 872. 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 shall not turn over local matter for special delivery directly to messengers, even though they may be satisfied that it will be more speedily delivered.

Allowances for car fare at offices of first class.—application for.

Sec. 873. Allowances will be made at post offices of the first class upon application to the First Assistant Postmaster General, Division of City Delivery, for car fare for special-delivery messengers in emergent cases where immediate delivery in the usual way is impracticable.

—how expended.

2. 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.

Vouchers for expenditures.

3. Postmasters shall 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. 390.)

Special-delivery reports at city-delivery offices.—to be made annually.—to whom made.

Sec. 874. Reports of the special-delivery business transacted at city-delivery offices shall be made on Form 3952 annually on the first day of July to the First Assistant Postmaster General, Division of City Delivery, and must include all the business done during the preceding fiscal year ending on June 30.

TITLE SIX.
REGISTRY SYSTEM.

CHAPTER 1.

REGISTRATION OF DOMESTIC MAIL MATTER.

I.—GENERAL PROVISIONS.

Sec. 875. For the greater security of valuable mail matter the Postmaster General may establish a uniform system of registration. * * * Establishment of system of registration. R. S., § 3926.

Sec. 876. The regulations in this chapter shall apply to all registered matter, except as otherwise provided with regard to "Rotary-Lock Pouches and Sacks, and Jackets" (ch. 3, this title), and "Registration of Foreign Mail Matter" (ch. 4, this title). Regulations applicable to all registered matter.—except.

Sec. 877. Postmasters shall register all mailable matter properly prepared and offered for that purpose except domestic matter of the fourth class. (See secs. 488 and 489.) Registered.—what shall be.—exception.

2. Money sent at the first-class rate and other valuable matter of the first, second, and third classes sent by mail should be registered. —valuable matter.

See sec. 282, as to office hours for registry business; secs. 462 and 463, as to limit of weight.

Sec. 878. 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. 879); 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. —official mail of executive departments. 1884, July 5, § 3; 23 Stat., 158.

3. All mail matter, of whatever class, relating to the census and addressed to the Census Office, or to any official thereof, and indorsed "Official business, 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 * * * registry fee on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of —census matter free. 1909, July 2, ch. 2, § 29; 36 Stat., 10.

a misdemeanor and subject to a fine of three hundred dollars. * * *
(See sec. 498.)

Note.

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., 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. Matter entitled to free registration by officers or employees of the Government temporarily absent from Washington should be indorsed over their signatures with the words "Temporarily absent from Washington, D. C."

Civil Service Commission.
—registration of matter of local boards.

4. Letters or parcels relating exclusively to official business of the United States Civil Service Commission, Washington, D. C., and addressed thereto, when presented for mailing by members of local boards of examiners of the commission located permanently in the various cities, shall be accepted by postmasters, who shall place them under their regular official penalty envelopes or labels and in their official capacity register them free, as from the postmaster to such commission. If desired, an informal receipt shall be given by the postmaster to the official from whom the matter is received.

See sec. 496, as to penalty for misuse of official indorsement; sec. 498, as to the free transmission of ordinary mail relating to the census; secs. 913 and 914, as to currency for redemption.

Registration fee.

Sec. 879. The fee on registered matter, domestic or foreign, shall be 10 cents in addition to the postage for each letter or parcel, both to be fully prepaid by stamps affixed.

—not to cover two or more letters or articles.

2. Two or more letters or parcels addressed to, or intended for, the same person, unless inclosed in one envelope or wrapper, shall not be tied or otherwise fastened together and registered as one.

Correspondence relative to the registry system, etc.
—how conducted.

Sec. 880. All correspondence or other business, foreign as well as domestic, relating wholly to matters of registration, shall be conducted through the office of the Third Assistant Postmaster General. 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 shall 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, depredation, or wrong delivery of a registered article, and all inquiries for missing registered matter, shall be referred or reported in the first instance to the Chief Inspector. (See secs. 487 and 1051.)

Cases of losses, depredations, etc.

II.—PREPARATION AND DISPATCH OF REGISTERED MATTER.

Sec. 881. Postmasters and other postal employees, before receiving matter for registration, shall require it to be legibly and correctly addressed, to bear the name and address of the sender, the necessary stamps to pay postage and fee, and, if a return receipt is requested, the words "Receipt desired."

See sec. 1078, as to carrier registrations.

2. Letters and other first-class matter shall be placed in an envelope or wrapper, sealed, and strong enough safely to carry them. An unsealed parcel containing first-class matter shall not be accepted for registration until it has been sealed. If the sender refuses to seal a domestic parcel containing other than first-class matter, on which postage is prepaid at the first-class rate, its acceptance for registration as first-class mail shall be declined; but it may be accepted for registration as second or third class mail, according to its nature. In such case the cover of the parcel and the sender's registration receipt should show the class of matter as accepted.

3. The envelopes or other covers for coin or heavy articles should be as strong at least as the envelopes provided by the Post Office Department for making remittances of postal and money-order funds. Coin in bulk, or heavy articles of medium or large size, when sent in registered letters, shall be sewed in canvas or material of equal strength, then wrapped in strong paper and securely sealed. No letter which bears the appearance of having been opened and resealed should be accepted for registration.

See sec. 940, as to responsibility for loss of registered mail.

4. Matter indefinitely addressed, or addressed to fictitious names, to initials, or to box numbers simply, shall not be accepted for registration. This applies to the names and addresses of senders as well as addressees.

See sec. 601, as to right to use a trade name.

Sec. 882. At the time of accepting an article for registration the postmaster shall issue to the sender a receipt from the registration receipt book (Form 1549, 1549-B,

Return receipt desired. or 1549-A). If the article bears words restricting its delivery, or requesting a return receipt, the registration receipt and the registration record shall be indorsed to indicate the fact.

Window receipt. 2. An abbreviated form of window receipt (1549-A) designed to expedite the work at large offices may be used when authorized. (See sec. 883.) A nonmanifolding, one-line record (Form 1549-C) in connection with the short form of window receipt may be used in lieu of the manifold window registration book (Form 1549 or 1549-B) when the number of registrations justify it. When the short form of window receipt is used the description of each article registered shall be entered in the manifold window registration book or the one-line record, as may be authorized.

Manifold registration forms. 3. Manifold registration forms may be supplied for the use of firms or individuals who frequently present an average of five or more articles for registration.

Exceptional treatment of registered mail. Sec. 883. When at particular points or in particular instances the general method prescribed by the regulations relative to registered mail is not practicable or advantageous, the Third Assistant Postmaster General may authorize exceptional dispatch or other exceptional treatment of such mail.

Registration of matter found in ordinary mail. Sec. 884. An article acceptable for registration, found in the ordinary mail drop, marked to show that it is intended for registration, shall be taken from the ordinary mail at the office of origin and registered. The employee who registers the article shall receipt for it to the mailing branch of the office and mail a registration receipt to the sender, with a notice cautioning him against mailing matter for registration in the ordinary mail drops.

2. If an article has been marked "Registered" but, because it does not fulfill all requirements for registration, is not registered, the words "Not in the registered mail" shall be placed on the cover.

See sec. 944, par. 4, as to marking registered matter found in mail drops after it has been delivered.

3. When any sender, after due notice, continues to use the mail drops for articles intended for registration, the articles so deposited shall be indorsed "Not in the registered mail," and dispatched with the ordinary mail, and the matter reported to the Third Assistant Postmaster General.

Sec. 885. All registered matter shall be kept separate from ordinary matter, and properly protected from accident or theft.

Registered matter.
—to be kept separate from ordinary, and secure.

See sec. 291, as to responsibility of postmaster for negligence, and sec. 524, as to unauthorized persons.

Sec. 886. A registry return receipt shall be filled out and accompany every article addressed to a post office in the United States or its possessions when indorsed "Receipt desired" or with similar words. (See secs. 882 and 931.)

Registry return receipt.

2. Senders' return receipts accompanying registered mail shall be securely fastened to the article. Receipts found loose in the mails should be assembled with and fastened to the registered articles to which they belong, but if this can not be done the loose receipts should be destroyed.

—how fastened to article.
—loose in the mails.

See sec. 1041, relative to return receipts for registered matter sent to foreign countries.

Sec. 887. Window registration receipts, and the articles they describe, shall be consecutively numbered, beginning with No. 1 on the first day of July of each year, and continuing throughout the entire fiscal year.

Numbering registered articles, receipts, etc.

2. Registered jacket envelopes and sack jacket tags shall be similarly numbered without regard to the numbers on the articles inclosed in them. The numbers on jacket envelopes shall be preceded by the letter "J" and on sack jacket tags by the letters "SJ" and be so recorded. (See secs. 883 and 977.)

Registered jacket envelopes and sack jacket tags to be similarly numbered.

Sec. 888. When 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 sender shall be notified and permitted to correct the address.

Correction of address before dispatch.

—shall be made by sender.

2. Incorrect addresses, as to destination only, on registered articles mailed at stations, 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. All records and receipts given for the articles shall be changed to cover the new address.

—on matter mailed at stations, etc.

Registered matter before dispatch not to leave custody of post office.

—except.

3. Unmailable registered articles for which receipts have been given shall not be allowed to leave the custody of the post office for correction of address or otherwise, unless the formalities for withdrawal prescribed in section 945 are fully complied with.

When matter becomes registered.

Sec. 889. After a receipt has been given therefor, as prescribed in preceding sections, the article becomes registered.

Registry mark.

Sec. 890. All registered matter shall be plainly marked on its face "Registered," in bold letters, and when possible in red, the original registration number being placed immediately under such word. This indorsement, if practicable, shall be placed in the upper left portion of the address side of the article or directly above the address. Articles too small to contain the word "Registered" shall be similarly marked with the letter "R," to be followed by the original registration number. *Registered articles received at United States exchange offices or at railway post offices from foreign countries shall be marked at such offices "Registered" or "R" above or near the original foreign registration number.*

County of address.
—when inserted.

2. Postmasters shall see that the county is plainly marked on each registered article near the lower left corner of the address side, unless it is addressed to some office which is excepted from this requirement. (See sec. 1018.)

Postmark.

3. A legible impression of the postmarking stamp shall be placed twice on the back of each letter and other sealed article, as nearly as practicable at the crossings of the upper and lower flaps. The postmark shall not be placed on the face of first-class registered mail. All other matter shall be legibly postmarked on the address side.

See secs. 539 to 542, as to canceling and postmarking.

Registered-package receipts.

Sec. 891. All registered matter dispatched in iron-lock mail bags shall be accompanied with a registered-package receipt card (Form 1556) or a manifold bill (Form 3853), describing each registered article.

See sec. 896, as to pouching registered mail.

—how made out.

2. In making out registered-package receipts, the sending post office or postal employee shall fill in the blanks provided for the return address, and on the reverse side of the card shall make the required entries. (See sec. 986.) The receipt shall be postmarked at the lower left corner with date of its dispatch. (See sec. 883.)

3. Transit articles, as well as articles of local origin, shall be entered on the same receipt. (See sec. 900.) No blanks should be left between the entries, and after the last entry a diagonal line should be drawn from the left side to the lower right corner.

4. If blank lines or spaces are left on the receipt by the sending office the receiver should fill them with waved lines or receipt for the mail on the line immediately under the last-described article.

5. The entries and signatures on registered-package receipt cards shall be made with pen and ink or indelible pencil, and in railway post offices with pen and ink or pencil. Stamped signatures are forbidden. (See sec. 930.)

Sec. 892. The manifold registry dispatch bill (Form 3853), which is used principally in the dispatch of registered mail closed with rotary locks and in paper and sack jackets, may also be used in lieu of registered-package card receipt (Form 1556) in describing registered mail dispatched hand-to-hand or in iron-lock or brass-lock pouches when there is an average of five or more pieces to be dispatched at one time to the same post office, railway post office, terminal railway post office, or transfer office.

2. When the manifold registry dispatch bill is used, the matter described thereon need not be reentered in the transit book or railway postal clerk's receipt book.

See sec. 993, as to use of manifold registry dispatch bill in rotary-lock and jacket dispatches.

Sec. 893. Postal employees in dispatching registered mail addressed to or received from foreign countries under the particulars required in the domestic service shall record the foreign post office and country of origin or destination, as the case may be, and not the United States exchange or other office to which the mail is sent or from which it is received. If the postal employee is unable to obtain all of this information from the registered articles or accompanying bills or package receipts, he shall record such of the particulars as are obtainable, followed by the word "Foreign."

See secs. 654, 656, and 658; also secs. 952, 953, and 954, as to damaged or unsealed articles.

Official matter registered in special manner.

Special envelopes.

—mail not under cover of, to be marked "Registered."
—mail under cover of, to be delivered intact.

Undelivered registered matter found in ordinary mails.
—treatment of.

Registered matter.
—pouching of.

—tied with ordinary mail.

—not included in city packages.

—special-delivery dispatched with registered matter.

Sec. 894. Most of the official matter registered at the post office at Washington, D. C., will be prepared and dispatched under cover of specially printed envelopes or labels. These official registration envelopes and labels may also be used for official matter at offices other than Washington, but their use does not authorize the free registration of any official mail not entitled to be registered free under the provisions of section 878. The rubber registration stamp need not be used on registered official mail under cover of such specially printed envelopes or labels, but such mail not under cover of these envelopes or labels shall be marked "Registered."

2. In delivering registered mail inclosed in such envelopes or having such labels attached, the envelopes or labels shall not be separated from the matter.

Sec. 895. Registered matter which has not been properly delivered if found in the ordinary mails shall be taken up and given all the safeguards provided for registered matter, and a report of the finding made to the Third Assistant Postmaster General.

2. Matter properly prepared and evidently intended for registration, but which has been mailed without being registered, shall not be withdrawn for registration at an office other than that of origin.

3. Registered matter which has not been marked "Registered" by the mailing postmaster shall be so indorsed by the first postal employee noting the irregularity.

See secs. 942 and 944, as to forwarding of registered matter before and after delivery.

Sec. 896. Registered matter and package receipts shall not be dispatched in a newspaper or tie sack, except when the use of lead-sealed sacks is specially authorized.

2. When dispatched in iron-lock or brass-lock pouches, registered matter shall be tied with the ordinary mail, whenever practicable, and placed on the top of the local or No. 1 working package, immediately under the facing slip, together with the registered-package card, receipt, or sheet bill. Registered mail shall not be included in city packages unless inclosed in a direct pouch for the city addressed, nor in State packages. When there is special-delivery mail and registered mail for dis-

patch at the same time, the former should be placed immediately under the facing slip on top of the latter.

3. The word "Registered," in bold letters, shall be plainly stamped or marked on the facing slip covering the package containing the registered matter.

—plainly stamped "Registered."

4. Registered matter that can not be tied with the ordinary mail should be inclosed, if possible, in unaddressed, unnumbered, and unsealed registered jacket envelopes, used merely as containers for small registered parcels that might become mislaid; otherwise the registered articles should be placed loose in the pouch.

—when not tied with ordinary mail, to be inclosed in registered jacket envelopes.

Sec. 897. Registered mail shall not be delivered to a mail messenger or mail carrier without first being inclosed in a locked pouch, except as herein provided.

Delivery of registered mail to mail messenger or carrier. —to be inclosed in locked pouch. —except.

2. A registered article too large for inclosure in a sack or pouch shall be dispatched outside of the pouch and hand-to-hand receipt obtained therefor when practicable.

3. When it is impracticable to obtain a hand-to-hand receipt for an outside piece, it should be dispatched with the pouch and the registered-package receipt or manifold bill inclosed in the pouch shall designate the article as an outside piece. In such cases receipts may be taken from, and obtained by, the mail carrier or mail messenger if practicable; otherwise notation shall be made on the dispatching record showing to whom and when the article was delivered, and delivery made in the presence of a witness, if practicable. (See secs. 900, 923, 924, and 985.)

When impracticable to obtain hand-to-hand receipt.

Sec. 898. Postal employees shall be prepared at any time to make affidavit that any particular registered piece, jacket, sack, or pouch was either given to another employee of the postal service or left the office in a pouch properly locked and labeled, and was sent by the proper route. When practicable, two persons should be present at and witness the pouching of the dispatch, and also the receipt of registered mail, and write their names or initials as evidence thereof in the transit, delivery, or other proper record. In dispatching registered with ordinary mail, the registered matter shall be placed in the pouch last, just before the pouch is locked and delivered to the person authorized to receive it.

Certification to proper dispatch. Employees to be prepared to make affidavit.

Witness to dispatch.

2. In dispatching and delivering registered mail it shall be arranged, as far as possible, in the order in which it is

Mail to be arranged in order of entry.

entered on the dispatching record or accompanying registered-package receipt or manifold bill.

Registered mail on railroad or steamboat routes over which there is no R. P. O. service, --how dispatched.

Sec. 899. On railroad or steamboat routes, over which there is no railway post-office service, registered mail shall be dispatched in pouches which contain the ordinary letter mail, labeled in accordance with the special orders given. (See secs. 892, 917, 918, and 927.)

Registered matter at offices on routes having R. P. O. service.

Sec. 900. On routes over which there is railway post-office service registered matter shall be pouched or delivered to the postal clerk in charge of the railway post office. It shall not be sent in a direct pouch labeled to a post office on the route, or by an express train which does not carry a postal clerk, without special authorization. (See sec. 883.)

--not to be sent direct nor by express trains not carrying postal clerks. --except.

Hand-to-hand receipts.

2. When it is practicable, registered mail shall be delivered direct and hand-to-hand receipt obtained on the authorized record. When hand-to-hand receipts can not be obtained, signatures should be obtained on a registered-package receipt or coupon of the manifold bill.

Package receipts or coupons of bills, when to be used.

(See secs. 892, 917, 918, and 927.) Registered mail shall not be receipted for by totals. (See sec. 883.)

Receipting for registered mail by totals forbidden.

See secs. 916 and 1008, as to record of matter for which hand-to-hand receipts are received.

Registered cases and other bulky or fragile articles for catcher stations. --how delivered.

Sec. 901. Bulky or fragile registered articles, liable to injury or to injure other mail if thrown from moving cars, shall not be sent to railway post-office trains which do not stop at the post offices to which the articles are addressed, if they can be dispatched to railway post-office trains that do stop at such offices. Railway postal clerks receiving such registered articles for stations at which their train does not stop shall dispatch them at a station which will permit the most expeditious handling of the matter by another railway post-office train, or in charge of railroad employees if no railway post-office train stops at the catcher station. In such case the registered matter shall, if practicable, be inclosed in a locked mail bag addressed to the post office at which it is put off, and the postmaster at that office advised, on a registered-package receipt or manifold bill, of the reasons for such dispatch. The bill or receipt shall describe the matter as outside pieces when it is dispatched outside of a locked mail bag. If close train connections or the weight or bulk of the matter make it impracticable to take it to the post office

at such place, it may be left at the station in the custody of the railroad company, in which case it should be billed and dispatched to another railway post-office train, or to the post office of destination.

Sec. 902. Postmasters on star routes shall dispatch registered matter by the route which offers the best security, railway mail service routes always being preferred. (See sec. 916.)

Matter must be sent by most secure route.
—railway mail service routes to be preferred.

2. 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.

Delays.

Sec. 903. All registered articles on a star route shall be placed in one locked way pouch.

Registered articles dispatched over star routes.

2. Registered articles passing between authorized brass-lock or rotary-lock exchange offices are specially excepted from these requirements. (See secs. 983, 994, and 1028 to 1030.)

—exception.

Sec. 904. Postmasters at offices on star routes at a distance from a railway or steamboat line shall not send registered matter in through pouches direct to a railway postal clerk if other offices intervene, even though ordinary mail be so sent. Such registered matter shall be sent in the regular way pouch.

Dispatch of matter from offices not on railway or boat line.
—on star route, manner of.

See sec. 883, as to exceptional treatment; secs. 917 and 918, as to treatment of such matter in transit.

Sec. 905. Postmasters at offices on railroad or steamboat routes having a closed-pouch service only shall place their registered mail in pouches labeled to offices at terminals of such routes, or to junction offices connecting with railway post offices. Where trains on branch lines of railroad have direct connection with railway post-office trains, registered mail may be included in direct pouches labeled to the railway post office by postmasters at offices located on the branch lines and be transferred without passing through the junction office, when so ordered by the proper officer of the Railway Mail Service. Registered mail shall not be included in pouches that lie over at railway junction points.

Dispatch of matter on railway or boat line.
—on railroad or steamboat routes for closed-pouch service only.
—on branch railroad lines in connection with railway post-office trains.
—at junctions.

Sec. 906. Postmasters at offices using a catcher pouch shall place registered articles therein for dispatch the last thing before locking, so that when the pouch is hung for catching the registered articles will rest at its mouth.

Registered matter in catcher pouches.
—how placed.

Care of catcher pouches.

Sec. 907. Postmasters and mail messengers dispatching registered mail in catcher pouches shall invariably await the passing of the train to make sure that the pouch has been safely caught.

See sec. 571, as to exchange of mails by catcher pouches.

Registered-package receipts and coupons of bill.
-return of, to be checked and filed.

Sec. 908. On the return of a registered-package receipt properly postmarked and signed, the postmaster or railway postal clerk shall at once note the date of its return on the registration book or railway postal clerk's registry receipt book, and file it by days and months. If the return of such receipt be checked in the post office on the transit book, no further checking is required.

Registered-package receipts and manifold bills.
-not accompanied with articles described.

Sec. 909. When a registered-package receipt or manifold registry bill is not accompanied with any registered article described thereon, there shall be marked opposite the entry of the missing article "Not received," and the missing article described on the coupon of the bill, which must be similarly indorsed. The receipt or coupon shall be returned to the dispatching postal employee, and the facts reported by postmasters to the Third Assistant Postmaster General, and by railway postal clerks to their respective division superintendents.

-when not received with articles.

2. When a registered article is not accompanied with a registered-package receipt or manifold bill, one shall be filled out and sent to the postal employee from whom the article was received. If the receipt or bill accompanying a registered article is not properly filled out (see secs. 891 and 892), it should be completed, or a new one made out, signed, postmarked, and the receipt or coupon returned. In such cases the facts should be reported as prescribed in the preceding paragraph.

-in properly made out.

Failure to return package receipt or registry bill.

Duplicate of package receipt to be sent.

Sec. 910. When a registered-package receipt or the coupon of the manifold registry bill is not promptly returned, the postal employee who sent it shall fill out and send a duplicate, noting date thereof on the registration book, railway postal clerk's registry-receipt book, or the counterpart of the manifold bill. Failure to return either original or duplicate in due season shall be reported to the Third Assistant Postmaster General, railway postal clerks reporting through their respective division superintendents.

See sec. 955, as to when coupons should be returned.

Inquiries and tracers for registered mail.

Sec. 911. In cases arising under section 487, when the sender of a registered article originating at and addressed

to a United States post office inquires about its disposition, either because of failure to receive the return receipt, if it was requested, or because of a reasonable doubt as to whether the addressee has received the article, the postmaster shall, after a reasonable time has elapsed, send a circular of inquiry (Form 3856) to the postmaster at the office of address.

2. If the circular of inquiry is returned with the information that the registered article was not received, or a reply is not received within a reasonable time, a detailed report shall be made to the Chief Inspector.

3. Circulars of inquiry and registry tracers sent by postmasters concerning domestic registered mail shall show the name and address of both the sender and addressee whenever practicable. If the records of the post office of address fail to show the receipt of the article, the postmaster at that office, before returning the circular of inquiry or tracer, should endeavor to ascertain from the addressee whether the article was received by him, either as ordinary or as registered mail, or through any other source. If it is found that the article was received but not entered upon the registry records it should be entered, a receipt obtained, and a registry return receipt furnished to the sender, if one was requested.

Sec. 912. When a registered-package receipt or pouch-bill coupon is returned to the dispatching postmaster indorsed to indicate that an article was not received, he should ascertain whether the missing article can be otherwise satisfactorily accounted for. If not, the dispatching postmaster shall immediately communicate with the postmaster at the office of address for the purpose of ascertaining whether it was received at its destination. If the postmaster at the latter office is unable to determine whether the missing article was received by the addressee, and it can not be otherwise satisfactorily accounted for, a full report should be made promptly to the Chief Inspector and also the local inspector in charge.

2. If it is ascertained that a registered package of stamps, stamped envelopes, or postal cards is received in bad condition or was lost or stolen in transit, the tracer with full report of the facts shall be sent to the Third Assistant Postmaster General and a duplicate of the report to the Chief Inspector.

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. 913. 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.—registration of.—contents to be exhibited.

Sec. 914. When letters containing currency to be sent to the Treasurer of the United States for redemption are offered for registration, postmasters shall require the contents to be exhibited to them, and a list furnished, giving a 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, date, and denomination of each note shall be given.

—list of contents.—preparation of.

2. The list shall be carefully compared with the money to be remitted, and when found correct shall be filed.

3. The money shall be inclosed and the letter sealed in the presence of the postmaster, who, after postage is prepaid by the sender, shall mark plainly upon the envelope the words "Accepted without registry fee under section 913," issue the usual registry receipt therefor, and treat it as any other registered letter.

Remittances of postal or money-order funds.

Sec. 915. When remittances of postal or money-order funds are registered, the package shall be prepared as follows:

—how inclosed.

(a) If in bulk small enough, the money shall be inclosed in a strong envelope (such as the department provides expressly for the purpose), which shall be securely sealed, and addressed. If the remittance is of such a character that the envelope alone will not safely carry it in the mails, the funds should be wrapped in material strong enough to carry them, the wrapper sealed, and the remittance then securely inclosed in the official penalty remittance envelope.

—if in coin, etc., how wrapped.

(b) If in coin in bags or in currency in packages too large for inclosure in the official remittance envelope, the

bag or package shall be rewrapped with strong paper, and this additional wrapper thoroughly sealed. An official remittance envelope shall then be pasted thereon in such manner as to expose the address. (See sec. 371.)

IV.—REGISTERED MATTER IN TRANSIT.

Sec. 916. A transit book shall be kept at each office receiving transit mail, or having stations, city or rural carriers, for recording registered mail, addressed to some other office, which may be received, whether in due course of transmission or because missent. Such mail shall be recorded in the transit book immediately upon its arrival. Registered mail of local origin shall also be recorded on the transit book unless it is dispatched with an accompanying manifold registry bill. (See secs. 883, 891, and 900.)

Transit book.
—kept at all offices, except.

2. At offices where a transit book is not kept, the record of dispatch of registered pieces shall be kept on the stubs of the receipts in the window registration book, and “missent” matter entered in the registry delivery book, and the record of dispatch made or receipts obtained thereon.

3. Railway postal clerks shall record in their registry-receipt book or manifold registry bill book the required particulars of each registered article handled by them.

Railway postal clerks.

See sec. 993, as to record of registered articles inclosed in registered pouches or sacks; sec. 999, as to the record of rotary-lock pouches and sacks.

Sec. 917. When a postal employee, upon opening an iron-lock or brass-lock pouch, finds inclosed a registered article addressed to an office, or for distribution by a railway post office, beyond his own, he shall sign and return the accompanying package receipt or coupon of the accompanying bill. He shall then fill up a new package receipt, returnable to his own post office, or a manifold bill if the quantity of mail justifies. The articles, with the new receipt card or bill, shall then be deposited in the pouch (see sec. 896), and sent forward by the same mail.

Mail in transit.

Sec. 918. The first recipient of a registered article bearing an illegible postmark shall write on the article the name of the office or railway post office from which it was received.

Article illegibly postmarked.
—how treated.

Registered matter to be carefully examined on receipt. —if in bad condition or missent.

Sec. 919. When a postal employee receives a registered letter or parcel, or a paper or sack jacket, he shall carefully examine it, and, if in bad condition, note on the envelope or wrapper and on the records a statement of the facts over his signature or office stamp. No "Record of transit" need be made on registered jacket envelopes or jacket tags except at the office of delivery and when the mail is received in bad condition or missent.

Separated tags to be reattached.

2. If registered tags are torn off in transit they shall be securely reattached to the mail from which they became separated.

See sec. 929 for manner of opening registered jacket envelopes.

Matter in pouches with defective locks. —treatment of.

Sec. 920. When a postmaster is compelled to pass a way pouch unopened to the next office on the route, for the reasons given in sections 1512 and 1530, he shall note the fact, the cause, and the date on his transit book, and advise the postmaster to whom the pouch is forwarded.

Delivery of transit mail direct.

Sec. 921. Transit registered mail shall be delivered direct, and hand-to-hand receipts obtained therefor whenever practicable. (See sec. 900.)

Receipt for registered matter at terminal offices.

Sec. 922. Postmasters at terminal offices of routes on which there is railway mail service shall at all times be prepared to receive and receipt for registered pouches brought to their offices by railway postal clerks. (See sec. 883.)

Delivery of matter at junctions and terminals of route.

Sec. 923. When railway postal clerks make direct connection at junction or terminal points, they shall deliver to the connecting clerks all registered matter for their lines. At junction points the delivery shall be hand to hand, except where there is only one clerk on each of the connecting railway post offices and neither can leave his car; in such cases registered matter may be included in pouches exchanged between the railway post offices, if direct and immediate transfer is made; otherwise such matter shall be delivered direct to the postmaster or transfer clerk, or pouched into the junction post office. At terminal offices registered matter shall be delivered direct and proper receipts obtained. (See sec. 883.)

Transfer of return registers.

2. Railway postal clerks shall transfer return (go-back) or missent registered matter at meeting points by hand-to-hand receipt and delivery or carry the registered matter to a terminal office, unless it can be turned back from some other point where hand-to-hand receipt and

delivery can be effected through a post office or transfer clerk. In cases where this treatment would cause material delay such registered matter may be pouched under the following conditions:

(a) On railway post-office lines where two or more clerks are on duty the registered matter may be pouched to any office that can advance delivery of it.

See sec. 898, as to witnessing.

(b) On railway post-office lines having but one clerk on duty the registered matter shall be pouched only to such offices on the line as are specifically designated by the division superintendent Railway Mail Service.

3. In conveying matter between the terminal office and the postal car a locked pouch shall be used (so far as the size of the packages will permit), which shall be kept in the personal charge of a railway postal or transfer clerk, who shall accompany the wagon on which it is conveyed.

See secs. 1579 and 1655, as to mail being accompanied by postal or transfer clerk.

Sec. 924. Railway postal clerks before leaving a terminal post office shall apply for, receive, and receipt for all registered pouches, sacks, jackets, and single pieces to be dispatched by their lines. (See sec. 883.)

2. When registered matter can not be delivered direct to a postmaster, or railway postal clerk on a connecting car, and must be placed in a pouch for delivery at a post office, it should be dispatched in the manner prescribed by paragraph 2, section 896.

See sec. 898, as to witnessing.

3. Registered mail shall not be placed in a pouch, sack, or jacket until the equipment is ready to be locked or sealed.

Sec. 925. Registered mail shall not be pouched direct from one railway post-office train to another except in the manner provided in section 923.

2. Registered matter shall not be pouched to distant offices so as to pass junction offices without examination and record, except where railway post-office trains have direct connection with the trains of branch lines on which there is no railway post-office service, in which case, when ordered by the proper officer of the Railway Mail Service, registered mail may be included in direct pouches exchanged between railway post-office trains and such post

offices as are located on the branch lines. When there is sufficient time between the arrival and departure of trains at junctions, the registered mails shall be transferred between the railway post office and branch lines through the junction post office. Registered mail shall not be included in pouches that lie over at railway junction points.

Delivery to railroad employees or mail carriers forbidden.

Sec. 926. Railway postal clerks shall not deliver registered matter to employees of any railroad company, nor to mail carriers, unless specially authorized to do so by these regulations (see sec. 900) or otherwise.

V.—TREATMENT OF REGISTERED MATTER AT OFFICES OF DELIVERY.

Matter received for delivery.—how treated.—receipt for.

Sec. 927. Every postal employee who opens a pouch containing registered mail shall sign the accompanying package receipt and write, in words, within the rectangle after his signature, the total number of articles 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 postal employee shall correct any errors which it may contain, and note upon it any irregularities observed in connection with the articles described therein.

—coupon to be signed and returned.

3. If a sheet registry bill instead of a package-receipt card accompanies registered mail in an iron-lock or brass-lock pouch, the coupon of the bill shall be similarly signed, postmarked, and returned under cover of an official penalty envelope. (See sec. 891.)

—registered mail to have preference over ordinary.

4. In opening and working mixed mails, employees shall check and receipt for the registered mail before disposing of the ordinary mail. Ordinary mail shall be carefully scrutinized to ascertain whether any unrecorded registered mail has been placed therein. (See secs. 884 and 895.)

Pouch passed by another office.—treatment of, and matter therein.

Sec. 928. When a postmaster receives and opens a pouch that has been passed as provided in section 1512 or 1530, he shall retain the registered matter for the office or offices passed and enter it on his transit book. If the pouch has been passed on account of defective key, the postmaster shall retain such matter until he is advised that a new key has been received at the office passed; if

on account of defective lock, the postmaster shall return the registered matter for the office passed in the first locked pouch sent to that office.

Sec. 929. A postmaster in opening a registered jacket envelope (see sec. 1015) containing matter for delivery at his office shall cut the envelope on the end so as not to detach any part of it. The initials of the person opening such envelope shall be indorsed on it and the articles therein compared with the bill, which shall be signed, postmarked, and filed. (See secs. 1006 and 1007.)

Registered jacket envelope.
—how opened.

—comparison of, with bill.

2. Letters and parcels shall be examined as to their condition, postmarked on the back, and recorded at once in the delivery book or other proper record.

—examination and recording of.

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.

—when billing office other than office of origin.

4. Official matter addressed to a postmaster shall be recorded and receipted for the same as other registered mail. (See sec. 894.)

Record and receipt on delivery book of official matter.

Sec. 930. Receipts for registered mail shall be written, not stamped. When conditions require it, the initials of the receiving postal employee may be omitted, except when two employees in the post office or railway post office have the same surname.

Receipts.
—written, not stamped, etc.

Sec. 931. Whenever the sender shall be taken on the delivery of any registered mail matter, showing to whom and when the same was delivered, which receipt shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery.

Return receipt.

R. S., § 3928.
1910, May 23, ch. 255; 36 Stat., 415.
—to be taken from addressee.
—prima facie evidence of delivery.

2. Both the delivery book and the return receipt, if requested, shall be signed by the person accepting delivery, and they shall show the actual date of delivery, the person receipting for the article being requested to write or stamp such date on the registry return-receipt card. If this request is not complied with, the postal employee shall write or stamp such date on the card. When the quantity of registered mail justifies, a stamped signature showing the names of both the addressee and his agent may be authorized by the Third Assistant Postmaster General, provided the addressee assumes responsibility for any improper use of the stamp.

Delivery book and postmark to show date of delivery.

3. When registered mail is signed for by an authorized agent of the addressee the names of both the addressee

Receipt to be returned promptly.

and agent should appear on the card. The return receipt, after being properly signed and postmarked, shall be promptly mailed to the sender of the article.

—when not accompanied by article.

4. If no registry return receipt accompanies a registered article bearing the indorsement "Receipt desired," or similar words, the delivering postmaster, or other postal employee, shall prepare one and treat it as though it had accompanied the article. If a domestic registered article does not bear the indorsement mentioned, but is accompanied with a properly addressed return-receipt card, a receipt should be obtained thereon and the card mailed to the sender.

See sec. 1050, as to delivery of dutiable matter, and sec. 1063, as to foreign return receipts.

Presidential offices.
—card system of delivery, when.

Sec. 932. At presidential offices a card system of delivery, in connection with either the record in the delivery book or pouch, sack, and jacket bills, may be authorized by the Third Assistant Postmaster General.

Registry notices at other than carrier offices.
—to be used.

Sec. 933. The postmaster at a post office not having carrier delivery shall promptly notify the addressee, on Form 1525, of the arrival of registered mail, postmarked, and placed in addressee's box, if he has one; otherwise, in the general delivery. If the article be not delivered within three days, a second notice, so marked, shall be served in the same manner, and the article indorsed "Second notice." The dates on which such notices are issued shall be noted on the article.

—second notice.

—date of, to be indorsed on.

Registry notices at carrier offices.

Sec. 934. At carrier-delivery offices the addressee of registered mail not deliverable to a house, business, or rural-route address shall be immediately notified of its arrival, on Form 1525 or 3849-A, postmarked, and placed in addressee's box, if he has one; otherwise, in the general delivery. When it is necessary to send a registry notice to a guest at a hotel or by carrier, it shall be inclosed in a sealed penalty envelope.

Delivery or forwarding orders.

2. Registry notices bearing delivery or forwarding orders shall be retained on file in the post office.

Delivery of registered matter.

Sec. 935. Registered mail the delivery of which has not been restricted by the sender or addressee may be delivered—

(a) To the addressee.

(b) To a person authorized by the addressee in writing to receive it.

(c) To such person other than the addressee as the ^{—written order} sender, after mailing, directs in a written order verified _{for.} by the mailing postmaster.

(d) To any responsible person to whom the addressee's ^{—for hotel guests.} ordinary mail is customarily delivered; except that in the absence of a written order from the sender or addressee, mail addressed to a guest at a hotel, occupant of an apartment house, or the like, should not be delivered to the proprietor, manager, or clerk, unless addressed in his care or in care of the hotel or house.

(e) As if addressed to the person, firm, corporation, ^{—firm, corpora-} association, or institution in whose care it is addressed. _{tion, etc.}

2. Identification shall always be required if the appli- ^{—when appli-} cant for registered mail is unknown. He shall not be _{cant is unknown,} allowed even to examine it until his identity as a person ^{identification of.} entitled to receive it is established, and when identified as such, shall not be permitted to open the envelope or wrapper until the mail has been delivered and the necessary receipts obtained. In case of doubt as to the sufficiency of the evidence of identity offered, instructions should be obtained from the Third Assistant Postmaster General, Division of Registered Mails.

3. The sender of registered mail may restrict its de- ^{—the sender may} livery by indorsement thereon. _{restrict.}

(a) Mail indorsed "Deliver to addressee or order," or ^{—indorsed for de-} with words of similar import, shall not be delivered ex- _{livery to ad-} cept to the addressee or on his written order. _{dresser or order.}

(b) Mail indorsed "Deliver to addressee only," or ^{—to addressee} with words of similar import, shall not be delivered to _{only.} any person except the addressee, not even on his written order; if personal delivery can not be made, the mail shall be treated as undeliverable. Mail so indorsed, addressed to a firm, corporation, institution, or the like, may be delivered to the person duly authorized by the addressee in writing to receive registered mail so addressed. The word "Personal" is not to be construed as an indorsement so restricting delivery. Directions to deliver only to the addressee can not be observed when registered mail is addressed to the President or Vice President of the United States, heads of departments or bureaus of the Government, Senators or Representatives in Congress, governors of States or Territories, or to the diplomatic representatives of Governments. Mail so

addressed when marked "Deliver to addressee only," or with words of similar import, will be delivered to the addressee or on his written order, and senders of such mail so indorsed should be advised accordingly.

—the addressee may restrict.

4. The addressee of registered mail may restrict its delivery by filing at the post office of address directions in writing stating to whom delivery may be made, and such directions must be strictly observed.

5. No exception shall be made to the rules governing the delivery of registered mail because of relationship of any nature between the addressee and any person claiming the mail.

—when addressee is dead or insane.

6. If the addressee is dead or insane, delivery may be made to his legal representative. (See secs. 938 and 939.)

—when addressee is a minor.

7. Registered mail addressed to a minor living with or under the control of his parents, or dependent on them for support, or under control of a guardian, is subject to the parents' or guardian's control unless it be indorsed for personal delivery, when paragraph 3 applies. In such cases, if delivery be forbidden by parents or guardian, the mail shall be so indorsed, and treated as undeliverable.

—addressed to public or corporation officer by title.

8. Registered mail, not of obviously personal nature, addressed to a former public officer or to a former officer or employee of a firm, corporation, association, or institution, by his name and former title, should be delivered as if addressed to the person holding the title or performing the duties of the office. If the person named in the address objects to such delivery, the person to whom delivery is authorized by this section should be required to open the mail in the presence of the postmaster, and, if desired, of the other claimant, or of their representatives, in order to ascertain for whom it is intended. If after the mail is opened there remains a doubt as to the proper delivery, the postmaster should require its return to him, ascertain the intention of the sender through the mailing postmaster, and deliver the mail accordingly. If the person to whom the delivery is authorized by this section will not consent to such an arrangement, the postmaster should retain the mail and follow the same course.

—unknown signatures to be verified and orders retained for four years.
—standing orders.

9. Unknown signatures on written orders for the delivery of registered mail shall be verified and the orders retained on file for four years. Standing orders shall be complied with until countermanded in writing.

10. Registered letters from the Bureau of Pensions at Washington, D. C., addressed to a pensioner, a claimant for pension, or the payee of a pension, shall be delivered in accordance with the requirements of section 608. —pension letters.

11. Postmasters shall exercise discretion in the delivery of registered mail. If there is reason to believe that the person or institution to whom delivery of registered mail may be made is not such a responsible person or institution as would care for and properly dispose of it, delivery should not be made except to the addressee or person in whose care it is addressed, or to a representative of the addressee or person in whose care it is addressed authorized in writing to receive it, or in compliance with a written order from the sender verified by the postmaster at the office of mailing. —discretion to be exercised.

NOTE.—In the absence of knowledge to the contrary the following should be regarded as responsible persons within the meaning of paragraph 1 (d) of this section: Adult members of the addressee's family; his employees in a clerical or supervisory capacity; the proprietor or manager of a private lodging house in which he resides. Note.

The following should not be regarded as responsible, and no mail addressed to others should be delivered to them unless they are authorized in writing by the addressee to receive it: Minors; janitors; laborers; messengers; elevator boys; house servants.

Sec. 936. The liability of the department for registered mail ceases on its delivery in accordance with the Postal Laws and Regulations. (See sec. 944.) Liability of department ceases on delivery of registered mail.

Sec. 937. Deliveries of the character described in paragraph 1 (c), section 935, shall not be made on telegraphic orders, but articles described in such orders may be withheld from delivery until the receipt of a duly certified written order from the sender. The name of the addressee of articles so delivered shall not be changed. (See sec. 958.) Delivery. —not to be made on telegraphic orders. Name not to be changed.

Sec. 938. Registered mail for a deceased addressee may be delivered to his legal representative. If none, it shall be returned to the sender with reason indorsed thereon, unless he, through the mailing postmaster, directs delivery to another person. If there is no legal representative and the article is claimed by a relative of the deceased addressee, such relative may be furnished with the name and address of sender. Disposition of matter when addressee is dead. —delivery to legal representative.

See sec. 1047, as to the disposition of foreign matter which can not be delivered to legal representative of deceased addressee.

Delivery of mail.

Sec. 939. Registered mail, the delivery of which has not been restricted by the sender or the addressee—

—addressed to prisoners.

(a) Addressed to a prisoner, may be delivered to the officer having charge or custody of the prisoner to whom the addressee's ordinary mail is customarily delivered.

—to employees and inmates of hospitals and asylums.

(b) Addressed to an inmate or employee of a hospital, sanitarium, or asylum, may be delivered to the person who customarily receives the ordinary mail of the employees or inmates of such institutions; but if a committee or a guardian has been regularly appointed for such inmate his registered mail should be delivered to, or in compliance with the written order of, the committee or guardian.

—to members of theatrical companies at theaters.

(c) Addressed to members of theatrical companies at a theater, may be delivered to any responsible person who customarily receives the ordinary mail of the theatrical company or its members or to any responsible person to whom ordinary mail for the theater is customarily delivered.

Note.

NOTE.—Secs. 608 to 620, concerning the delivery of ordinary mail, apply to the delivery of registered matter in all cases where applicable, except as provided in this chapter. (See especially sec. 935.)
See sec. 618, as to registered matter from Division of Dead Letters.

Responsibility of postmasters for registered matter.
—in case of loss through negligence.

Sec. 940. Postmasters and other postal employees will be held personally responsible by the Post Office Department for the wrong delivery, depredation upon, or loss of any registered letter or parcel if such wrong delivery, depredation, or loss be due to negligence or disregard of the regulations. (See secs. 881, 900, and 935.)

VI.—SHORT-PAID REGISTERED MATTER.

Short-paid registered matter.

Sec. 941. When domestic registered mail is received for delivery to the addressee or restoration to the sender, and the postage and registry fee have not been fully prepaid, the postmaster shall collect the deficiency upon delivery. To ascertain amount to be collected add the registry fee, 10 cents, to the amount required for postage and deduct the amount in stamps affixed to the letter or parcel.

—collection of deficiency.

See secs. 585, 589, 590, 591, and 599, as to rating and collecting postage due.

—treatment of, when refused.

2. When the addressee refuses to pay the deficiency, a first-class article shall be treated as directed in para-

graph 3, section 956, and a second or third class article as prescribed by paragraph 4, section 956; in the latter case, Form 3856½ should be used in communicating with the sender.

3. If a postmaster improperly accepts registered matter addressed to Government officials without the prepayment of the registry fee, the deficiency will be collected from the dispatching postmaster. (See secs. 376, 586, and 878.)

4. Reports of the receipt of short-paid registered matter shall be made weekly to the Third Assistant Postmaster General, Division of Registered Mails, on the form furnished for the purpose.

NOTE.—As to matter pertaining to the Postal Savings System mailed by the Post Office Department or by its direction and insufficiently prepaid by the special stamps provided for the purpose, see sec. 501.

—addressed to Government officers.
—weekly reports of.
Note.—on business of Postal Savings System.

VII.—FORWARDING AND RECALL OF REGISTERED MATTER.

Sec. 942. All registered matter, except that which has once been properly delivered, may be forwarded from one post office to another, without additional charge for registry fee, on payment of the charges, if any, for transmitting the forwarding request—

Forwarding matter.

(a) Upon the written order of any person to whom the matter is deliverable at the office of address.

—upon the written request of sender or any person to whom deliverable.

(b) If delivery is restricted, upon the written order of any person to whom it would be deliverable in the absence of the restriction.

(c) Upon the written order of the sender or addressee verified by the postmaster who sends the request.

(d) Upon the telegraphic request from a postmaster based on the verified written order of the sender or addressee.

(e) In cases where the postmaster is satisfied that no fraud is intended, upon a written or telegraphic order received direct from the sender or addressee.

2. If the postage required for forwarding or returning other than first-class mail is not received within the period prescribed by sections 595 and 637, the article shall be disposed of as an undeliverable registered article. (See secs. 956 and 957.)

—postage required for other than first-class mail.

3. Written orders to forward mail shall be construed to apply to both ordinary and registered mail, unless the contrary is specifically stated.

Forwarding orders apply to registered as well as ordinary mail. —unless.

Forwarding orders to be signed and filed.

4. Forwarding orders shall invariably be signed and retained on file. (See sec. 596.)

Method of forwarding.

Sec. 943. In forwarding or returning registered mail, the postmaster shall not change the name of the addressee or sender, but shall change the address only, cross off the name of his post office and State and all numbers but the one under which the article is forwarded, plainly mark it "Forwarded," or "Returned to writer" ("R. W."), as may be proper, and dispatch it, accompanied with the original return receipt, if any. As a substitute for the crossing off of numbers a line may be drawn encircling the number under which the article is forwarded or returned, but when an article is forwarded more than once under such procedure all but the last encircled number, under which it is forwarded or returned, shall be crossed off. The delivery book or other authorized record in the forwarding office shall show when and to what office and State or country a given article was forwarded or returned and the number under which it was dispatched, if other than the original number. (See sec. 883.) "R. W." or "Forwarded" shall be placed opposite the entry of the article on the manifold bill or package receipt accompanying it when it is returned or forwarded.

Entry in delivery book.

Forwarding and return of matter after delivery.—new fee to be paid.

Sec. 944. A registered article properly delivered shall not be again received in the registered mails without prepayment of a new registry fee.

Indorsement on article and receipt.

2. If reregistered for forwarding or return, the article and the new registration receipt shall bear the name and address of the person requesting the reregistration as those of the sender, and be marked "Reregistered after delivery."

Examination before reregistration.

3. A letter offered for reregistration bearing evidence of having been opened and resealed, or tampered with, or which is otherwise in bad order, shall be refused until reenveloped by the sender.

Matter found in ordinary mail drops with address changed.

4. A registered article which has been delivered and afterwards found in the mail drop with address changed shall be marked "Remailed after delivery—Not registered" and dispatched.

Matter in care of consuls returned.

5. Foreign articles for sailors and other persons addressed in care of a consul and returned by him to the local post office shall be treated as undeliverable.

See secs. 595 and 637, as to postage for forwarding or returning other than first-class articles.

Sec. 945. A registered article may be withdrawn or recalled by the sender, after identification before its delivery, upon compliance with the following: Recall of registered matter.

(a) Before dispatch: The sender shall write on his registry receipt "Withdrawn before dispatch," sign his name thereto, and surrender the receipt. The postal employee shall write or stamp "Withdrawn before dispatch" on the counterpart of the receipt in the registration book or opposite the description on Form 1549-C, sign his name, and paste the surrendered receipt on the stub, or file it if Form 1549-C is used; and shall write or stamp the same words and imprint the postmark on the face of the article. The postage stamps should not be canceled; but if they have been and reimbursement is requested, application therefor should be made to the Third Assistant Postmaster General. —before dispatch.

(b) After dispatch: The sender shall file with the mailing postmaster a written request for the return of the article, giving name and address of sender and of addressee, the registry number, and date of mailing. The mailing postmaster shall then request the postmaster at the office of address, by mail or telegraph at the expense of the sender, to return the article, giving the particulars necessary to identify it. The postmaster at office of address shall return the article by registered mail without additional registry fee. —after dispatch.

See sec. 637, as to postage on other than first-class matter returned, and sec. 958, as to postage on request for recall.

2. The same records shall be made and receipts taken for registered articles recalled after dispatch as for other registered matter returned to writer, except that the article and records shall be marked "Recalled." (See sec. 943.) Records.

3. The request of the sender and postmaster for recall shall be filed with a note of action indorsed thereon. Filing of sender's request.

VIII.—REGISTERED MATTER MISSENT, MISDIRECTED, DAMAGED, UNSEALED, OR WITHOUT COVER.

Sec. 946. When a registered jacket or rotary-lock sack or pouch plainly addressed to a post office is missent to another post office, the postmaster shall make proper Missent jackets, pouches, and sacks.
—addressed to post offices.
—to be re-sent.

record of it on his transit book or other authorized record, and dispatch it unopened to its address.

—addressed to railway post offices.

2. When a registered jacket or rotary-lock sack or pouch addressed to a railway post-office train or transfer clerk is missent or has missed connection it shall be treated by the postmaster or other postal employee receiving it in accordance with section 1004.

Missent letters or parcels.
—how treated in post offices and railway post offices.

Sec. 947. When a registered article is missent to a post office or railway post office the postal employee receiving it shall indorse the piece and the registered-package receipt or the manifold bill and coupon accompanying it "Missent," sign, postmark, and return the package receipt or coupon, and enter the article on the post-office delivery book or railway postal clerk's registry receipt book as "Missent and forwarded," showing the date of redispach.

—at post offices using specially authorized delivery systems.

2. At post offices where specially authorized systems of delivering registered mail are in operation, "missent" registered articles shall be treated in accordance with the special instructions received.

Misdirected matter.
—how treated.
—when first class.

Sec. 948. When a postmaster receives registered first-class matter not addressed, misdirected, or directed to a place not a post office, he shall record it in his delivery book, or other authorized form, as "Returned for proper direction," giving the date, and return it to the mailing office so marked. (See sec. 957.)

—when other than first class.

2. A misdirected or unaddressed article prepaid at other than the letter rate shall be similarly recorded, and the sender notified to send stamps to prepay return postage. Upon receipt of the stamps they shall be affixed to the article, which should then be returned, indorsed as above.

—when first-class matter is to be sent to Division of Dead Letters.

3. If the name of the mailing office of any registered first-class matter can not be ascertained by careful examination, the matter shall be sent by registered mail to the Division of Dead Letters, accompanied with a letter of advice. When stamps are not furnished for the return of registered matter of other than the first class, it shall be disposed of as prescribed in paragraph 10 (a), section 637, being sent by registered mail.

—disposition of other than first-class matter.

—when received by railway postal clerks.

4. Misdirected and unaddressed registered mail when received by railway postal clerks shall be delivered to the post office at the terminus of the postal clerk's run for treatment by the postmaster in accordance with this section.

Sec. 949. Postmasters on receiving a registered package of stamps, stamped envelopes, postal cards, or other stamped paper bearing an incorrect or imperfect address shall record it on the delivery book or other authorized form, hold it, and at once notify the Third Assistant Postmaster General, Division of Stamps, giving the registry number, date of postmark, post office of origin, and full address of the package, and await instructions. When the package is disposed of under instructions from the Third Assistant Postmaster General, such disposition shall be noted on the record.

Misdirected packages of stamps, etc.

—report of.

—special instructions as to disposition of.

Sec. 950. Registered packages of stamped paper which become damaged shall be securely rewrapped and sealed by the postmaster who discovers the damage. A split registered jacket envelope, plainly marked "Registered postage-stamp package," "Registered postal-card package," or "Registered stamped-envelope package," as may be proper, shall 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 shall also be marked on it: "Placed under cover at -----."

Packages of postage stamps, stamped envelopes, or postal cards damaged in transit.

—to be rewrapped, readdressed, and forwarded to destination.

2. The package shall then be recorded upon the transit book or other authorized record, whereon a note of the facts as to the damage and the reenveloping shall be made, and sent to its destination. A report of the facts shall be made in every case to the Third Assistant Postmaster General, Division of Stamps.

—record of, in transit book.

—report of.

Sec. 951. Any railway postal clerk who receives a misdirected or damaged package of stamped paper shall deliver it to the postmaster at the terminus of his run for treatment by the postmaster in accordance with sections 949 and 950.

Misdirected and damaged stamped paper in the Railway Mail Service.
—how treated.

Sec. 952. When a registered letter is received in bad order, it shall be indorsed over the signature of the postmaster or other postal employee, "Received in bad order," and, unless it can be satisfactorily repaired by means of official seals, shall be reinclosed and sealed in a special registry "bad-order" penalty envelope (Form 81) or an official penalty envelope properly addressed, numbered, and postmarked like the original envelope (which shall not be removed), and marked "Have this examined on delivery," and recorded in the proper record.

Registered letters received in bad order.
—treatment of.

Any indorsement or other indications on the original envelope restricting delivery, requesting a return receipt, or showing that the article is for special delivery, shall also be noted on the new envelope. Official seals and special penalty envelopes for this purpose are furnished to presidential post offices and railway mail employees.

—to be opened at office of delivery in presence of postmaster, clerk, or carrier.

2. At the office of delivery the addressee shall be requested to open such letter in the presence of the delivering postal employee, cutting the envelope at the end so as to preserve the sealing intact. If any of the contents be missing, the envelope (both letter and penalty) should be obtained from the addressee, with his indorsement of the facts, and sent, with the registered jacket envelope in which the letter was received, if so received, to the Chief Inspector, with a full report of the facts.

—report of, when.

—too large to be inclosed in an envelope.

3. When a registered article which is too large to be inclosed in an envelope is received in bad order at a post office it shall be rewrapped and a split bad-order or other penalty envelope pasted thereon. Such article received in a railway post office may be inclosed, if practicable, in a registered jacket envelope bearing the indorsement required for the penalty envelope; otherwise, it shall be turned in at the terminus of the postal clerk's run to be rewrapped at the post office in accordance with this section.

—treatment of.

Matter found loose in pouch, sack, or jacket.

Sec. 953. When money or other small articles are found loose in a pouch, sack, or jacket in which only one damaged registered article is contained it may be assumed, in the absence of evidence to the contrary, that the money or other article belongs to the damaged registered piece. Both the damaged registered piece and the money or other article should be placed in a "bad-order" or ordinary penalty envelope. When the registered matter is delivered it should be opened in the presence of the delivering postal employee for the purpose of ascertaining whether the money or other article belongs to the damaged piece. If it is found that the money does not belong to the piece in which it has been placed, it shall be disposed of in the manner directed in section 647.

Letters found unsealed. —how delivered.

Sec. 954. If a registered letter arrives at a post office or railway post office unsealed, it shall be indorsed "Received unsealed," over the signature of the receiving

postal employee, and officially sealed and treated as directed in sections 952 and 953.

Sec. 955. If a registered jacket envelope or rotary-lock sack or pouch contains loose money, or other matter not inclosed in an envelope, the receiving postal employee shall note all the particulars on the bill and coupon accompanying the mail, have the statement signed by two witnesses, if possible, and postmark and return the coupon to the dispatching office.

Matter found without cover in registered jacket envelope or rotary-lock sack or pouch.
—how treated.

2. If received at a post office and the inclosure be a postal or money-order remittance the postmaster shall receipt for it and make proper disposition thereof.

—if a postal or money-order remittance.

3. When there is anything connected with the loose matter, whether received in a post office or railway post office, to indicate without doubt the name and address of the person for whom it is intended, the matter shall be carefully inclosed in a sealed penalty envelope, addressed, and delivered at the post office as prescribed in section 952, and a report of the case made to the Third Assistant Postmaster General.

—must be delivered if possible.

4. If the railway postal clerk is in doubt as to the name and address of the person for whom the matter is intended he shall deliver it to the postmaster at the terminus of his run. If the postmaster is in doubt as to the ownership of the matter he shall report the facts and await instructions from the Third Assistant Postmaster General.

If doubt as to ownership, instructions to be obtained from department.

See secs. 1005 to 1009, as to statement of discrepancies in connection with registered mail received in jacket envelopes and rotary-lock sacks and pouches.

IX.—UNDELIVERED, REFUSED, AND FRAUDULENT REGISTERED MATTER.

Sec. 956. 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 the periods stated in paragraph 1, section 633, or such other period as may be named in the sender's return request, if any, not less than 3 nor more than 90 days, shall be marked on the face with the reason for their nondelivery, and be disposed of as herein provided.

Undelivered and refused matter.
—when to be returned.

2. Undelivered registered articles of the first class and those inclosed in penalty envelopes, or under penalty labels or franks, those of any class the delivery of which is forbidden by the Postmaster General (see sec. 485),

—when to be returned without charge.

and letters refused by the addressee, shall be returned to the office given in the sender's address by registered mail, without charge for returning.

Matter to be immediately returned.

3. Refused articles prepaid at the letter rate and all those whose delivery is forbidden by the Postmaster General (see secs. 485 and 959) shall be returned immediately.

Other than first-class matter sender required to furnish postage.

4. A notice shall be promptly mailed to the sender of undelivered or refused registered articles originally prepaid at other than the first-class rate, requesting him to send the required amount in stamps to pay the return postage (see sec. 637), but not registry fee, on such articles. When the stamps are received, they shall be affixed to the article and canceled, and the article promptly returned. If the stamps be not furnished, the articles shall be treated as prescribed in section 637. Undelivered or refused registered matter of other than the first class originating in the Philippine Islands, at the United States postal agency, Shanghai, China, or on board United States naval vessels, shall be returned, through the proper post office at division headquarters of the Railway Mail Service, without notice to the sender, unless provision has been made for the payment of the return postage by either the sender or the addressee, in which case the matter should be returned direct.

—treatment if return postage not furnished.

See sec. 943, as to dispatching matter for return to sender.

Specially held for delivery.

5. When a postmaster has good reason to believe that undelivered registered mail of domestic origin, bearing no time limit, can be properly delivered if it is held longer than the periods specified in the first paragraph of this section, he may indorse it "Specially held for delivery" and retain it not longer than three months.

Treatment of matter when returned to mailing office.

Sec. 957. When an undelivered article reaches the office to which it is sent for restoration to sender, it shall be recorded as billed, and be receipted for by the sender as such on the delivery book, but the letters "R. W." shall appear in every record of such article. The original return receipt may be destroyed. Note shall be made on the original record of the article, showing its return and date, with a reference to its new entry on the delivery record.

Matter once returned for restoration to sender, addressee has no further claim to.

2. After a registered letter or parcel has been returned for restoration to the sender the addressee has no further claim upon it. After a registered article has been re-

turned to the sender it shall not be again received in the registered mail without prepayment anew of postage and registry fee, and its reinclosure in a new envelope. (See sec. 881.)

3. When a returned registered letter or parcel can not be delivered to the sender within the time specified in the first paragraph of section 956, it shall be treated as prescribed in sections 643 to 646.

When matter returned and undeliverable to sender, how to be treated.

Sec. 958. When a domestic registered article is known to be undeliverable, the postmaster at the office of address shall, if the time limit for the return of the article is sufficient for the purpose of obtaining a reply, notify the postmaster at the sender's address, and any proper directions received through him by the postmaster at the office of address as to the disposition of the article shall be complied with.

Registered mail known to be undeliverable.—treatment of.

2. Upon receipt of the notice referred to in the preceding paragraph, the postmaster at the office of the sender's address shall notify the sender, and collect from him 2 cents to prepay the postage on any request made by him for the forwarding, recall, correction of address, or other disposition he wishes made of the registered article to which the notice relates. A postage stamp representing such amount shall be affixed to the request and canceled, and the request sent under penalty envelope by the postmaster to the office of address. If the request be unaccompanied with such postage, it shall nevertheless be complied with, but the circumstances shall be reported to the Third Assistant Postmaster General.

—postage required for forwarding or return.

—report to department.

NOTE.—Forms 3855 and 3856½ should be used in complying with the provisions of this section, as well as secs. 888, 942, and 945.

Note.

Sec. 959. When a "fraud order" has been issued by the Postmaster General, the postmaster to whom it is specifically directed and no other shall return to the senders thereof all registered mail addressed to the person or concern named in the order. Such mail shall be marked in the manner prescribed in section 485, and returned as directed by section 956, paragraph 2.

Fraud orders.

Sec. 960. When registered letters or parcels are disposed of under the provisions of sections 637 and 643 to 649, they shall be postmarked with the date of sending, indorsed with reason therefor, be accompanied with

Letters or parcels sent to Division of Dead Letters, etc.—how prepared.

duplicate lists showing the sending post office and the number and address of each letter and parcel; and the lists, with the articles described thereon, shall be placed in an official penalty envelope indorsed "Inclosing registered matter," and addressed as prescribed in paragraph 6, section 646. The packet shall then be registered and dispatched as one free registered letter.

—must be registered.

—not to be entered on registry bill.

2. The contents of a sealed packet of matter sent to the Division of Dead Letters or to a post office at division headquarters of the Railway Mail Service shall not be entered on the registered-package receipt or manifold registry bill, but only the packet itself as made up. (See secs. 956 and 957.)

X.—RECORDS AND REPORTS.

Registry records.
—in post offices.

—registration record.
—delivery record.

—transit record.

—special, at presidential offices.

Blanks for registry business to be kept on hand.
—at every post office.

—at city and rural delivery offices.

Supplies for offices having stations or substations, etc.

Witnessing records.

Sec. 961. The following registry records shall be kept by all postmasters:

(a) Registration record of all matter that is registered.
(b) Delivery record of all registered matter received for delivery.

(c) Transit record of all registered letters, parcels, and jackets, and rotary-lock sacks and pouches addressed to some other post office.

2. Postmasters at presidential offices may be furnished specially arranged registration, delivery, and transit record forms, as well as other special forms, with instructions for exceptional treatment of registered mail at their offices.

Sec. 962. The following registry blanks shall be kept on hand by every postmaster:

Registry-return receipts, registered-package receipts, registry notices, circulars of inquiry, registry tracers, reports of short-paid registered letters and parcels, and registry irregularity reports.

2. In addition to the foregoing, the following forms shall be kept at city and rural delivery offices:

(a) Carrier's registration book.
(b) Carrier's delivery book.

3. Postmasters at offices having stations or branches shall obtain the registry supplies for such stations or branches, "independent" or otherwise. (See sec. 964.)

Sec. 963. Receipts shall be given when registered mail of any kind is transferred in either direction between registry clerks and mailing clerks. Mailing clerks shall receipt, postmark, and return all registered-package receipt cards

and coupons of registry bills arriving with registered matter taken from iron-lock pouches, and note on the witnessing record the date of return of similar cards and paste returned coupons over their counterparts for registered matter originally dispatched by them in iron-lock pouches, after which such return cards and dispatch bills shall be filed. At large offices a record designed especially for the purpose may be authorized.

2. Manifold records which may be used in duplicate —in manifold. and triplicate are supplied to large post offices, and when such records are used, mailing clerks can receipt through carbon paper, detach, and retain in the mailing department one sheet for proper entries thereon.

Sec. 964. Registry books and forms of a special character not needed at all offices will be furnished upon Special registry books and forms. 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 thereby.

2. After due authorization books and forms with office —how obtained. headings may be ordered from the Fourth Assistant Postmaster General, Division of Supplies.

Sec. 965. The following registry forms are used in the Registry forms in the Railway Mail Service. Railway Mail Service:

- (a) Registered-package card receipts.
- (b) Railway postal clerk's registry receipt book.
- (c) Manifold registry dispatch book.
- (d) Manifold registry pouch bill book (used only in dispatching large quantities of registered mail at one time).
- (e) Registered jacket envelopes.
- (f) "Bad-order" penalty envelopes.

2. Railway postal clerks shall be furnished through —how obtained. their respective division superintendents with registry forms. They shall retain these forms in their possession —how long retained. for a period of two years from and after their last use, after which they may turn them over to the division superintendent, unless sooner disposed of in accordance with section 1592. (See also sec. 966.)

Sec. 966. The registry records of a post office, including registration, delivery, and transit records, registry manifold bills and registered-package receipts for matter dispatched, and carriers' registration and delivery rec- Registry records.

—are property of Government.
—must be preserved among files of office.

ords, are the property of the Government, and shall be preserved among the files of the post office and turned over by a retiring postmaster to his successor.

—of discontinued offices.

2. All books, blanks, and other papers relating to registry business received by a postmaster from any discontinued office shall be kept by him as a part of the records of his office.

How disposed of upon discontinuance of office.

3. When a post office is discontinued and made a station of another post office, all books, blanks, and other papers relating to the registry business of the discontinued office shall be turned over to the designated postmaster, who shall continue their use at that station, making a notation in the books to show where the record of the discontinued post office stops and that of the station begins.

—in the Railway Mail Service.

4. Records of registered matter handled by railway postal clerks shall be inspected from time to time by chief clerks or examiners of the Railway Mail Service, and shall be turned in to the respective division superintendents when the employees leave the service. Railway postal clerks' certificate of final service shall not be issued to the paying postmaster until these records are turned in.

Reports of registry business to be rendered annually.

Sec. 967. Promptly on the first day of July of each year, all postmasters and Navy mail clerks shall send to the Third Assistant Postmaster General, on Form 3848, a report showing the total number of letters and parcels, domestic and foreign, upon which the registry fee was paid; official free, exclusive of official matter on postal-savings business; official free on business of the Postal Savings System only; distribution free, exclusive of postal-savings business; and distribution free on business of the Postal Savings System only, registered at their offices and stations, and by city and rural carriers, if any, during the entire preceding fiscal year.

—at rural-delivery offices.

2. Postmasters at rural-delivery offices shall make a separate report of the number of pieces of mail registered by rural carriers, the number of pieces of registered mail delivered by rural carriers, and the number of registered articles handled in transit by rural carriers during the entire fiscal year.

—at city-delivery offices.

(a) Postmasters at city-delivery offices shall make a separate report of the number of articles registered by city carriers during the entire fiscal year.

NOTE.—These city and rural carrier registry reports are in addition to the report required to be rendered of the total number of letters and parcels registered at post offices (domestic and foreign), which report shall also include all matter registered by city and rural carriers. Note.

3. Forms on which to make these reports will be furnished by the department at the close of each fiscal year without requisition therefor. —blank forms for.

4. (a) In making annual registration reports, all domestic articles prepaid and accepted at the first-class rate of postage, whether letters in their usual form or in the shape of sealed parcels, shall be classed as "domestic letters." All other prepaid domestic articles registered shall be classed as "domestic parcels." —explanation of items in reports.
—domestic matter.

(b) All registered articles addressed to foreign countries prepaid at the foreign letter rate shall be classed as "Foreign letters." All other prepaid registered articles addressed to foreign countries (including registered "parcel-post" pieces for Italy, which it is permissible to seal) shall be classed as "Foreign parcels." —foreign matter.

(c) "Official free" matter is that which is entitled to free registration, and upon which no fee is paid. (See sec. 878.) "Official free on business of the Postal Savings System" shall be listed separately and not included in the item of "Official registered free." —official free matter.

(d) "Distribution free" is that registered mail which is sent free when "Returned to writer," "Missent," "Forwarded," or sent to the Division of Dead Letters, whether foreign or domestic, and whether the registry fee was originally paid or not. "Distribution free on business of the Postal Savings System" shall be reported separately and not included in other distribution registered matter sent free. —"distribution free" matter.
—separate report of Postal Savings System.

5. Postmasters at offices which are discontinued during any fiscal year shall send a report covering the time their offices were in operation. —at discontinued offices.

Sec. 968. Postmasters shall keep such statistical record of registered mail as will enable them promptly and accurately to render required reports. Statistical records to be kept.

2. Postmasters at all offices having stations and branches may obtain registry statistical forms in loose sheets, viz: —forms for, at offices having stations and branches.

Form 3873 for use at main office.

Form 3873-S for use at classified branch post offices and stations.

Form 3873-N for use at contract stations.

—station reports to main office.

All station statistical reports of registry business shall be sent to the main office on these forms at the close of each month, or oftener if required by the postmaster.

—at offices having no stations and branches.

3. Postmasters at offices which have no stations or branches may be authorized by the Third Assistant Postmaster General to use Form 3873 if the quantity of mail registered at such offices justifies it. When none of these forms is furnished, postmasters shall keep a memorandum record of the required statistics.

Mail matter not to be surrendered upon service of legal process.

Sec. 969. Postmasters and other postal employees shall not surrender registered matter upon the service of process of attachment, garnishment, or other legal process.

Answer to service of process.

A postmaster or other employee served with such process shall 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

—delivery directed after.

direct the delivery, the postmaster shall request the suspension of the order until he can communicate with the Third Assistant Postmaster General, by telegraph if necessary, and obtain further instructions.

Report to Third Assistant Postmaster General.

2. A postal employee summoned to take registry records into court shall not permit them to be taken from his custody, and during the absence of such records as are in current use at the post office blank record forms of the same kind shall be used. (See sec. 523.)

Registry records taken into court.—care of.

Doubtful matters.—to be submitted to department.

Sec. 970. When postmasters are in doubt as to their duty under any regulations relating to the registry system, they shall submit the matter to the Third Assistant Postmaster General.

XI.—INDEMNITY FOR LOSSES.

Indemnity for lost domestic registered matter.

Sec. 971. * * * As a part of such system of registration he (the Postmaster General) may provide rules under which the senders or owners of first-class registered matter may be indemnified for losses thereof in the mails, the indemnity to be paid out of postal revenues, but in no case to exceed one hundred dollars for any registered piece, or the actual value thereof when that is less than one hundred dollars, and for which no other compensation or reimbursement to the loser has been made.

—first class. R. S., § 3926, 1902, Apr. 21, ch. 563; 32 Stat., 117.

—third class. 1911, Mar. 4, ch. 241; 36 Stat., 1337.

2. * * * The Postmaster General is hereby authorized to indemnify the senders or owners of third and fourth class domestic registered matter lost in the mails, the indemnity, which shall be paid out of the postal revenues, not to exceed twenty-five dollars for a single piece of

registered matter or the actual value thereof if less than twenty-five dollars: *Provided*, That no indemnity shall be paid if the loser has been otherwise reimbursed.

NOTE.—As fourth-class matter is not now accepted for registration (indemnity for its loss having been provided by the parcel-post act of Aug. 24, 1912 [see secs. 488 and 489]), the indemnity provided by the act of Mar. 4, 1911, above quoted, applies to registered third-class mail only.

Note.

Sec. 972. Whoever shall make, allege, or present, or cause to be made, alleged, or presented, or assist, aid, or abet in making, alleging, or presenting, any claim or application for indemnity for the loss of any registered letter, parcel, package, or other article or matter, or the contents thereof, knowing such claim or application to be false, fictitious, or fraudulent; or whoever for the purpose of obtaining or aiding to obtain the payment or approval of any such claim or application, shall make or use, or cause to be made or used, any false statement, certificate, affidavit, or deposition; or whoever shall knowingly and willfully misrepresent or misstate, or, for the purpose aforesaid shall knowingly and willfully conceal any material fact or circumstance in respect of any such claim or application for indemnity, shall be fined not more than five hundred dollars, or imprisoned not more than one year, or both.

False claims for indemnity. 1909, Mar 4, ch. 321, § 224; 35 Stat., 1333.

Sec. 973. In case of the loss of domestic registered mail in the postal service, indemnity will be paid for the value thereof, not exceeding \$50 in any one case of first-class matter, and not exceeding \$25 in any one case of third-class matter. Whenever a false, fictitious, or fraudulent value is knowingly and wilfully stated, the department reserves the right, without any refund of fee, to decline to pay indemnity or to pay such indemnity as may, in its discretion, be considered equitable in the light of the evidence procured.

Limit of indemnity.

2. Claims for indemnity for the loss of domestic registered mail must be made within one year from the date of loss.

Claims for indemnity.

3. No indemnity shall be paid—

(a) For the loss of any registered mail of the second class.

For what indemnity shall not be paid.

(b) For the loss of any registered matter upon which both postage and registry fee have not been paid.

(c) For the loss of any registered matter which was not rightfully in the mails, or was not lost while in the custody of the postal service, or for which other compensation or reimbursement has been made through the Post Office Department or the postal service.

(d) For the loss of any registered matter exchanged between post offices in the United States and post offices

in possessions of the United States having separate and distinct postal services, except in accordance with such stipulations as may be agreed upon between the postal administrations interested, unless the matter originated and was lost in the postal service of the United States.

(e) For mere damage to registered mail, although indemnity may be allowed in those cases where the damage is so complete as entirely to destroy the value of the article, and then only in cases in which the complete damage or loss is not due to insecure or insufficient preparation and wrapping by the sender.

(f) For the loss of any registered article without intrinsic value.

Manner of making claim for indemnity.

4. When the sender or owner of a lost registered article desires to make claim for indemnity, he should apply to the postmaster, who will furnish a blank form of application or will obtain one from the post-office inspector in charge of the division in which his office is located or from the Chief Inspector, and have it properly filled out and returned without delay to the official from whom received.

Indemnity.—how paid.

5. Indemnity within the prescribed limit will be paid for the market value of merchandise lost, and the actual, usual, direct, and essential expenses incurred in the duplication of valuable papers, or the original cost of such papers when they are not or can not be duplicated. Claims for indirect, remote, and unnecessary expenses incident to the duplication of papers will not be entertained.

—conflicting claims.

6. In case of conflicting claims between persons producing reasonable evidence of having a property right in a lost domestic registered article, the controversy should, if practicable, be settled between the parties interested before action is taken by the department to pay any claim therefor. If no agreement is reached, the department reserves the right, in its discretion, either to determine on the basis of evidence it may deem adequate who the owner is and make the payment accordingly, or refuse to make any payment unless an agreement is reached between the claimants, or the property right is determined by a court of competent jurisdiction.

—when either sender or addressee can not be located.

7. When either the sender or the addressee can not be located after reasonable search and the other claims

indemnity as the owner of the lost registered article, the department reserves the right to indemnify him upon the production of evidence deemed reasonably adequate to determine that the claimant is entitled to indemnity as the owner, without procuring the consent of the other party in interest whose whereabouts is unknown.

8. All of the circumstances of the case shall 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. Investigation by inspector.

9. Payment of indemnity does not relieve post-office inspectors from the duty of endeavoring by all legitimate means to recover the lost article or its value. Payment not to affect efforts to recover.

10. 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. Articles recovered subsequent to payment of claim.

11. If the article be not claimed and the amount of indemnity refunded by such owner within 30 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. When article not claimed.

Sec. 974. "In case of the loss of a registered article (in the Postal Union mails), and except in cases of 'force majeure' (beyond control), the sender, or at the request of the sender, the addressee is entitled to an indemnity of fifty francs," or its equivalent in United States money (approximately \$9.65). Indemnity for lost foreign registered matter. Universal Postal Convention, Rome, Italy, May 26, 1906, art. 8, par. 1.

2. Claims for indemnity for the loss of registered articles in the Postal Union mails must be made within one year from the date of mailing. Claims for indemnity.

3. Indemnity will be paid in any amount claimed within the limit of 50 francs for the complete loss in the Postal Union mails of a registered article of any class, regardless of its value. Limit of indemnity.

4. No indemnity will be paid—

(a) For the complete or partial loss or rifling of, or damage to, any registered article sent via parcel post. For what indemnity not paid.

(b) For any registered article which was not lost while in the custody of the Postal Union mails.

(c) For damage to, or the partial loss or rifling of, any registered article, unless it was mailed in the United

States, and the damage, partial loss, or rifling occurred while the article was in the custody of the postal service of the United States, and then for the value of the loss only, not exceeding 50 francs, and, in case of damage, only under the conditions specified for the payment of indemnity for complete damage or loss in the domestic registered mails; although indemnity may be allowed for the actual loss sustained, within the limit of 50 francs, on account of the complete damage, partial loss, or rifling of any registered article in the Postal Union mails, provided the foreign countries interested agree with the United States reciprocally to pay indemnity in such cases.

(d) For any article lost under circumstances of "force majeure" (beyond control), unless the foreign countries interested will assume liability for indemnity reciprocally with the United States in such cases.

Note.

NOTE.—The term "force majeure" (major force) is generally interpreted to mean causes which could not be prevented by human agency, such as earthquakes, tempests, wars, etc.

Regulations governing indemnity in domestic mails apply to foreign mails.

5. The regulations governing indemnity for the loss of registered articles in the domestic mails will, as far as applicable, govern indemnity for the loss of registered articles in the Postal Union mails, except as otherwise specified herein or in the current Postal Union Convention. (See secs. 971 to 973.)

CHAPTER 2.

EXCHANGE OF REGISTERED MAIL BETWEEN POST OFFICES AND STATIONS THEREOF.

Stations and branches.

Sec. 975. Mail may be registered and registered mail delivered at branch post offices and stations designated by name or letter. At numbered stations mail may be registered, but registered mail is not customarily delivered to addressees from such stations.

Stations and branches to handle registered mail like post offices.

Sec. 976. The regulations governing the treatment and transmission of registered mail at and between post offices shall apply to the treatment and exchange of such mail at and between branches and stations as far as practicable, except as herein otherwise provided. (See sec. 883.)

Sec. 977. Unless otherwise specially authorized, the registration numbers given articles at a numbered station shall be in a series beginning with an even thousand, in which the figure indicating the thousand shall be the same as the number of the station, thus:

Station No. 1.....	1000 to 1999
Station No. 2.....	2000 to 2999

When a station has exhausted its series, the same series should be started anew.

Sec. 978. When registered matter is dispatched from the main office to a station, it shall be descriptively recorded on the main-office-to-station bill, in which case it need not be reentered on the delivery book at either the main office or station.

Sec. 979. At post offices where special systems of delivering registered mail have been installed the instructions governing the conduct of those systems shall be observed in the treatment of registered mail where stations are involved.

Sec. 980. Registered matter dispatched from one station to another of the same office for delivery without passing through the main office shall be recorded at the delivery station on the delivery book, and if delivery is made by carrier his receipt shall be taken on that book in the column for the addressee's signature. The same procedure shall be followed where mail is registered at a delivery station for delivery therefrom.

Sec. 981. Unless the superintendent of the station or branch post office which is not "independent" has positive information that he can make delivery within the time limited by the regulations, he shall 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 the main office immediately or after the expiration of the period stated in the request.

Sec. 982. Independent branch post offices and independent stations shall receive and dispatch registered mail direct, and be guided in so doing, as well as in the delivery of such matter, by the postal laws and regulations governing postmasters. (See sec. 250, par. 3.)

—matter registered to.

2. Registered jacket envelopes inclosing matter directed for delivery at any branch post office or independent station shall be addressed to such office or station, followed by the name of the county and State in which it is located. The name of the post office to which such branch post office or independent station is attached need not appear, except in cases where an independent station which is not a branch post office is designated by a letter only, when postmasters shall add upon the registered jacket envelope the name of the post office to which the lettered station is attached.

—jackets for, to be treated as transit matter.

3. Registered jacket envelopes addressed to any independent branch post office or independent station, when received at the main office or at any branch office or station other than the one addressed, shall be treated as transit matter; but all such jackets addressed to any branch post office or any station which has not been designated as independent for the receipt and dispatch of registered mail shall be opened at the main office and the contents dispatched to the branch post office or station addressed, accompanied with a main-office-to-station bill.

CHAPTER 3.

ROTARY-LOCK POUCHES AND SACKS, AND JACKETS.

I.—GENERAL PROVISIONS.

Registered mail.
—means for dispatching.

Sec. 983. Registered mail may also be dispatched under rotary-lock pouches and sacks, registered jacket envelopes, State pouches, sacks, and jackets, split paper jackets, brass-lock pouches, and lead-sealed sacks.

Lightest possible equipment to be used.

Sec. 984. Postal employees shall use the lightest equipment practicable in dispatching registered mail. Pouches or sacks should not be used when a registered jacket envelope or a split paper jacket will properly carry the registered matter.

Hand-to-hand receipt to be obtained when possible.

Sec. 985. Hand-to-hand receipt shall be obtained for dispatches of registered mail in paper jackets or in pouches or sacks closed with rotary locks, whenever practicable. Unless it is known that hand-to-hand receipt can be obtained over the entire route, pouches or sacks used to inclose registered matter shall not be filled so that they can not be inclosed in a No. 2 iron-lock pouch.

Sec. 986. All registered letters or parcels shall be dispatched, and recorded while in transit in the domestic service, under the original registration or dispatching number, the name of the post office (and station if any) and State or country of origin and the complete date of postmark. This refers to individual letters and parcels exclusively, and includes articles dispatched in iron-lock pouches as well as dispatches in the several ways stated in section 983. The labels and addresses on registered pouches, sacks, and jackets shall be described in full. The dispatching record, such as the stub of the window registration book, pouch bill book, manifold registry dispatch book, transit book, and railway postal clerk's registry receipt book, shall show to whom the registered matter was dispatched or delivered. (See sec. 883.)

Billing and recording registered mail for dispatch or in transit.

2. When all of the required information can not be furnished, such portion of the description as is legible together with the name of the post office and State or country of destination shall be entered in making the dispatching or transit record.

—when required information not furnished.

3. These instructions do not apply to United States exchange post offices or to railway postal clerks when dispatching registered mail direct to foreign countries, as such dispatches are governed by the provisions of the Universal Postal Convention.

—exceptions.

4. In billing and recording registered articles the entries shall be made from the articles themselves. (See sec. 883.)

Sec. 987. In billing and recording registered mail in the dispatching and transit records the Third Assistant Postmaster General may authorize the omission of the entry of the date of postmark and name of the post office and State of destination of any registered article of the first class and may prescribe what particulars shall be recorded in connection with other than first-class registered articles.

Descriptive records.

—what and when omitted.

II.—ROTARY-LOCK POUCHES AND SACKS.

Sec. 988. All postal employees furnished with ordinary rotary-lock keys may make, as well as receive, not-regular dispatches of registered mail in pouches or sacks closed with rotary locks when the quantity or bulk of registered matter involved justifies the use of the equipment and at

Rotary-lock pouches and sacks. —“not-regular” dispatches.

least one handling in transit of the registered mail inclosed is saved thereby. Every unauthorized dispatch shall be reported to the Third Assistant Postmaster General.

Note

NOTE.—All post offices of the first and second classes, all terminal railway post offices, all railway post offices in full postal cars, and in the most important apartment car lines designated by an asterisk (*) in the schedules of the Railway Mail Service, and certain transfer clerks have rotary-lock keys. Lists are published in the current Postal Guide showing the post offices of the third and fourth classes, branch post offices and stations that have such keys.

General regulations to apply, except.

Sec. 989. The general regulations relating to the registry system shall apply to rotary-lock dispatches except where otherwise modified in this chapter.

Rotary locks of "T" series.

Sec. 990. Rotary locks of the "T" series shall be used only in dispatches of official mail to and from the Treasury Department of the Government and branches thereof. Postal employees should record and handle these pouches in transit similarly to other rotary-lock pouches.

Ordinary pouches may be used.

Sec. 991. Postal employees dispatching registered mail in rotary-lock pouches or sacks may use ordinary pouches closed with rotary locks when the supply of registry pouches and sacks on hand is insufficient.

Only rotary locks to be used.

Sec. 992. None but the locks intended therefor shall be used in making rotary-lock dispatches. These locks shall not be used for any other purpose. (See sec. 883.)

—record to be kept of locks to be returned.

2. Memorandum record of the rotary locks to be returned should be kept and report made when such locks are not returned within a reasonable length of time, giving dates and other particulars.

Pouch bills.

Sec. 993. A bill shall be prepared as indicated by the prescribed form (see sec. 986, as to particulars required in billing), and sent in each rotary-lock pouch or sack.

City and "Dis." matter.

Sec. 994. Registered matter for distribution from an office to which a pouch or sack is addressed may be included in a dispatch of registered mail when the current registry scheme shows that the delivery of the matter will be advanced thereby, or when the division superintendent, Railway Mail Service, advises that such registered matter may be so inclosed; otherwise matter inclosed should be restricted to that addressed to the same office as the pouch or sack.

Registry transfer stations.—mail for.

Sec. 995. At certain post offices listed in the current Postal Guide separate stations have been established for handling transit registered matter and for the opening

of all registered pouches, sacks, and jackets containing transit registered mail. In making up registered mail for such offices the following instructions shall be observed:

(a) When the quantity of registered mail justifies ^{—how dia-} the use of additional equipment, separate registered ^{patched.} pouches, sacks, or jackets should be used to inclose transit registered mail and registered mail for delivery at the offices to which the pouches, sacks, or jackets are addressed, otherwise not; but in making up single rotary-lock pouches or sacks for any such office containing five or more flat city pieces, such city mail shall be placed in a jacket, marked "City," and dispatched in the regular manner; and when "City" rotary-lock sacks are justified they likewise may be inclosed in a single rotary-lock pouch labeled to the offices named.

(b) When all the articles inclosed in a pouch, sack, or ^{—how marked.} jacket are addressed to the same office as the pouch, sack, or jacket, the label or jacket should be marked "City," otherwise it should be marked "Dis."

(c) When the quantity of registered mail warrants, ^{—separation of} separate pouches, sacks, or jackets shall be used to cover ^{different classes,} first-class mail, the notation "First class" being placed ^{when.} on the labels or jackets. When warranted, separate bills may be used to record first-class and parcel mail dispatched in the same pouch.

Sec. 996. Rotary-lock pouches or sacks shall be labeled ^{Labeling and} before any articles are placed therein, the articles, tied ^{locking pouches} together in bundles in order of entry on bill, compared ^{and sacks.} with the bill, and the bill with the label of the pouch, and the lock numbers proved correct. The bill and articles should then be placed in the pouch or sack, which shall be securely locked.

Sec. 997. Registered articles shall not be checked by ^{Checking mail} totals unless specially authorized. ^{by description} ^{required.}

See sec. 898, as to witnessing.

2. Printed labels will not be furnished for rotary-lock ^{Printed labels} dispatches which are so infrequent as not to justify the ^{not furnished,} printing, although blank cardboard labels will be furnished. Facing slips may be used for labels whenever necessary.

Sec. 998. Postal employees locking pouches and sacks, ^{Inspection to} shall shake the locks and endeavor to turn the shackle to ^{insure proper} ^{locking.}

make certain that the lock is securely fastened. 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 shall be tested before use.

Record on transit book.

Sec. 999. Rotary-lock sacks and pouches shall be described on the transit book, and other records, or receipts, by serial letter and number and rotary number, and label. When such pouches and sacks are inclosed within other rotary-lock pouches or sacks, they shall be similarly described on the pouch bills.

Receipt to be taken on delivery.

Sec. 1000. When a rotary-lock pouch or sack is delivered, hand-to-hand receipt therefor shall be taken immediately on the proper record.

pouching of pouches and sacks.

2. When hand-to-hand delivery can not be made of a rotary-lock pouch or sack it shall be inclosed in an iron-lock mail bag, labeled to the proper office, and a registered-package receipt or manifold bill describing the pouch or sack by its label and lock letter and numbers inclosed with it.

each pouch or sack to be counted as one piece.

3. In receipting, each rotary-lock pouch or sack shall be counted as one registered piece in the totals written on registered-package receipt or bill.

Examination of pouches, sacks, and locks.

Sec. 1001. Postal employees who receive or dispatch rotary-lock pouches, sacks, or jackets, shall carefully examine them for any damage to the pouches or sacks or discrepancy in the lock numbers. (See sec. 1003.)

Hand-to-hand delivery of registered mail in pouches or sacks closed with rotary locks.

Sec. 1002. Railway postal clerks (including transfer clerks) and postmasters at offices which are terminals of railway post-office runs are authorized reciprocally to make hand-to-hand delivery of registered mail in pouches or sacks closed with rotary locks, whenever the quantity or bulk of such matter justifies the use of the equipment, in lieu of hand-to-hand delivery of the matter by individual pieces. (See sec. 988, and par. (c), sec. 995.) This does not authorize the pouching of such mail under iron locks between railway post offices and terminal post offices.

Damaged transit pouches and sacks. treatment of.

Sec. 1003. If a pouch or sack in transit is damaged so as to endanger the contents or if it bears a damaged or defective lock the receipt given for it shall show such fact, and it shall be sent to, or delivered at, the first office having a rotary-lock key and there opened, the

contents repouched, and the bill indorsed "Pouch delivered to this office because of -----; contents -----" (correct or incorrect, as the case may be, any discrepancy being stated). Postal employees shall record the facts in such cases and make a report at once to the Third Assistant Postmaster General, Division of Registered Mails, and to the Chief Inspector if the damage involves the mail or indicates a loss. The pouch shall then be forwarded to its destination. (See sec. 1512.)

2. If a new pouch or sack or lock must be substituted, the fact shall be stated on the original bill, and the new lock numbers given.

3. Upon the arrival of the damaged pouch or sack at an office having a rotary-lock key, the receiving clerk shall withhold his receipt until the contents have been examined and checked with the bill. When hand-to-hand delivery is made, the delivering postal employee shall be allowed to be present at such examination, and if there be any discrepancy or damage to the contents, the receipt shall so state.

Sec. 1004. When a wrongly labeled or missent rotary-lock pouch or sack, the destination of which is not plain, or one that has missed connection is received in transit, it shall be recorded in the transit book, the hours of arrival and departure and lock numbers being given. If the receiving office has a key and believes the contents can be expedited, the pouch shall be opened. If it is opened the bill shall be indorsed "Pouch delivered to this office because -----" (giving the reason). The articles shall be checked and any necessary notations made. If any of the contents can be expedited, they shall be distributed and dispatched to their destinations and the coupon of the bill signed, indorsed with reason for opening, and sent to the office dispatching the pouch. If none of the contents can be expedited in delivery by redistribution, the changed lock number shall be written on the bill and the pouch properly labeled, closed, and sent to its destination.

Pouches or sacks wrongly labeled or which have missed connection.
—record in transit book; receipts.

2. If a pouch is opened and any of the contents are found to be missing, report shall be made to the dispatching office and to the Chief Inspector. The missending of the pouch shall be reported to the Third Assistant Postmaster General.

—pouches or sacks for railway post-offices; treatment when mis-sent or connection missed.

3. If a pouch or sack addressed to a railway post office and which has missed connection or has been mis-sent can be readdressed and dispatched to another railway post-office train on the same route without the likelihood of delaying any of the contents this shall be done, the name of the office of origin of the pouch or sack and the name of the railway post office and train to which it was originally addressed being crossed off, but not obliterated, and the name of the new dispatching office and new railway post-office train addressed substituted. On the receipt of such pouch or sack the opening clerks shall mark the coupon to explain how it came into their hands and proceed in the usual manner.

Opening of pouches and sacks at receiving offices.

Sec. 1005. Rotary-lock pouches and sacks shall be opened by two clerks whenever practicable, who shall enter on the coupon or bill the hour of opening, verify with the bill the serial letter and the number of the lock. The contents of the pouch shall be checked against the entries on the bill and any discrepancies or damage noted on the bill and coupon, which shall then be postmarked and signed by the two clerks.

—checking contents.

—discrepancy in lock numbers.

2. Every discrepancy between the serial or rotary numbers of the lock and the bill shall be at once reported to the Third Assistant Postmaster General, Division of Registered Mails, and to the dispatching office, and the lock shall be withheld from use unless it is certain that the discrepancy is due to clerical error.

See sec. 1513, as to damaged locks.

—discrepancy between contents and bill.

3. If the contents of a registered pouch or sack do not agree with the bill, the fact shall be immediately reported to the Third Assistant Postmaster General, Division of Registered Mails, and if there are entries on the bill for which no corresponding articles are found, the discrepancy shall be reported immediately to the dispatching office, by telegraph, if a probable loss is indicated. When there are articles in the pouch for which there are no entries on the pouch bill, they shall be entered on the bill with a note of explanation and the particulars stated on the coupon. Any missent articles shall be promptly transmitted to their destinations. (See sec. 947.)

Coupons. —when to be returned.

Sec. 1006. Pouch-bill coupons shall not be returned unless discrepancies or other irregularities are noted or

unless the bills are received in iron or brass lock pouches, in lead-sealed sacks to or from Navy mail clerks, or from the United States stamped-envelope agent and subagents for the distribution of stamped paper.

2. Discrepancies shall be noted on the bills, and coupons used to notify the dispatching offices of such discrepancies, care being taken to fill in the blank spaces on the coupon with corresponding data on the bills.

—discrepancies between contents and bills.

Sec. 1007. When the receiving postal employee fails to send proper notice of irregularities or discrepancies, the absence of the notice will be regarded as evidence of the receipt of the contents of the registered pouch or sack as billed, until the contrary be shown.

Failure to report discrepancies or irregularities.

Sec. 1008. At receiving offices the bills shall be used for checking and indicating the distribution of the articles within the office. Each entry showing such distribution shall be signed with the initials of the clerk who makes it and who records the articles on any other registry record, and the spaces under the heading "Tracing at receiving office" shall be properly filled out.

Pouch bills at receiving offices.

2. Registered articles for which hand-to-hand receipts are to be taken from postal clerks, and those which are to be dispatched in mail bags other than rotary-lock pouches or sacks, are the only articles received and recorded on pouch bills which need afterwards be entered on the transit book or other similar record. (See secs. 898, 899, and 900.) The pouch bills, after being checked, shall be filed.

—articles which need be reentered.

—bills to be filed.

Sec. 1009. In case of a discrepancy in the number of rotary-lock pouches or sacks received, the receiving postmaster shall immediately telegraph notice of it 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, shall make immediate explanation by letter to the receiving office. If the discrepancy be such as to indicate a loss or miscarriage he shall immediately telegraph (collect) the facts to the Chief Inspector and to the inspector in charge of the division in which the sending office is located, and also report the facts by letter to the Third Assistant Postmaster General, Division of Registered Mails, and to the superintendent, Railway Mail Service, for the division in which the reporting office is located, or the local chief

Discrepancies in number of pouches or sacks received.

clerk of the Railway Mail Service at other than the division headquarters.

—subsequent information.

2. Should the matter afterwards arrive at its destination, or should discovery of its whereabouts be made otherwise than through such investigation, the postmaster first obtaining such information shall promptly communicate it by letter to the officers mentioned.

—nonarrival of entire dispatch.

3. The course prescribed in this section shall be pursued whenever an entire dispatch fails to arrive at destination when due, unless the postmaster shall have positive information that it has been unavoidably delayed.

See secs. 567, 1612, and 1653, as to delivery of shortage slip by postmasters and railway postal clerks.

Return of used labels.

Sec. 1010. Card slide labels shall, unless used for return dispatches, be promptly sent by ordinary mail to office of origin under cover of official penalty envelopes, or other authorized forms.

When rotary locks are used instead of being returned.

Sec. 1011. When rotary locks are not returned, the tag received with the mail should be indorsed to show that fact, inclosed in a penalty envelope, and immediately dispatched by ordinary mail. When tag is not received, the proper office should be advised of the use of the lock, by special communication sent by ordinary mail. Returned rotary locks are not to be intercepted in transit unless exigencies of the service so require it. In such cases the same procedure shall be followed in notifying the dispatching employees.

Disposition of rotary locks.

Sec. 1012. Rotary locks attached to pouches or sacks received, when not needed for immediate use, shall be disposed of as follows:

—received from post offices or terminal railway post offices.

(a) When received from post offices or terminal railway post offices they shall be returned to such post offices or terminal railway post offices.

—received from railway post offices other than terminal.

(b) When received from railway post offices other than terminal railway post offices they shall be sent to the postmaster at the supply office (when known) for the railway post office making the dispatches.

—where no supply office has been designated, etc.

(c) When received from railway post offices other than terminal railway post offices where no supply office has been designated for the dispatching railway post office, or where the supply office is unknown, they shall be sent to the postmaster at the nearest terminal post office of the railway post office making the dispatches.

clerk, when at least one record and handling of the articles in transit will thereby be saved.

—Alaska.

2. Postmasters at offices in Alaska are authorized to use registered paper jacket envelopes in the dispatch of one or more letters and small sealed parcels, when the method of handling the registered matter in transit or the conditions of its transmission justify the use of jackets in order to give greater protection to the mail.

—regulations governing rotary-lock dispatches to be observed when applicable.

3. When applicable the rules governing rotary-lock pouches and sacks shall be observed in the opening and closing of registered jacket envelopes; in other respects the treatment of the jacket envelopes shall be as prescribed for registered letters and parcels, except as modified herein.

Jackets to contain all domestic articles to go by same mail to same office.

Sec. 1016. All domestic registered letters or parcels to go by the same mail to the same office shall be, if practicable, inclosed in the same registered jacket envelope and entered on the same manifold bill. Such envelope shall be plainly postmarked so that the postmark will appear partly upon the lower flap. The number of the registered jacket shall be entered in the proper place on the dispatching record.

—jackets for railway post offices.

2. When made up for a railway post office, its name and the train number shall be given in the address on the jacket. Jackets containing "special-delivery" articles shall be marked "Special delivery" on the address side.

Separate jackets for foreign and domestic mail.

—Indorsement of jackets containing matter for foreign countries and possessions of the United States.

Sec. 1017. Separate registered jackets shall be used for foreign and domestic mail. Jackets containing registered matter for the countries named shall be marked "Canada," "Cuba," "Mexico," or "Panama," respectively. Registered jackets containing registered mail for any other foreign country shall be marked "Foreign," unless addressed direct to a foreign country served through a Pacific coast exchange office. (See secs. 1043 and 1044.)

2. Registered jackets containing registered matter for United States naval vessels, the Canal Zone, or the Philippine Islands, shall be marked "Naval mail," "Canal Zone," or "Philippines," respectively.

Name of county, —when omitted.

Sec. 1018. The name of the county in which the post office of destination is located may be omitted from a registered jacket, letter, or parcel when it is—

(a) Exchanged between stations and main office.

(d) Railway postal clerks will receive supplies of rotary locks from the postmasters at the terminal offices of their runs, or the supply offices, when such have been designated. —supplies to railway postal clerks.

(e) In disposing of rotary locks they shall be dispatched as registered mail, and when not returned in a direct registered pouch, sack, or jacket, shall be locked, and a tag or label attached thereto, showing their destination, and indorsed "----- returned rotary locks." Certain locks to be returned by registered mail.

(f) Returned rotary locks shall not be registered in the registration record nor the tags used in labeling them numbered. If returned in iron-lock pouches, the dispatching record and the registered-package receipt should merely state the total number of returned locks and their destinations. If returned in a registered pouch, sack, or jacket, they shall be recorded on the manifold bill by total number only. Returned rotary locks not to be registered in window registration book.

(g) If more than one lock is returned at one time to one post office or terminal railway post office, all the locks shall, so far as practicable, be fastened together under one tag. Returned locks fastened together under one tag.

Sec. 1013. Pouches or sacks used in making registry dispatches shall not be returned except when the quantity or bulk of registered mail involved justifies a return dispatch, but if not needed for use shall be treated as surplus mail bags. Pouches used in making registry dispatches not to be returned, —except.

Sec. 1014. Registry locks and keys shall be given special care. Rotary locks shall not be tampered with nor exposed to injury or loss. When a pouch or sack is opened the lock shall at once be placed in the safe, if there is one, of the registry branch, and kept there until needed. Rotary-lock keys shall be attached to the safe by a chain, and may be detached therefrom only by the postmaster or the clerk in charge, or by a post-office inspector when he may require it. When the key is removed by a post-office inspector the postmaster shall make report of the fact at once to the Fourth Assistant Postmaster General, Division of Supplies. Care of rotary locks and keys.

III.—REGISTERED JACKET SERVICE.

Sec. 1015. Postal employees shall use registered paper jacket envelopes in the dispatch of five or more separate registered articles addressed to or intended for distribution by the same post office, railway post office, or transfer When jackets should be used.

(b) Addressed for delivery in the same county in which the dispatching office is located.

(c) Known to be addressed for direct delivery from the same railway post office on which the dispatching office is located, or for direct delivery from another railway post office immediately connecting therewith.

(d) Dispatched in registered pouches, sacks, or jackets, or inner-lock pouches, addressed to the same office as the pouches, sacks, or jackets.

(e) Addressed to any post office of the first class.

Sec. 1019. When a misdirected or unaddressed registered jacket (except one containing postage stamps, stamped envelopes, or postal cards, which shall be treated as required by sec. 949) is received at a post office, it shall be opened in the presence of two witnesses, when practicable, who shall make proper disposition of the contents and note the cause for opening the jacket on the bill and coupon, return the coupon to the office of dispatch, and file the empty jacket. Misdirected and unaddressed registered jackets received by railway postal clerks shall be delivered to the post office at the terminus of the postal clerk's run for the treatment indicated above. (See par. 4, sec. 948.)

Sec. 1020. Transit registered jackets, damaged or opened by mistake, shall be at once reenveloped at the post office where the injury occurs or is discovered.

2. The original jacket shall not be removed or changed, but shall be indorsed with a full statement of the facts, signed by the postal employee receiving it, placed in a new jacket bearing the same number, postmark, office of origin and address, and the postmark of the office at which the new envelope is supplied, and indorsed "Reenveloped at (name of office and State)." A record of the facts shall be made in the transit book.

3. When a railway postal clerk discovers a registered jacket in a damaged condition while in his possession he shall indorse such fact on the jacket and accompanying receipt. The damaged jacket shall be indorsed "Reenveloped by (name of railway postal clerk, etc.)," and inclosed in another registered jacket bearing the same number, postmark, office of origin and address, and the postmark of the railway post office or transfer office jacketing the same. A statement of the facts shall

be made in the proper record. If a clerk is not provided with a supply of registered jackets, he shall make proper indorsement and deliver the jacket to the post office at the terminus of his run or to a connecting line or transfer office to be reenveloped. A damaged jacket too large for inclosure in another jacket shall be delivered to the post office at the terminus of the clerk's run, there to be rewrapped and treated as prescribed in this section.

Jackets not to be delayed in transit.

Sec. 1021. A jacket plainly addressed to a post office in operation shall not be delayed merely because some simple irregularity is noted in connection with it. Registered jackets, sacks, or pouches in transit or addressed to another post office shall not be opened, except as provided in the regulations or by special order of the Third Assistant Postmaster General.

Jackets for railway post offices.—treatment when connection is missed.

Sec. 1022. When a registered jacket envelope addressed to a railway post-office train misses connection it shall be treated in the manner prescribed for rotary-lock pouches by section 1004.

Responsibility for losses caused by failure to properly prepare jackets.

Sec. 1023. If a registered jacket envelope is dispatched unaddressed or unsealed, except as provided in paragraph 4, section 896, or in bad order, and a depredation is committed which can not be traced to the person committing it, the dispatching postal employee will be held responsible for the loss.

IV.—STATE POUCHES, SACKS, AND JACKETS, AND SPLIT PAPER JACKETS.

State pouches, sacks, and jackets.—when to be made up.

Sec. 1024. When the quantity or bulk of registered mail addressed for delivery in any State or Territory justifies, postal employees may dispatch such mail in pouches and sacks closed with rotary locks and in jackets, addressed simply to a State or Territory by name only, in accordance with the following limitations:

—schemes and instructions required.

2. State pouches, sacks, and jackets shall not be made up until schemes and instructions have been received from the proper officer of the Railway Mail Service.

—rules governing.

3. State pouches, sacks, and jackets shall be prepared and treated in accordance with the rules and regulations governing registered pouches, sacks, and jackets, and, as far as applicable, shall be opened and contents distributed by the authorized railway postal clerks only.

Sec. 1025. Authority to make up State pouches, sacks, or jackets shall not be construed as permitting the exceptional dispatch of registered mail in iron-lock pouches.

Authority to make up does not permit exceptional dispatch in iron-lock pouches. Consolidation of dispatches.

Sec. 1026. Dispatches addressed to offices may be billed and inclosed in the proper State pouch, sack, or jacket, and one or more State pouches, sacks, or jackets may be billed and inclosed in another State pouch, sack, or jacket addressed to the same State, when at least one record and handling in transit is saved thereby.

Sec. 1027. When the quantity or bulk of registered mail is not sufficient to justify the use of a sack or pouch, and is too large to inclose in a registered paper jacket envelope, it may be rewrapped in a strong paper wrapper, securely sealed, and a registered paper jacket split open and so pasted thereon as to expose both front and back.

Split paper jackets.—when to be made up.

V.—BRASS-LOCK REGISTRY SERVICE.

Sec. 1028. The brass-lock pouch service is provided for the exchange of registered mail in bags fastened with special brass locks between post offices 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.

Brass-lock pouch service.

Sec. 1029. Postmasters shall 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. 983.)

Dispatch of pouches.

Sec. 1030. If more than one brass-lock pouch be required for both the registered and ordinary letter mail in any one dispatch, the postmaster shall, 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.

If more than one pouch.

Sec. 1031. Brass locks and keys shall, as far as possible, remain in the custody of one person in the office, and such record kept that it may be shown beyond question who had possession of a key on any given day.

Care to be taken of brass locks and keys.

2. When not in actual use the brass-lock keys shall be attached by a chain to the inside of the safe, if there be one in the office.

Keys to be kept in safe when not in use.

Sec. 1032. In exceptional cases where brass-lock pouch dispatches have been authorized between a post office and

Record to be kept of brass-lock pouches in certain cases.

railway post office or between railway post offices, record shall be made by all persons handling the brass-lock pouches, showing the number of pouches received and dispatched, the offices of origin, and the offices to which the pouches are addressed.

Separate receipts.—when.

Sec. 1033. When two or more brass-lock pouches are used in any one dispatch, separate registered-package receipts shall be inclosed in each pouch; and a note shall be made at the foot of each such receipt specifying the number of pouches sent, as follows: "----- brass-lock pouches sent by this dispatch."

—how indorsed.

Accumulation of pouches and locks prohibited.

Sec. 1034. 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 shall be returned to the sending office by the next mail.

Brass-lock pouches not to pass brass-lock offices.

Sec. 1035. Brass-lock pouches shall not be exchanged with any other than the first brass-lock post office on the route nor shall they be permitted to pass such office, and they shall be properly labeled and registered-package receipts prepared for such office direct.

Brasslocks not to be sent to offices not authorized to exchange them.

Sec. 1036. Brass locks shall not be used on bags sent to offices not authorized to exchange brass-lock pouches. If, however, a postmaster not so authorized receives a mail bag secured with a brass lock and labeled to his office, he shall file or cut the staple to which the lock is fastened, as provided in sections 1512 and 1531, and properly dispose of the contents of the bag.

—report of irregularity to postmaster.

2. In every such case the brass lock shall be returned and the postmaster who improperly used it shall be notified.

Miscarriage of brass-lock pouches.—treatment in case of.

Sec. 1037. When a brass-lock pouch labeled to some other office is brought to a brass-lock office, it shall be at once opened and the registered articles inclosed checked against the entries on the package receipt, indorsed as to condition, when required, and recorded in the transit book. The registered-package receipt shall 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 shall be given)," and this indorsement shall be signed by the postmaster and postmarked with the date thereof and the name of his office. (See sec 927.)

—receipts in case of.

A new package receipt, returnable to the postmaster who prepares it, shall be dispatched with the registered articles

to the post office for which the pouch was originally intended.

2. If a properly labeled brass-lock pouch be left by mistake at an office having no key to open it, it shall be forwarded, unopened, to its destination by first mail.

VI.—LEAD-SEALED SACKS.

Sec. 1038. Lead-sealed sacks may be used in lieu of, and in accordance with the regulations governing, rotary-lock pouches and sacks, and jacket envelopes, in the dispatch of registered mail whenever the quantity or bulk of such mail justifies the use of the sack equipment, as follows:

- (a) To and from United States naval vessels.
- (b) From the United States stamped-envelope agent, the Third Assistant Postmaster General, Division of Stamps, and postmasters acting as subagents in the distribution of stamped paper.
- (c) From United States exchange offices to foreign countries, under the terms of the Postal Union Convention. (See sec. 883.)

CHAPTER 4.

REGISTRATION OF FOREIGN MAIL MATTER.

I.—PREPARATION AND DISPATCH.

Sec. 1039. Letters and parcels admissible to the Postal Union mails are registered in the same way as domestic matter. (See sec. 881.)

2. The address on registered matter for Mexico should include the Mexican State or Territory, and that for Canada the Canadian Province, county, or district.

3. Parcels sent by international parcel post, addressed to any of the countries with which the United States has parcel-post conventions, except Barbados, Curacao, Dutch Guiana, France, Great Britain, the Netherlands, and Uruguay, may be registered the same as other matter; no extra charge shall be made for the return receipt.

See sec. 521, as to foreign parcel post; sec. 487, as to inquiries concerning disposition and complaints of lost or damaged registered matter; sec. 879, as to fee for registration.

Sec. 1040. Articles for foreign countries shall not be accepted for registration if not admissible to the ordinary

mails for those countries, nor if addressed to initials only or in lead pencil.

Return receipt.
—demand therefor to be written on envelope or wrapper.

Sec. 1041. If a return receipt is desired by the sender for a registered article sent to a foreign country, he should write on the envelope or wrapper the words "Receipt desired." In such case the return receipt shall be prepared at the United States exchange office, unless the postmaster at the office of mailing has been specially authorized to prepare foreign return receipts.

Inquiries concerning registered mail and return receipts.
—procedure to be followed.

Sec. 1042. When the sender of a registered article addressed to a foreign country requests a return receipt therefor after the article has been dispatched, the mailing postmaster shall address the proper United States exchange office, on Form H or Form 1510. If the mailing postmaster is not reasonably certain which exchange office would dispatch the article, he shall prepare a registry tracer, Form 1536, and send it to the postal employee whose receipt he holds for the article, by whom it shall be forwarded, until the tracer reaches the exchange post office from which the final dispatch to the country of address would be made. (See sec. 487.)

—at exchange offices.

2. Postmasters at United States exchange offices receiving such requests shall communicate with the foreign office, as provided by Articles XIV and XXX of the Detailed Regulations for the Execution of the Postal Union Convention.

Dispatch of registered matter to foreign countries.

Sec. 1043. Registered mail for foreign countries shall be dispatched to the post office or railway post office in the United States designated to exchange registered matter with such countries. (See par. 15, sec. 653.) When the quantity or bulk does not warrant making up a jacket envelope, sack, or pouch addressed to the proper exchange office, postmasters should dispatch the mail in the general direction of its destination. If the original cover is in bad order it shall be reinclosed in a penalty or "bad-order" envelope.

—how made.

2. Registered mail for delivery at the exchange office or at another United States office shall not be included in registered jackets, pouches, or sacks containing matter for foreign countries. (See sec. 1017.)

Labelling of pouches, sacks, and jackets for transpacific destinations.

Sec. 1044. Registered mail for foreign destinations proper for dispatch via San Francisco, Cal., Seattle, Wash., or Tacoma, Wash., shall, when the quantity or

bulk of matter for each foreign country justifies, be inclosed in a jacket, pouch, or sack addressed simply to the country of destination—"China," "Japan," "Australia," etc. Separate registered jacket envelopes, sacks, or pouches, marked to indicate that they contain international parcel-post mail, shall be used in dispatching parcel-post registered matter for transpacific destinations.

Separate equipment for international parcel-post mail.

2. Registered mail for two or more countries scheduled for dispatch from a Pacific coast exchange office by the same vessel shall, when in sufficient quantity or bulk, be inclosed in one jacket, pouch, or sack, addressed simply to the countries of destination.

Dispatch of mail for several countries by same vessel.

3. Pouches, sacks, and jackets, containing only mail addressed to transpacific countries, as well as single pieces, may be reinclosed in pouches, sacks, or jackets, addressed to the proper exchange office when it is known that they will reach the exchange office at least 24 hours in advance of the sailings. In other cases they should be dispatched as hand pieces.

—reinclosing, when.

Sec. 1045. Registered jacket envelopes or split paper jackets (see secs. 1015 and 1027) shall not be addressed or sent direct to foreign post offices. (See sec. 883.) Should a jacket thus addressed be received in transit, the postal employee should forward it to, or in the direction of, 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 shall open such envelope and dispose of the contents in proper manner.

Registered jacket envelopes not to be addressed to foreign offices.

II.—RECEIPT AND DELIVERY OF FOREIGN REGISTERED MATTER.

Sec. 1046. Postmasters receiving registered letters or parcels for delivery, including parcels by international parcel post, which originated in foreign countries, shall treat such articles the same as domestic registered matter received for delivery, except as provided in sections 1050 and 1061.

Treatment of matter for delivery.

See sec. 1047, as to treatment of matter when addressee is dead; sec. 658, as to foreign parcel post.

Sec. 1047. Registered mail of foreign origin, not specially held for delivery, which remains undelivered

Undelivered foreign matter.

for the periods stated in paragraph 1, section 633, shall be indorsed with the cause of its nondelivery, marked "Returned to writer," and dispatched by registered mail to, or in the direction of, the United States exchange office from which received, unless the return address on the article requires it to be sent to some other United States exchange post office. (See sec. 1043.)

2. When undelivered registered mail of foreign origin is accompanied with return receipts, such receipts shall be indorsed in the same manner as the registered mail and shall not be detached therefrom.

3. When registered mail of foreign origin is addressed to a deceased person, delivery may be made only to the legal representative of the addressee. If such delivery can not be made, the mail shall be indorsed with the cause thereof and disposed of as prescribed in paragraph 1 of this section. If the mail is claimed by a relative of the deceased addressee, such relative may, if possible, be furnished with the sender's name and address, and the mail specially held not longer than three months, unless it bears a request for its return in a shorter period.

4. Undelivered registered parcel-post pieces of foreign origin shall be disposed of in accordance with the rules and regulations governing the foreign parcel-post service.

Sec. 1048. When a postmaster has good reason to believe that undelivered registered mail of foreign origin, bearing no time limit for delivery, can be delivered to the person addressed if held longer than the period specified in section 1047, he may indorse it "Specially held for delivery" and retain it not longer than three months. Registered articles indorsed "Poste restante" or "To be called for," and those addressed to a sailor or a passenger on a vessel expected to arrive, may also be held not longer than three months.

Sec. 1049. Exchange offices receiving undelivered registered mail of foreign origin under the provisions of section 1047 shall promptly return it to the proper exchange office of the country of origin, or of the country named in the sender's address, if shown. The registry list or Table 1 of the letter bill used in billing the returned registered matter shall show the following particulars:

—indorsement as to cause.

—indorsement of return receipt.

—when address is dead.

—parcel-post matter.

Matter specially held for delivery.

Treatment of undelivered foreign registered mail at exchange offices.

- (a) Original office and country of origin.
 (b) Original registration number given the article at that office.
 (c) Post office and State to which the article was originally addressed by the sender.
 (d) The word "Rebuts" in the column headed "Observations."

Sec. 1050. Registered articles received from foreign countries which are liable or supposed to be liable to customs duties shall be treated as prescribed in section 664. Matter liable to customs duties.

2. The postmaster shall deliver to the addressees, without submission to customs officials, any sealed registered letters or parcels of foreign origin, which, when opened by the addressees in the presence of the postmaster, and after receipt therefor has been given, are found to contain written communications or money only. In such cases the postmaster at the office of delivery shall state his action on the coupon attached to the article before returning the coupon to the Auditor for the Treasury Department, Washington, D. C. —delivery to addressee if found to contain nothing dutiable.

Sec. 1051. Postmasters, except those at exchange offices, shall 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 secs. 487 and 880.) Correspondence with foreign officials.—how conducted.

III.—FORWARDING, RECALL, AND RETURN OF FOREIGN REGISTERED MATTER.

Sec. 1052. 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. Applications for recalling and change of address on foreign articles.

2. Registered articles may not be recalled from Great Britain and the British colonies (except Southern Rhodesia, Antigua, Bahamas, Barbados, Ceylon, Gold Coast, British Guiana, Jamaica, Zanzibar, and the Australian colonies), including Canada and British India; nor from Haiti, the Dominican Republic, the Republic of Colombia, and the French Establishments in Oceanica. Countries from which registered articles may not be recalled.

Forwarding and return of registered matter.

Sec. 1053. Registered mail of foreign origin may be forwarded to the addressee from one United States office to another, or (except parcel-post pieces) to any foreign country, without additional charge for postage or registration, upon direct request of the postmaster at office of origin. No additional registry fee is chargeable for forwarding any registered article which has not been once properly delivered.

Matter originating in United States chargeable with additional postage only.

Sec. 1054. When a request is received to forward a domestic registered letter or parcel to the addressee in a foreign country, additional postage shall be required sufficient, with that originally paid, to equal the amount required had the article been addressed to the foreign country at the time of its original registration, and if stamps are furnished for such 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 case.

Requests by sender for change of address or recall. Requirements of, to be complied with.

Sec. 1055. A request from the sender of a registered article addressed for delivery in a foreign country that it be forwarded to the same addressee at any other post office in the Postal Union will be complied with. If the sender wishes the article 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 shall 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 shall be referred to the Second Assistant Postmaster General, and the article held pending instructions.

See secs. 942 and 943, as to forwarding domestic registered matter.

IV.—REGISTRY EXCHANGE OFFICES.

Postal Union Convention.

Sec. 1056. Postmasters at United States exchange offices shall procure from the Second Assistant Postmaster General, Division of Foreign Mails, copies of the Postal Union Convention, with Regulations of Detail and Order attached, for their information and guidance.

Sec. 1057. All registered matter to or from foreign countries, or in transit through the United States, shall be postmarked at exchange offices with the date of dispatch or receipt, except transit matter sent in sealed bags, as through matter.

Registered matter to be postmarked at exchange offices.—except where sent as through matter.

Sec. 1058. Registered matter for dispatch to foreign countries shall be made up at United States exchange offices in accordance with the terms of the Postal Conventions, or other special arrangements entered into with foreign countries, but the description of the article on either Table 1 of the letter bill or the special lists shall show the name of the office of origin, the number given to the article at that office, and the name of the office and country of destination.

Dispatch of registered matter to foreign countries by exchange post offices.

Description of registered article.

Sec. 1059. When a short-paid registered letter or parcel (except one which has been forwarded as provided in sec. 1053) is received at an exchange office for dispatch to a foreign country, the postmaster at such office shall attach ordinary postage stamps sufficient to cover the deficiency, forward the letter or parcel to its destination, and notify the postmaster at the mailing office, on Form 3847, of the amount of such deficiency. On receipt of such notice the postmaster at the mailing office shall immediately remit this amount, in uncanceled ordinary postage stamps, to the postmaster at the exchange office, with the return of the notice. (See secs. 376 and 879.) If the postmaster at the mailing office fails to make such remittance, the postmaster at the exchange office should report the matter to the Third Assistant Postmaster General, Division of Registered Mails.

Short-paid matter for dispatch abroad.—to be fully paid at exchange office and forwarded.

Sec. 1060. Registered letters or parcels received from abroad shall be dispatched by United States exchange offices or railway post offices of original receipt to their destination in this country, 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.

Dispatch of matter from exchange offices.

Sec. 1061. Short-paid registered letters or parcels, or those which bear no postage stamps at all, received in the mails from Postal Union countries, shall 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

Short-paid matter from foreign countries.—to be treated as if fully prepaid.

—report of.

verification to the administration of the country from which the short-paid matter is received. No charge for such articles shall be exacted by the delivering postmaster.

Record at exchange offices of registered mail from foreign countries.
—how recorded.

Sec. 1062. Postmasters at exchange offices shall keep such record of registered mail received from foreign countries as will show the particulars required by section 1058 concerning registered mail dispatched to foreign countries. When lists received with registered mail from foreign countries show neither the information provided for in section 1058 nor the name of the office of origin, name of the addressee, and place of destination, the lists shall be completed and the omission made the subject of a bulletin of verification. (See sec. 883.)

Return receipts sent to interior offices.

Sec. 1063. Return receipts describing foreign matter sent to interior post offices in the United States from exchange post offices shall be accompanied with Form 3843, which directs the delivering postmaster to obtain proper signature, postmark, and return the receipts, by ordinary mail, inclosed in official penalty envelopes addressed direct to the postmasters at the foreign offices of origin of the letter or parcels, and marked "Foreign registry return receipt."

—foreign office of origin not known.

2. When postmasters are unable to determine at what foreign offices the letters or parcels were mailed, the penalty envelopes containing the return receipts should be addressed to postmasters at the United States exchange offices from which the registered pieces were dispatched.

—return receipt not accompanying foreign piece.

3. If a sender's registry return receipt does not accompany a piece of foreign origin, and the piece is not marked "Avis de reception" or with the letters "A. R." (return receipt demanded by the sender), or with words to that effect, it may be assumed that no sender's registry return receipt is required.

—at exchange offices matter unaccompanied by return receipt blanks.

4. When postmasters at United States exchange offices receive registered matter of foreign origin unaccompanied with foreign return receipt blanks, but for which it is apparent that the senders desire receipts, they shall supply the United States form of foreign registry receipts (Form 3870) before dispatching the matter to interior offices, and the irregularity should be made the subject of a bulletin of verification. When it is apparent to the postmaster at the interior office of delivery that a return receipt is desired by the sender of a registered

piece of foreign origin, and no return receipt blank accompanies the piece, he shall supply a sender's return receipt, on Form 3870, or, in case he has no such form, he shall use Form 1548, noting thereon the fact that no receipt accompanied the piece when received at his office, and report the omission to the department, giving the name of the United States exchange office through which received.

CHAPTER 5.

HANDLING OF REGISTERED MATTER BY CITY AND RURAL CARRIERS.

I.—GENERAL PROVISIONS.

Sec. 1064. City and rural carriers and clerks in charge of rural stations shall be governed in the acceptance of mail for registration, and the handling and delivery of registered matter, by the Postal Laws and Regulations governing postmasters and other postal employees, except as otherwise provided in this chapter.

Regulations.
—city and rural
carriers to be gov-
erned by.

—except.

2. The regulations in this chapter apply to both city and rural carriers, unless otherwise stated.

Sec. 1065. Rural carriers shall register any matter proper for registration (see secs. 877, 881, 882, 944, 1040, 1073, 1075, and 1078), which may be offered to them while on duty, handle registered mail in transit over their routes, and deliver such mail to patrons on their routes, issuing and taking the necessary receipts on forms prescribed for the purpose.

Authorization
of registration.
—handling in
transit and deliv-
ery of registered
mail by carriers.

For exceptions see sec. 779.

Sec. 1066. City carriers shall receive and register all mailable matter of the first class that is not cumbersome on account of size, shape, or weight, when properly offered them for registration, and shall give the regulation receipt therefor.

Registration
of mail by city
carriers.
—first class.

2. Small packages of matter other than of the first class, proper for registration (see sec. 877), may also be registered by city carriers, provided it does not interfere with their other duties. (See secs. 881, 882, and 1040.)

—other than first
class.

Sec. 1067. Each carrier shall be furnished one carrier's registration book (Form 3896), one carrier's registry of

Equipment.
—for carriers, list
of.

delivery book (Form 1560), an indelible pencil, an adequate supply of registry delivery notices (Form 3849), and such other forms as may be prescribed from time to time.

—for rural stations, list of.

2. At every post office having one or more rural stations the clerk in charge of each station shall be supplied with a window registration book (Form 1549-B), a registry delivery book (Form 1547½), a registry transit book (Form 1553½), registry return receipts (Form 1548), and registry delivery notices (Forms 1525 and 3849).

See instructions in registration book.

Registered matter.

Records and registered matter not to be shown. Loss or depre-dation.

Sec. 1068. No unauthorized person shall be permitted to have access to registry records or registered mail while in possession of a carrier. Carriers will be held responsible in case of the loss or depre-dation of a registered letter or parcel while in their custody.

Carriers not to address mail for or place contents in envelopes. —may act as agents.

Sec. 1069. Carriers shall not address matter tendered for registration, place contents in envelopes or seal them, but may act as agents of patrons, without remuneration, to inclose money orders, procured for the remitters, in addressed envelopes furnished by senders for the purpose, and seal or present the same for registration at the office or station to which they are attached.

II.—REGISTRATION BY CARRIERS.

Receipt.

Sec. 1070. Carriers, when out on their routes, shall have with them the required registry forms, and immediately upon accepting a letter or parcel for registration shall issue the prescribed receipt and deliver it to the sender.

—issue of.

Missing receipt, reporting of.

Sec. 1071. If a carrier loses his registration book or is unable satisfactorily to account for a missing receipt, the facts shall be reported immediately to the post-office inspector in charge of the division in which the post office is located.

Numbering of registered mail by rural carriers.

Sec. 1072. All mail registered by rural carriers and the registration receipts issued therefor shall be numbered in consecutive series, consisting of 100 numbers for each carrier, beginning on July 1 of each year and continuing throughout the fiscal year. (See sec. 883.) The numbers of articles registered by each carrier shall correspond in "hundreds" with the series assigned to the

carrier according to his number. The first registration number in each carrier's series shall be represented by each carrier's number followed by two ciphers. For example:

Carrier No. 1..... 100 to 199, inclusive.
 Carrier No. 5..... 500 to 599, inclusive.
 Carrier No. 10.....1000 to 1099, inclusive.

2. This number shall be used as the dispatching number by the post office or station to which the carrier is attached.

3. When a carrier has exhausted his series of numbers the same series shall be started anew without regard to date and continue in this manner until June 30 of each year. The number of the carrier who registered an article may be ascertained by striking off the last two figures of the registration number borne by the article, the remaining figure or figures indicating the number of the carrier.

4. Each carrier shall number consecutively the registration books used by him during any fiscal year, beginning with No. 1. The first receipt in a new book shall be given the number following that of the last receipt in the book previously filled.

Numbering of registration books and receipts.

Sec. 1073. Immediately after his return to the distributing post office or station after serving his route each carrier shall deliver all matter accepted for registration on the route (except as provided in sec. 1086), together with the registration book, to the postmaster or authorized employee, who shall check the matter received and the money taken by the carrier for postage and registry fees against the record in the book. (See sec. 1080.)

Registered mail accepted by city carriers to be delivered to postmaster and checked with carrier's records.

2. After mail registered and turned in by the carrier has been examined and checked and found acceptable, the postmaster or an authorized employee shall write in the space provided for the purpose on the red-print sheet stub and on the black-print sheet of the city carrier's registration receipt what is known as the "main-office number" or "distribution number;" that is, the number under which the piece of matter registered by a city carrier is to be dispatched.

Main office or dispatching numbers for mail registered by carriers.

—"distribution" or "office" use described.

3. The distribution number assigned shall also be used in describing the piece of registered matter on the registry bill and return receipt, if any, and, in addition,

—on registry bill and return receipt.

the city carrier's number on the piece of registered matter shall be written on the return receipt, if any, over the distribution number, thus: No. 1001, after which the carrier's number on the piece of registered matter shall be canceled, and the distribution number placed thereon instead.

—series of, to begin, how and when.

4. The distribution number for mail registered by all city carriers attached to the same office shall be one of a series beginning the first day of July of each year with No. 1001, the next received from any carrier, No. 1002, and so on, continuing consecutively throughout the fiscal year ending June 30. On the first day of July following the series shall again begin with No. 1001.

—record of, on red-print sheet.

5. The distribution or main-office number and the signature of the postmaster or clerk shall be written on the stub of the red-print sheet so as to make a carbon copy on the black-print sheet below, before the black-print sheet is removed and the book returned to the carrier.

Black-print sheets from carrier's registration books to be filed.

Sec. 1074. The black-print sheets taken from the carrier's registration books shall be filed in the post office in numerical order, the highest number on top, according to the carrier registration or distribution numbers on them, and shall be the permanent office record of articles registered by carriers attached to a post office or station. The window registration book shall not be used for recording such matter.

2. Transit books and the black-print sheets shall be frequently compared and checked to see that each article is properly accounted for.

Matter found in rural mail box, treatment of.

Sec. 1075. When a rural carrier finds in a rural mail box an acceptable letter or parcel marked for registration bearing name and address of sender, with sufficient stamps affixed to pay both postage and registry fee, or money to pay for same, he shall at once register the article, and, if the sender is a patron of the route, leave the registration receipt in the box. If the sender is not a patron of the route the registration receipt shall be mailed in a penalty envelope to his address.

Considered registered, when.

Sec. 1076. A letter or parcel deposited in a mail box for registration is not registered mail until the receipt therefor has been issued by the carrier.

III.—TREATMENT AT POST OFFICES OF MATTER REGISTERED BY CARRIERS.

Sec. 1077. Postmasters, superintendents of stations, and other authorized employees shall examine all letters and parcels registered by carriers to see that the requirements of the Postal Laws and Regulations have been complied with. (See secs, 405, 545, 952, and 953.)

Examination by postmasters of matter registered by carriers.

Sec. 1078. Any cash in excess of the amount required to pay postage and registry fee shall be handed to the sender on the carrier's next trip or inclosed in an envelope and deposited in the sender's mail box. The amount required shall be noted by the receiving postmaster or authorized employee directly beneath the amount received, as written by the carrier, the subtraction being made on the black-print sheet, so as to show the amount returned to the sender. (See sec. 780.)

Excess cash received with mail matter.—return of.

Sec. 1079. When a piece of matter accepted for registration by a carrier is found to be unmailable, if the irregularity can be properly corrected by the sender without taking the article from the carrier's custody, the sender shall be permitted to make such correction. It shall then be returned to the distributing office or station for dispatch without requiring the payment of additional postage or registry fee. Corrections so made shall be noted on the sender's original receipt and on the office or station records.

Unmailable matter.—treatment of.

2. If an unmailable piece of matter can not be rendered mailable by the sender while in the custody of the postal service, it shall be returned to him with a statement of the reasons for its rejection, and the black-print sheet indorsed across the face "Returned to writer," with the reason therefor. When mail is returned to the sender in this manner the carrier shall receipt for it by signing his name and number under the indorsement "Returned to writer," the sender's receipt taken on the carrier's delivery book, and the sender requested to surrender the original registration receipt, which shall be similarly indorsed and signed by the carrier and pasted on the edge of the stub in the carrier's registration book.

—returned to sender, when.

Sec. 1080. Registered articles shall be made up for dispatch to other offices at rural stations the same as they are made up for dispatch at post offices. Receipts for

Matter for dispatch.—making up of.

registered articles dispatched from rural stations shall be taken from the rural carrier direct, and receipts shall be taken by the rural carrier from the postmaster, railway postal clerk, or other postal employee to whom the registered articles are delivered.

Articles, how carried.

Sec. 1081. Registered articles dispatched by a rural carrier to other offices or stations shall not be inclosed in iron-lock pouches but handed to the carrier outside of the pouch, hand-to-hand receipt being obtained. (See sec. 883.)

IV.—DELIVERY OF REGISTERED MAIL BY CARRIERS.

Carriers to receipt for registered matter for delivery.

Sec. 1082. Carriers shall receipt on the post-office or station delivery book for all registered mail handed them at such office or station for delivery, and also enter complete descriptions thereof, as well as of transit registered articles, with ink in their own registry delivery books. (See sec. 883.)

See sec. 935, as to delivery of registered mail.

Delivery from rural stations.

Sec. 1083. Registered mail addressed to a rural station for delivery shall be held there, to be called for, the usual office registry notice (Form 1525) being issued, unless the addressee is a patron of a rural route starting from such station or a route contiguous thereto, in which case the mail shall be sent out by the carrier, unless patron otherwise directs.

Telephone. —may be used when.

Sec. 1084. A rural carrier may advise a patron of his route whose residence or place of business is located more than one-half mile from the route, by telephone or otherwise, that he holds registered mail addressed to him, and that he will be at the patron's mail box at a specified time to effect delivery. Such arrangement shall not be made, except on initiative of the patron, when the latter is located one-half mile or less from the route.

Intermediate offices. —treatment of matter received at.

Sec. 1085. Rural carriers who call at intermediate offices on their routes to receive mail for delivery to their patrons shall treat registered mail received at such offices in the same manner as if received at the distributing offices of their routes. The signed return receipts, if any, shall be mailed from the distributing offices.

—return receipts, where mailed.

Mail registered en route to be delivered en route. —when.

Sec. 1086. When a rural carrier accepts for registration a piece of mail addressed to a patron residing on a portion of the route over which the carrier is to pass before

returning to the post office or station with which he is connected, he shall endeavor to effect its delivery before reaching such office or station, making the usual entries in the registration and delivery books. The black-print sheet shall be marked to show how the letter or parcel was delivered and shall be signed by the postmaster or superintendent of the station.

See sec. 538, as to canceling stamps.

Sec. 1087. If a rural carrier, under due authorization, delivers registered mail to another carrier, he shall obtain receipt therefor on his registry delivery book. The carrier receiving the mail shall in turn enter it upon his delivery book and secure receipt thereon from the person to whom he makes delivery.

Exchange of mail by carriers.

Sec. 1088. When a rural carrier attached to an office which is served in transit by an exchange of mail between him and a carrier attached to another office receives from the latter carrier a registered article for delivery on his route, he shall, if possible, effect delivery before reaching his office, and shall report the fact to the postmaster or authorized employee at such office, exhibiting his delivery book, from which such postmaster or employee shall enter a description of the article on the delivery records of the post office or station.

Delivery by carrier in transit.—when permitted, and how effected.

Sec. 1089. When a postmaster receives a registered article addressed to his office which is properly deliverable by a rural carrier attached to another office which is served by an exchange between carriers, he shall change the address on the article, as to destination only, to that of the office from which it is deliverable, and treat it in accordance with the provisions of the preceding section.

Delivery by carrier attached to another office.

Sec. 1090. Any registered matter received by a rural carrier from an intermediate office on his route, remaining in his hands undelivered when service of his route is completed, shall be turned in on his arrival at the distributing office or station.

Intermediate office matter.—return of.

Sec. 1091. Postmasters at city-delivery offices, unless requested to the contrary by addressee, shall deliver by city carriers all registered mail, addressed to street and number and to persons whose address appears in the city or office directory, but when there is reason to believe that registered mail contains large sums of money or securities which could not be delivered by carrier

Delivery by city carrier.—except.

Packages containing money, securities, etc., to be held for desk delivery.

without unusual risk, the addressee shall be requested to call for it at the post office.

Boxholder's mail held for desk delivery.

Sec. 1092. When the addressee is a box holder, all of his registered mail should be held for desk delivery unless he requests that it be delivered by carrier.

Delivery of registered matter by carriers. Attempts to deliver.

Sec. 1093. Carriers shall endeavor to deliver registered mail on the first trip after it is prepared for delivery, unless the addressee has given orders to the contrary, and shall make as many efforts each day to deliver such mail as their trips will permit, unless it clearly appears after any trip that delivery by them is impossible.

—memorandum notice as to.

2. After each unsuccessful trial the carrier shall 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 and leave a notice (Form 3849) at the addressee's residence, place of business, or mail box.

When delivery can not be effected.

Sec. 1094. When, on any day, it is found impossible to deliver a letter or parcel on that date, it shall be returned to the postmaster, superintendent, or authorized clerk, and his receipt taken therefor on the carrier's delivery book or other authorized form. This shall be done also after the last trip each day, and after any trip which is followed by the carrier's lay off, when the delivery book shall also be left, to be examined and checked by the authorized employee.

Undelivered matter, how treated.

2. Undelivered letters and parcels returned by carriers shall, at each return, be reentered on the post-office or station delivery book, or other authorized record, and every time thereafter that they are taken out for delivery by the carrier he shall receipt for, and reenter them in his delivery book, unless they are to be delivered under a card system.

Change of address.

Sec. 1095. Carriers shall not change the address of any registered letter or parcel, nor shall city carriers transfer it from one district to another, except through the registry clerk at the post office or station, who shall write the new address in red ink if the change be made on a written order, but if the order is verbal it should be so noted over the carrier's initials and number upon the letter or parcel without changing its address.

Registered special-delivery letters. —delivery of.

Sec. 1096. 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.

2. In delivering special-delivery registered mail the receipts required for special delivery shall be obtained ^{—receipts ob-}_{tained.} in addition to the usual receipts for registered mail.

See sec. 858, as to delivery of special-delivery matter.

TITLE SEVEN.

NAVY MAIL.

CHAPTER 1.

NAVY MAIL CLERKS—TREATMENT OF NAVY MAIL.

Navy mail clerks. **Sec. 1097.** Enlisted men of the United States Navy [or Marine Corps] may, upon selection by the Secretary of the Navy, be designated by the Post Office Department as "Navy mail clerks" and "assistant Navy mail clerks," who shall be authorized to receive and open all pouches and sacks of mail addressed to naval vessels, to make proper delivery of such mail, to receive matter for transmission in the mails, to receipt for registered matter (keeping an accurate record thereof), to keep and have for sale an adequate supply of postage stamps, to make up and dispatch mails, and other postal duties as may be authorized by the Postmaster General, all in accordance with such rules and regulations as may be prescribed by the commanding officer of the vessel or of the squadron to which the vessel is attached. Each mail clerk and assistant mail clerk shall take the oath of office prescribed for employees of the postal service * * * and shall be amenable in all respects to naval discipline, except that, as to their duties as such clerks, the commanding officers of the vessels upon which they are stationed shall require them to be governed by the Postal Laws and Regulations of the United States. Whenever necessity arises therefor, any assistant mail clerk may be required by the commanding officer of the vessel upon which he is stationed, or of the squadron to which said vessel is attached, to perform the duties of mail clerk. They shall receive as compensation for such services from the Navy Department, in addition to that paid them of the grade to which they are assigned, such sum, in the case of mail clerks not to exceed five hundred dollars per annum and in that of assistant mail clerks not to exceed three hundred dollars per annum, as may be determined and allowed by the Navy Department.

Oaths.

Compensation.

Bond. **2.** Every Navy mail clerk and assistant Navy mail clerk shall give bond to the United States in such penal sum as the Postmaster General may deem sufficient for the faithful performance of his duties as such clerk.

Note.

NOTE.—The words in brackets were added by act of Aug. 24, 1912.

Navy mail clerks to be governed by Postal Laws and Regulations. **Sec. 1098.** Navy mail clerks and assistant Navy mail clerks shall be governed by the Postal Laws and Regulations applicable to postmasters as to the dispatch, receipt, delivery, and treatment of mail on board United States naval vessels, and as to the registration of mail except as otherwise provided in this title.

Make up and dispatch of registered mail to naval vessels. **Sec. 1099.** Postal employees shall make up and dispatch registered mail for United States naval vessels in the same

manner as for a domestic destination, except that the articles shall be transmitted to or in the direction of the proper United States exchange office as is done in the case of registered mail for foreign destinations. (See sec. 1043.) As a rule such mail should be sent to New York, N. Y., San Francisco, Cal., Seattle, Wash., or Tacoma, Wash., according to the location of the vessel.

2. Registry jacket envelopes containing registered mail for United States naval vessels shall be addressed to the "Navy mail clerk" and indorsed "Navy mail."

—registry jacket envelopes, how addressed.

Sec. 1100. The exchange of registered mail between United States post offices of final dispatch, or railway mail clerks when specially authorized, and United States naval vessels, except in cases where hand-to-hand receipt and delivery can be effected, shall be made in lead-sealed sacks containing the ordinary mail, in the manner prescribed for the dispatch of registered mail in iron-lock pouches between postmasters. (See sec. 896.)

Transmission of registered mail to and from naval vessels.

Sec. 1101. As all registered matter accepted on board naval vessels must be dispatched through a United States post office, Navy mail clerks on vessels stationed abroad should, before accepting matter for registration to foreign countries nearer to the vessel than to a United States post office, advise the sender of the circuitous route which the matter must take and suggest that it be registered on shore to secure the most direct dispatch.

All matter registered on board vessels to be dispatched through a United States post office.

Sec. 1102. In Table 1 of the letter bill (Form 4072-E), which shall accompany every mail made up, the number and destination of each registered article not inclosed in a registered jacket shall be listed; if the latter is used, the number and address of the jacket, and not of its contents, shall be entered on the bill. A registered-package receipt (Form 1556) shall also be filled out and sent. (See sec. 1103.) When Navy mail clerks have been furnished with manifold registry dispatch bills (Form 3853) (see sec. 1104), triplicate sheets may be used therefrom instead of entering the registered articles on a letter bill and package receipt. When triplicate sheets of Form 3853 are used, the original bill shall accompany the registered articles, one carbon copy shall accompany the letter bill (Form 4072-E) in lieu of detailed entries on Table 1 of that bill, and the other carbon copy shall be retained in the book.

Registry lists. Table 1 of letter bills.

—letter bill.

2. The letter bill (Form 4072-E) shall be inclosed in an envelope marked "Letter bill" and attached to the packet of registered-letter mail contained in the sealed bag, or, if the registered matter is dispatched in a separate sealed sack, the envelope containing the letter bill shall be securely fastened to the neck of the sealed sack of registered mail.

—letter "F."

3. The letter "F" shall be placed on the label of the outer bag containing any registered mail in order to indicate to the postal employee first receiving the dispatch which bag contains the registered matter and the letter bill.

Hand-to-hand receipts required whenever practicable.

Sec. 1103. If a hand-to-hand receipt can be obtained, a description of all registered articles to be dispatched shall be entered on registered package receipts the same as if the articles were to be dispatched in a sealed pouch (see secs. 1102 and 1104) and receipt taken thereon immediately upon delivery of the articles.

When manifold registry bill should be used in lieu of registered-package receipts.

Sec. 1104. When an average of five or more registered articles are usually dispatched at one time, either hand-to-hand or in the same lead-sealed pouch, the manifold registry dispatch book (Form 3853) shall be used in lieu of registered-package receipts and of entry on Form 4072-E (see secs. 892, 1006, 1007, 1102, and 1103). To

Coupons of manifold bills to be returned.

secure the prompt return of coupons from registry bills, Navy mail clerks shall inclose the bill in a self-addressed penalty envelope, which shall be tied immediately under the facing slip on top of the package of "mixed" ordinary mail.

Receipt and delivery of registered mail.

Sec. 1105. Postmasters making up closed registered mails for naval vessels shall enter the same on a main-office-to-station bill (Form 07) and inclose the manifold sheet taken from that book with the registered

—on naval vessels.

mail. Upon the receipt of registered mail on board naval vessels the matter shall be checked off with the bill and the coupon at the bottom of the bill signed, postmarked, and returned, with statements of discrepancies or damage, if any, noted thereon. If registered articles are received without an accompanying main-office-to-station bill, or other form of bill, the Navy mail clerk or assistant shall make out, sign, and return a registered-package receipt (Form 1556) for the pieces received, indorsed "No bill received." (See sec. 909.) In such cases the matter

shall be recorded on the registry delivery book (Form 1547½), and report made to the Third Assistant Postmaster General, Division of Registered Mails.

See sec. 898, as to witnessing.

Sec. 1106. Receipts for registered mail delivered to the addressee or his agent shall be taken on Form 07, or on the delivery book (Form 1547½). Examination and checking of registered mail received.

See secs. 956 and 957, as to treatment of undelivered registered mail.

2. Neither Navy mail clerks nor assistants should sign the return receipts or delivery records for the addressees unless so authorized by them in writing.

Sec. 1107. If delivery of registered mail can not be made immediately upon its arrival on board a naval vessel, the Navy mail clerk shall at once notify the addressee, on Form 1525, of its arrival, and if it be not delivered within a reasonable time consistent with the movements of naval vessels, a second notice shall be served. (See sec. 933.) Issue of registry notices to addressees when mail can not be immediately delivered.

Sec. 1108. Navy mail clerks or assistants shall indorse all matter, registered and ordinary, addressed for delivery in the United States or any of its possessions, mailed on board United States naval vessels, which they have reason to believe contains matter subject to United States customs duty, with the words "Supposed liable to customs duty." Supposed liable to customs-duty matter originating or received for delivery on board United States naval vessels.

2. All letters and parcels of foreign origin, registered and ordinary, received on board United States naval vessels, which it is believed contain matter subject to United States customs duty, but are not marked "Supposed liable to customs duty," and do not show evidence of having been passed upon by United States customs officers, shall be indorsed "Supposed liable to customs duty," and if the vessel is in United States waters, treated in accordance with the provisions of section 1050 and paragraph 12, section 664. Indorsement of dutiable and suspected dutiable mail before dispatch.

3. If the vessel is in foreign waters, the articles may be delivered without the collection of any duty, but the following procedure in such cases shall be observed: Delivery of dutiable and supposed dutiable mail in foreign waters.

(a) If a sealed parcel bears a "Supposed liable to customs duty" label, the coupon shall be forwarded to the Auditor for the Treasury Department, with a nota-

tion on the back to the effect that the parcel was delivered in foreign waters.

(b) If an unsealed parcel is accompanied with a mail entry showing that it had been appraised by customs officers at the original port of entry in the United States, the mail shall be indorsed to show that the vessel was in foreign waters when the delivery was made, and returned to the customs officer who issued it.

Dutiable articles not to be delivered until customs charges are collected.

4. All articles of foreign origin, both registered and ordinary, either returned to United States naval vessels after appraisement or originally received unsealed, when accompanied with mail entries showing that customs duty has been assessed on their contents, if received while the vessels are in United States waters, shall be delivered to the addressees upon payment of the duty assessed; and the amount of such duty collected shall be transmitted with the mail entries by registered mail to the customs officer who issued the entries.

—disposition of duties collected.

See secs. 664 and 1050 for further information governing the treatment of dutiable and supposed dutiable articles.

Losses and indemnity. —registered and ordinary mail.

Sec. 1109. When registered mail is involved in complaints regarding loss or depredation, in cases where indemnity is provided both Form 1510 and indemnity Form 565 shall be used to expedite the consideration of the payment of indemnity. If the complaint relates to the loss of or depredation upon mail which was registered on board United States naval vessels, the "Statement to be made by the mailing postmaster" on Form 565 shall be made by the Navy mail clerk or assistant, the postmarking stamp of the vessel affixed thereto, and the affidavit of the sender should be taken before the commanding officer of the vessel, the signature of the commanding officer over his title, and his seal, if he has one, being affixed thereto. If the complaint relates to the loss of or depredation upon mail received for delivery on board United States naval vessels, the addressee's (or owner's) affidavit on Form 565 should likewise be made before the commanding officer of the vessel. If the commanding officer has no seal, the postmark of the vessel will be sufficient.

Procedure.

For detailed information concerning indemnity for losses of registered mail, both foreign and domestic, see secs. 971 to 974.

CHAPTER 2.

MAIL ORDERLIES.

Sec. 1110. The regulations of the Navy Department Mail orderlies. provide that on board ships having no mail clerks the mail shall be handled as follows:

(a) The captain shall appoint a mail orderly, giving —appointment of him authority to receive the mails from post offices and receipt for all registered articles. Sec. 441, Navy Department Regulations, ed. 1909.

(b) A book shall be kept as a part of the permanent records of the ship, in which all registered matter received, or sent to a post office, shall be entered. Registered articles shall be signed for by the persons receiving them. Those sent to a post office for registration shall be signed for by the mail orderly, who shall deliver the registry receipts to the senders, who shall acknowledge the same in the record book. This book and all other papers relative to the receipt and dispatch of registered matter shall be preserved and turned in when the vessel goes out of commission.

(c) Mails made up by mail orderlies for dispatch to post offices in the United States may contain articles for registration, as well as undelivered registered articles which are forwarded or returned. Navy Department General Order No. 121, Jan. 28, 1903.

(d) When United States postage stamps can not be obtained, the commanding officer may direct the pay officer to receive the individual amounts required for postage and registry fee, and make out a paymaster's check for the whole amount, payable to the postmaster at the post office to which the closed mail is labeled.

(e) Registered articles to be forwarded or returned shall be reregistered if practicable. Such articles, as well as those intended for registration, shall be dispatched in a penalty envelope addressed to the postmaster at the proper United States exchange office, matter too large for inclosure in such envelope being rewrapped and a penalty envelope pasted on the wrapper.

(f) The outer envelope shall contain an itemized list, on Form 4072-E or 4072½-E, of the articles intended for registration, and a request to the postmaster to register the articles and return to the vessel individual receipts to be given to the senders.

(g) Each of the articles sent to the post office for registration shall be entered in the mail orderly's book. The inclosure of the articles in the penalty envelope or wrapper and the deposit of the envelope or package in a sealed sack shall be witnessed on the mail orderly's record.

(h) The acceptance of letters and parcels for original registration on board ship shall be at the discretion of the commanding officer, and limited generally to conditions in which access to a regular post office is impracticable or difficult.

Mail orderlies to present matter at post office for registration.

Sec. 1111. Mail orderlies on vessels stationed in domestic waters should, when practicable, present the matter for registration at the nearest United States post office.

Separate sealed sacks for registered matter when necessary.

Sec. 1112. When the quantity of mail pouched to a United States post office warrants it, a separate sealed sack may be used to inclose the matter intended for registration, this sack to be placed in the outer sack containing the ordinary mail.

Procedure at post office of receipt.

2. Upon the receipt of the matter at a post office it shall be registered and individual receipts promptly mailed to the vessel, together with the signed and post-marked copy of Form 4072-E or 4072½-E.

Billing and dispatch to vessels having mail orderlies.

Sec. 1113. Registered matter for United States naval vessels served by mail orderlies shall be billed and dispatched to such vessels in the same manner as that for vessels having Navy mail clerks. (See sec. 1105.)

2. If Form 07 is not received by the mail orderly with the registered matter, the matter should be recorded on the mail orderly's record book and the receipts of the addressees or their authorized representatives obtained thereon. (See sec. 1105.)

Mail orderlies to receipt for registered mail except when restricted in delivery.

Sec. 1114. The mail orderly shall sign for all registered mail delivered or dispatched to him. If delivery is made at the post office he shall sign the sender's return receipt, if any, in the name of the addressee, followed by his own, unless the mail is restricted in delivery, in which case the addressee shall be notified to call in person or furnish a written order as may be proper. Return receipts accompanying registered matter pouched to a vessel shall be signed by the addressees or their authorized representatives.

TITLE EIGHT.

MONEY-ORDER SYSTEM.

CHAPTER 1.

GENERAL PROVISIONS.

I.—ESTABLISHMENT OF SERVICE.

Sec. 1115. 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."

Authority for establishment of money-order system.
R. S., § 4027.

"Money-order offices."

NOTE.—Sec. 10 of the act of Jan. 27, 1894, ch. 21 (28 Stat., 32), 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 ch. 5, this title, as to international money-order service.

Note.
"Limited" offices.

Sec. 1116. Any postmaster may, upon application in the form of an ordinary letter addressed to the Third Assistant Postmaster General, Division of Money Orders, have his office designated as a "money-order office."

Establishment of money-order offices.—application for.

2. All branch offices and stations shall transact money-order business. (See sec. 250.)

Branch offices and stations.

See sec. 282, as to business hours, and sec. 283, as to Sunday business.

Sec. 1117. The Postmaster General may authorize postmasters at such offices as he shall designate, under such regulations as he shall prescribe, to issue and pay money orders of fixed denominations, not exceeding ten dollars, to be known as postal notes. * * * Postal notes shall be valid for six calendar months from the last day of the month of their issue, but thereafter may be paid under such regulations as the Postmaster General may prescribe. * * * Postal notes shall not be negotiable or transferable through indorsement. * * * If a postal note has been once paid, to whomsoever paid, the United States shall not be liable for any further claim for the amount thereof.

Postal notes.
1911, Mar. 4; 36 Stat., 1340.

II.—ALLOWANCES FOR CLERICAL SERVICES AT MONEY-ORDER OFFICES.

Sec. 1118. 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

Allowance for clerks.
1894, Jan. 27, ch. 21, § 3; 28 Stat., 31.
R. S., § 4047.

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: *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.

Note.

NOTE.—The compensation of clerks in post offices of the first and second classes is based upon the classification provided by law (see secs. 297 and 298). 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.

See sec. 275, as to salaries allowed postmasters, being full compensation for money-order business.

III.—CONDUCT OF MONEY-ORDER BUSINESS.

Postmasters not to act as agents in competitive business.

Sec. 1119. Postmasters at money-order offices shall not accept from any express company, banker, banking institution, or other corporation or firm any 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 Third Assistant Postmaster General.

Employees as agents.

2. No employee of any money-order post office, or of any branch or station of such office, shall transact business of the character referred to in the preceding paragraph, except as above provided.

Correspondence.

Sec. 1120. Postmasters shall observe the following instructions in correspondence with the Post Office Department:

—with Auditor.

(a) Money-order accounts, requests for the return of paid orders, or other matters pertaining to the auditing of such accounts should be addressed directly to the Auditor for the Post Office Department. Letters should not be inclosed with accounts. In requesting the return of paid orders, postmasters shall state definitely the purpose for which the order is desired.

(b) Correspondence regarding other matters connected with money-order business should be addressed to the Third Assistant Postmaster General, Division of Money Orders, and the envelopes inclosing such communications should bear the letters "M. O. B.," written or printed.

(c) In every case the envelope inclosing a communication must bear, at the upper right corner, after the word "Contents," a brief description of the matter inclosed.

See sec. 264, as to signing of reports and papers by assistant postmasters.

Sec. 1121. Postmasters shall not incur any expense whatever on account of the money-order business without special permission from the department.

Sec. 1122. Printed official envelopes shall be used by postmasters in the transaction of money-order business.

CHAPTER 2.

ISSUE OF DOMESTIC MONEY ORDERS.

I.—GENERAL PROVISIONS.

Sec. 1123. Money orders shall be drawn on the domestic form only upon all money-order post offices in the United States and its outlying possessions or dependencies, including the Canal Zone and Philippine Islands, upon the United States postal agency at Shanghai, China, and upon post offices in the foreign countries named in Table 4, section 1189, with which the United States transacts money-order business on the domestic basis.

See Postal Guide, State list, for money-order post offices.

2. A domestic money order may be drawn payable to the person making application for issue thereof, if he so desires.

3. A domestic money order may be drawn upon the post office of issue, and be paid thereat.

4. Postmasters shall not draw money orders upon any post office in the United States not designated as a money-order office. They may be drawn upon branch post offices, but not upon stations.

Sec. 1124. Postmasters shall 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, excepting national-bank notes and silver certificates. (See sec. 333.) At post offices near the border line between the United States and Canada, however, Canadian money may be received for and used in payment of money orders, under such special restrictions as the Third Assistant Postmaster General shall prescribe.

Promissory notes, checks, etc., not accepted.

2. Promissory notes shall not be accepted in any case for the issue of money orders; but in payment therefor Government paper of any kind (disbursing officers' checks—which include disbursing postmasters' checks in payment for rural-delivery service—pension checks, Post Office Department warrants, etc.) may be received from responsible persons whose indorsement thereon the postmaster is willing to guarantee, provided such paper will be accepted at par by the depository to which the postmaster remits surplus money-order funds. Subject to these conditions, such Government paper, including Postal Savings System checks, may be cashed with surplus money-order funds, and forwarded for deposit in accordance with section 1241.

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. 333, 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 \$1—are legal tender in sums not exceeding \$10, 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 25 cents in any one payment.

Issue of money orders at branch offices and stations. R. S., § 4020.

Sec. 1125. 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 postmaster 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.

—accountability for moneys received from.

See sec. 250, as to classification of branch offices and stations; sec. 256, as to bonds of postmasters; sec. 316, as to bonds of post-office clerks.

Sec. 1126. * * * Postmasters shall not issue any money order conditioned that identification of payee, indorsee, or attorney may be waived, nor shall any postmaster pay any money order without requiring identification of the payee, indorsee, or attorney.

Waiver of identification of payee forbidden. 1899, Mar. 1, ch. 327, § 5; 30 Stat., 966.

Sec. 1127. When a money order is drawn payable to the remitter and he so desires, the issuing postmaster shall transmit a specimen of the remitter's signature to the paying postmaster on Form 6339 attached to a statement of particulars of the order or on a separate advice (Form 6006). Across the back of the coupon he shall write or stamp the words "Specimen signature of payee sent per Form 6006." When a postmaster has no Form 6339, a slip of paper bearing the specimen signature and a statement from the issuing postmaster that it is the signature of the payee may be substituted.

Identification of payee by signature.

2. When the remitter and payee are different persons, the issuing postmaster upon request shall attach a specimen of the payee's signature to a statement of particulars of the order on Form 6006 and mail the same to the paying postmaster in a sealed penalty envelope.

Specimen signature of payee.

See sec. 1149, as to identification of payee.

II.—FEES AND LIMITATIONS.

Sec. 1128. 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, § 2; 28 Stat., 30. 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 applicable also to orders drawn on post offices in countries named in Table 4, sec. 1189.

Note.

Orders drawn to correct errors. 1899, Mar. 1, § 5; 30 Stat., 966.

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.

No order issued for fraction of a cent.

3. No money order shall be issued for less than 1 cent, and no order shall contain a fractional part of a cent.

See sec. 1685, as to penalty for fraudulent issue of money orders; sec. 1686, as to penalty for issue of orders without receiving money therefor.

Aggregate of orders more than \$200.

Sec. 1129. If money orders amounting in the aggregate to more than \$200 are drawn in any one day on any one post office of the fourth class, the postmaster shall 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.

Notice to remitter.

See sec. 1234, as to drafts for payment of orders.

III.—APPLICATION AND ISSUE.

Form of applications.

R. S., § 4033. 1894, Jan. 27, ch. 21, § 7; 28 Stat., 32.

Sec. 1130. 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. 1131. The application for a money order shall be made on the printed form (No. 6001), showing the particulars required to be stated in the money order and coupon or advice.

Note.

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.

2. When the order is payable in a city the full address of the payee (street and number) should be entered in the application; but the postmaster shall not decline to issue the order if the applicant is unable to give such complete address.

—to be filed.

3. The application, after being given the same number as on the corresponding order issued, shall be filed for ready reference and preserved not less than three years.

Issue of money orders.

Sec. 1132. Money orders shall be drawn from the information contained in the remitters' applications, but shall not be drawn upon an office which is not a money-order office.

List of money-order offices.

2. The "State list" of post offices in the annual Postal Guide should be consulted by the postmaster, if necessary, for the purpose of ascertaining whether there is a money-order office at the place named in the application.

3. In entering the name of the paying office in the order the issuing official shall give also the name of the State or its customary abbreviation. The name of the office itself shall not be abbreviated.

Abbreviations.

4. The number of the order to be issued shall be entered in the space provided therefor on the application.

Number on application.

5. The serial number printed on the upper right corner of the money order and repeated on the stub, coupon, and receipt shall be used in designating the order in returns and correspondence.

Number to be given in correspondence.

6. Money orders shall be issued strictly in accordance with the instructions printed thereon and on the cover of each book of money-order forms.

Instructions for issue.

7. The date affixed to the order and its several parts by the issuing postmaster shall be the actual date of issue. (See secs. 55 and 1253.)

Date.

8. The stub shall be retained by the issuing postmaster.

Stub.

9. The coupon shall be delivered to the purchaser with the order to which it is attached, and shall be attached to the order when presented for payment. This rule applies also to orders issued on domestic forms payable in countries named in Table 4, section 1189, in which case separate advices also shall be sent.

Coupon.

See sec. 1139, as to separate advices; sec. 1142, as to money-order forms; sec. 1145, as to "not issued" forms; sec. 1141, as to signing of postmaster's name by clerks.

Sec. 1133. An order shall 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. Payable to one person or firm only.

2. If only the surname of the payee be given by the purchaser the postmaster shall decline to issue the order unless the payee's street address and house number be given for entry with the surname in the coupon; but the order may be issued without street address—

If only surname given, order not to be issued.

(a) If the single name given is the business name of the payee, as "Mason's," "Johnson's Store," or "Madam Saville."

Exceptions.—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," or "Cashier, First National Bank."

—official titles.

—members of religious orders.

(c) If the payee is designated by a name adopted under membership in a religious order, the name and address being so combined as clearly to indicate the person intended, as "Sister Theresa, Academy of Visitation," or "Brother Joseph, St. Anseimo's College."

Orders not to be drawn on stations.

3. Money orders may be drawn on branch offices but not on any station. If an application be made for an order to be drawn on a station, the order shall be drawn on the post office only and the name of the station omitted; but orders presented at stations may be cashed under the same rules as govern payments at the main office.

—cashed at stations.

Record of money orders.—to include all particulars, and subsequent section.

Sec. 1134. Postmasters shall promptly record in the "Register of 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 shall 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. 1252, as to "Register of orders issued."

IV.—ERRORS AND CHANGES.

Error in order.

Sec. 1135. If a postmaster has actually drawn and issued an order on a place at which there is no money-

Recall of order.

order post office he shall endeavor to recall it, and if returned shall treat it as repaid to the remitter or payee,

Repayment in money or by new order.

as the case may be. If it is presented by the remitter it shall be repaid to him either in money or by the issue of a

Fees for new order.

new order on a money-order office; if repaid in money the postmaster shall refund the fee from his private funds;

if repaid by issue of a new order the postmaster shall pay the fee therefor out of his own funds. If the irregular

order is returned by the payee to the postmaster, the latter shall charge himself with the additional fee, and

replace the order by issuing another for the same amount, on such money-order office as the payee may designate,

and shall mail the new order to him without charge for postage. In such case, if the payee has not receipted the

Treatment of irregular order.

irregular order, the postmaster, in his official capacity, may receipt it for him, writing across the back of it the

words "Repaid to payee by issue of order No. —."

2. When an error of any kind has been made in drawing a money order, and is not discovered until after the same has been delivered to the purchaser and its issue made an item of account, the order, in the event of its return in consequence of such error, shall be treated as repaid to the remitter, or to the payee intended, as the case may be; and if the postmaster was at fault he shall refund the fee from his private funds or pay out of his own funds the fee for a new order issued in lieu of repayment in money, as may be desired by the remitter or payee. (See secs. 1164 to 1166.)

Sec. 1136. If, before it has been taken from the post office, or its issue made an item of account in the cash-book and register of orders issued, an order regularly drawn is returned by the remitter with request for a change in the place of payment, or for any other change therein, such order shall be treated as "Not issued" (see sec. 1145) and a new order issued in its stead, drawn upon such money-order office as the remitter may designate. A new application, however, must be filed, and the words "Not issued" written across the face of the first application; and if there is a change in the amount of the order the difference in fees, if any, shall be paid by the remitter or refunded by the postmaster, as the case may be.

Sec. 1137. 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.

2. If, after it has been taken from the post office and its issue made an item of account in the cashbook and register of orders issued, an order regularly drawn is returned by the remitter with request for a change in the place of payment, or for any other change therein, the postmaster, provided it has not become invalid by reason of age (see sec. 1178), shall first require that it be duly receipted, and then, treating it as repaid, shall issue a new order in its stead, exacting the usual fee therefor.

See sec. 1164, as to repayments.

V.—ADVICES.

Advices.
—form to be used.

Sec. 1133. Form 6006 shall be used for "second advice" of an order drawn upon an office in any country named in Table 4, section 1189, and for "separate advice" of a domestic order payable in the United States, when called for because of discrepancy in amount or in name of payee or for other reason.

Advices.
—separate or second, when necessary.

Sec. 1139. When the issuing postmaster receives from the paying office a request for a separate or second advice he shall carefully examine the remitter's original application, and if the particulars therein agree with those reported by the office drawn on as given in the order and coupon, he shall make out a separate or second advice accordingly, on Form 6006, and promptly mail it to the paying postmaster. If, however, the application differs, the issuing postmaster shall, if practicable, consult the remitter; and, in case it is found necessary for the latter to amend the application, shall fill in and mail an advice agreeing with the application as amended.

Discrepancies.

Remitter consulted.
Application amended.

Remitter to request amendment.

2. When the name in the coupon differs from that of the party claiming to be the payee intended, the postmaster drawn upon shall advise the holder to write to the remitter and to request him to make such amendment in his application as may be necessary to enable the issuing postmaster to furnish a correct separate or second advice.

Remitter not found.

3. If the remitter can not be found the issuing postmaster shall fill out an advice (Form 6006) from the application as it is, and mail it after writing thereon the words "Remitter not found" and adding thereto any information in his possession which may be of use to the paying postmaster.

Record of advice furnished.

4. When a separate or second advice is furnished, the fact, with date of the transaction, shall at once be noted on the application and opposite the entry of the order in the register of orders issued.

VI.—MONEY-ORDER DATING STAMPS AND SIGNATURES TO MONEY ORDERS.

M. O. B. stamps.
—use of.

Sec. 1140. The special dating stamp, known as the "M. O. B." stamp, shall be used for stamping money orders and advices and upon requisitions for money-order supplies, but shall not be used in postmarking letters.

—not to be used.

2. When a M. O. B. stamp is lost, stolen, or destroyed, the ordinary postmarking stamp may be used in transacting money-order business until a new M. O. B. stamp has been procured. —when lost, ordinary stamp may be used.

Sec. 1141. The postmaster may authorize any clerk employed in his office to sign his name to money orders and advices. The name of the postmaster shall be written, not stamped, and underneath it the clerk shall write his own initials. Signature of postmaster to orders. —by clerks, may be authorized. —how written.

2. An acting postmaster may authorize clerks in his office to sign his name to money orders and advices the same as a postmaster. Acting postmasters, signatures.

3. When 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 shall 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 charge of the office, select the clerks who shall be authorized to issue and sign money orders. Signing of orders when assistant postmaster or clerk in charge of office. —to be in name of postmaster.

See secs. 256 and 316, as to bonds of postmasters and clerks; sec. 263, as to acting postmasters; secs. 265 to 268, also 1236, as to performance of duties of office during temporary absence of postmasters; sec. 264, as to signing of papers, etc., by assistant postmasters in name of postmaster.

VII.—TREATMENT OF MONEY-ORDER FORMS.

Sec. 1142. 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. Money-order forms. R. S., § 4034. 1894, Jan. 27, ch. 21, § 9; 28 Stat., 32.

2. The Postmaster General shall prescribe the forms for the issue of money orders. No order valid unless on regular form.

See sec. 1688, as to penalties for issue of advertisements, circulars, business or professional cards, etc., in likeness of money order. Who prescribes. 1899, Mar. 1, ch. 327, § 5; 30 Stat., 966.

Sec. 1143. Postmasters shall 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. Safety of forms. —postmasters responsible.

Theft of forms. 2. In case of theft of money-order forms the postmaster shall promptly notify the post-office inspector in charge of the division in which the office is located, also the Chief Inspector, and the Third Assistant Postmaster General, Division of Money Orders, giving the serial numbers of the stolen forms.

Blank forms. Sec. 1144. Forms for money orders, with attached coupons and receipts, shall 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 his money-order accounts.

—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 Third Assistant Postmaster General, Division of Money Orders.

—omitted. 4. When a form is omitted from any book the postmaster shall make a note of the fact opposite the proper consecutive number in the account 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. Defective or mutilated forms with the corresponding coupon and receipt shall be treated as "Not issued." (See sec. 1145.)

—duplicated. 6. Where two forms bear the same number, one of them shall be canceled by writing across the face thereof the words "Number duplicated," and be sent, with the corresponding coupon and receipt, to the Third Assistant Postmaster General, Division of Money Orders.

"Not issued" forms. Sec. 1145. A form shall be treated as "Not issued"—

—defined. (a) When a mistake is discovered in it before it is delivered to the remitter.

(b) When a mistake is discovered in it after delivery to the remitter, but before it has been taken from the post office or its issue made an item of account in the cashbook and register of orders issued.

(c) When order, coupon, or receipt, through defective printing, mutilation, or disfiguration, is not fit for use.

—disposition. 2. A form included in any of the classes named above shall be canceled by writing across the face of the order, of the coupon, and of the stub, and opposite an entry of the number in the register, the words "Not issued." The spoiled order shall be sent to the Auditor with

money-order account; the coupon shall be filed with the coupons of paid and repaid orders; the stub shall be left in its place between the covers; and the receipt form shall be destroyed.

See sec. 204, as to attaching "Not issued" forms to accounts.

3. No fee shall be charged for a "Not issued" order. —no fee chargeable.

CHAPTER 3.

PAYMENT OF DOMESTIC MONEY ORDERS.

I.—GENERAL PROVISIONS.

Sec. 1146. The regulations embodied in this chapter relative to payment of money orders apply in general to money orders issued in outlying possessions or dependencies of the United States, at the United States postal agency at Shanghai, China, and in the several foreign countries enumerated in Table 4, section 1189, with which the United States exchanges money orders on the domestic basis, as well as to domestic money orders issued in the United States. Application of regulations as to payment. Foreign countries.

Sec. 1147. Postmasters shall provide as far as possible for the prompt payment of money orders on presentation, and when necessary shall make prompt application to the Post Office Department for additional funds. Prompt payment of orders.

2. A postmaster who has sufficient funds, whether arising from the issue of money orders or from postal receipts in his hands, shall not refuse to pay money orders drawn upon his office. —not to be refused.

See sec. 1231, as to transfer of postal funds to money-order account; secs. 1234 to 1236, as to applications for drafts for payment of money orders and credit on New York; sec. 1237, as to supplying funds at stations.

Sec. 1148. The postmaster shall not take credit in his accounts for payment of money orders drawn upon post offices other than his own, nor may he cash money orders not drawn upon his own office unless a mistake has evidently been made by the issuing official in designating the place of payment, as in naming the wrong State or Territory, or an office not authorized to transact money-order business, or a place at which there is no post office. The postmaster cashing such money order should exact a guarantee that in case it afterwards appear that a Payment of orders forbidden at office not drawn upon.

duplicate thereof has been duly issued the amount advanced by him on the original shall be refunded. If such money order is not of very recent date, unless the holder can be fully relied upon to refund the amount in case it shall afterwards appear that a duplicate has been issued and paid, the postmaster should decline to cash the same until he can assure himself by correspondence with the department that a duplicate thereof has not been and will not be issued, and that he may therefore cash the original for the owner. Having cashed a money order thus defective, the postmaster shall transmit it (with coupon) to the Third Assistant Postmaster General, Division of Money Orders, to be exchanged for a departmental money order drawn in his own favor under the provisions of section 1128, or, under instructions given him by the Third Assistant Postmaster General, in order that it may there be treated as repaid, shall send it to the postmaster at the office of issue, per Form 6588, bearing request for reimbursement.

Name of paying office misspelled.

2. Payment of a money order may be made on due presentation, and credit therefor may be taken at the office meant, when the name thereof in the money order is only slightly misspelled, or in such case as where "Balto." is given in place of Baltimore, "Cin." in place of Cincinnati, "Kans. City" in place of Kansas City, "N. Y." in place of New York, "Okla." or "Oklahoma City" in place of Oklahoma, or "Phila." in place of Philadelphia. Irregularities of this kind shall be reported by the paying postmaster to the Third Assistant Postmaster General, Division of Money Orders.

Precautions in paying orders. Examination of order, etc.

Signature of payee or person authorized to receive payment.

Order issued on Sunday.

Amount not paid until order is presented.

Identification of applicant for payment.

Sec. 1149. When a money order is presented for payment the postmaster shall examine it to see that it is properly drawn, signed, and stamped; that it corresponds exactly with the coupon, and that it is signed by the payee or by the person authorized by the payee to receive payment. The postmaster shall not refuse to pay a money order issued on Sunday if it be regular in other respects.

2. The amount of an order shall not be paid until the original order, or a duplicate thereof issued by the department, is presented.

3. Unless the applicant for payment is personally known by the postmaster or paying clerk to be the right-

ful owner of the order, he should be required to prove his identity.

See sec. 1127, as to payee who is also remitter and as to specimen signatures sent as aids to identification.

4. If the payee or the person applying for payment be unable to write, his mark shall be witnessed in writing, in the presence of the postmaster, by a person known to the latter. Neither the postmaster nor the paying clerk shall act as witness. If applicant unable to write.
Postmaster not to act as witness.

5. 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. Responsibility for wrong payment.

6. Upon payment on separate advice the advice shall be attached to the coupon and filed therewith. When the order and coupon have become separated and the coupon lost before presentation of the order, application shall be made on Form 6006 for a separate advice, upon receipt of which, if it agrees with the order and names the party claiming to be the payee, and the order is not invalidated by age, nor otherwise irregular, payment may be made, and the separate advice, with the date of payment stamped thereon, shall be filed in place of the coupon. Coupon lost, action when.

7. In case the name given in separate advice differs from the name given in the coupon as that of payee, but is that of the person or firm claiming to be the payee, and the order is not otherwise irregular, payment may be made on due presentation of the order properly receipted in claimant's own name. It will not be necessary to make any notation on the order relative to such discrepancy. (See sec. 1139.) Difference in name of payee.

8. Upon presentation of a money order for payment the postmaster shall examine it, and in case any discrepancy whatever is found between the amount written in the blocks on the right of the order and the sum named in the coupon, or between the amount written in order or coupon and the printed figures constituting the marginal check on the left of the order, the postmaster drawn on, stating the nature of the discrepancy, shall make application immediately to the issuing postmaster on Form 6006 for a correct statement of particulars or separate advice, which shall be given on the reverse of that form; and credit shall not be taken for payment in any such case prior to receipt of response to such application unless spe- Alterations or discrepancies.

cially authorized by the department. When such application is made, a memorandum thereof shall be written on the lower margin of the coupon or on the back of it by the postmaster, but he shall not retain possession of order or coupon unless he has made a payment or an advance thereon as provided in the next paragraph.

Omission of amount.

9. In case the amount is omitted in the blocks on the right of the order, but appears in the coupon, and as there entered is free of alteration and does not exceed the largest sum indicated by figures remaining attached to the marginal check, payment may be made and credit taken therefor without sending for a separate advice, provided the amount paid be written by the paying official on the face of the order, thus: "Paid \$——, amount named in coupon." Similarly, if the amount is omitted in the coupon, but appears in the blocks on the order, and as there entered is free of alteration and does not exceed the largest sum indicated by figures remaining attached to the marginal check, payment may be made and credit taken therefor without sending for separate advice, provided the amount paid be written by the paying official across the face of the coupon, thus: "Paid \$——, amount named in order." Defects of this kind, however, shall be reported to the Third Assistant Postmaster General, Division of Money Orders.

Amount expressed improperly.

10. Payment of an order shall not be withheld because the amount in the coupon is expressed wholly in figures, if the amount thus expressed is the same as that entered in the blocks on the right of the order, and does not exceed the largest sum indicated by the figures remaining attached to the left of the order. Letters, and not figures, shall always be employed to express the number of dollars in the coupon; and the paying postmaster, giving the name of the issuing office, shall report to the Third Assistant Postmaster General, Division of Money Orders, every case where figures instead of letters have been employed in the space for entry of the number of dollars in the coupon.

Discrepancies in amount.

11. In any case of discrepancy between the amount entered in the blocks on the order and that written in the coupon payment may be made on receipt of a separate advice, on Form 6006, naming either of those two amounts, even if it exceeds the largest amount indicated

by the printed figures remaining attached to the left of the order, or even if the marginal check has been entirely removed, if the order be not otherwise irregular. Pending receipt of response to request for a separate advice in such a case the smaller of the two amounts named, respectively, in the blocks on the right of the order and in the coupon may be advanced, if the payee so desires, provided it does not exceed the largest amount indicated by the printed figures remaining attached to the left of the order. For any sum thus advanced the paying postmaster shall take from the payee a written receipt, and hold the same (with the order and coupon) as representing a corresponding sum in cash until the required separate advice is received. The proper amount should then be paid, and the formal receipt of the payee be obtained on the order itself; and the order shall be forwarded in the usual way, as the voucher, with the account in which credit is taken for the payment. Across the face of the order, before it is thus forwarded, if the sum named in the blocks thereon differs from that paid, the paying postmaster shall write a statement of the amount paid, thus: "Paid \$——, in accordance with separate advice, the same being the amount named in coupon." Similarly, if the sum named in the coupon differs from that paid, he should write across the face of the coupon the words "Paid \$——, in accordance with separate advice, the same being the amount named in the order." The separate advice shall be attached to the coupon and filed therewith at the paying office.

12. In case the sum named in separate advice is less than the amount entered in the blocks on the order and that written in the coupon, and the owner of the order accepts the amount named in the advice, the paying postmaster shall write across the face of the order and of the coupon the words "Paid \$——, amount named in separate advice," and take credit for that amount. If a larger sum has been advanced under the provisions of the preceding paragraph, and the difference is not returned by the payee, the issuing postmaster shall be required to make the difference good to the paying postmaster.

13. In case the sum named in separate advice exceeds both the amount entered in the blocks on the order and that written in the coupon, the postmaster at the office

Amounts in blocks and coupon dissimilar and greater than amount in advice.

—procedure when larger amount has been advanced.

Amounts in blocks and coupon dissimilar and less than amount in advice.

drawn on shall report the facts by letter to the Third Assistant Postmaster General, Division of Money Orders, stating what amount is entered in the order, what amount is written in the coupon, what amount is indicated by the marginal check, and what amount has been paid, if any, and await instructions.

Improperly stamped.

14. Payment of a money order shall not be refused because the issuing postmaster impressed the coupon with a stamp other than the M. O. B. stamp. If the issuing postmaster has inadvertently affixed his stamp at the place for the stamp of the paying office on the order, payment may yet be made; the impression of the former stamp may be covered by pasting over it a piece of paper bearing the impression of the latter. In like manner, when an order bears on its face, instead of on its back, the stamp of another office at which it has been cashed for the payee and from which it is received with request for reimbursement of the postmaster, the stamp of the office drawn on, or the stamp of the office of issue, according to circumstance, may be affixed and the order treated as paid or repaid thereat.

Omission of stamp in coupon.

15. An order may be paid notwithstanding the absence of stamp in the coupon, if the date of issue be not lacking in the order itself; also notwithstanding the absence of date in the order, if the stamped date be not lacking in the coupon. When the date is lacking in both order and coupon, the postmaster drawn on shall immediately address a letter of inquiry (Form 6006) to the issuing postmaster. If both the order and coupon are regular in all other respects, the postmaster at the paying office may, if the payee is known to him to be a responsible person, advance the amount of the order and hold the receipted order as cash until in receipt of the required separate advice, properly stamped and dated. The order may then be treated as paid if not invalidated by age.

Omission of remitter's name.

16. In case of omission of the name of the remitter application shall be made promptly for a separate advice supplying that particular, if desired by the payee. Payment may be made, however, on due presentation of the order if it be not otherwise defective. It will not be necessary to call for a separate advice when address of the payee is missing if the postmaster at the office drawn on is satisfied that the party presenting the order is the payee

therein named and intended or is the rightful owner thereof and the order is found to be regular in all other respects.

17. Any signature of the payee not inconsistent with the name given in the coupon may be accepted by the paying postmaster as sufficient, provided he is satisfied that it is the genuine signature of the payee intended. Signature of payee.

18. When an order is issued in favor of a married woman, she should be described in the application and in the coupon by her own given name, and not that of her husband, if the former name is known to the remitter. The postmaster drawn on, however, in any case where a married woman, payee of an order, is described in the coupon by her husband's given name, may pay the order on due presentation, after causing her to write the husband's name, or to incorporate that name with her own in signing the order. Signature of married woman.

19. An order drawn in favor of a public officer or officer of a corporation, company, or association, as such, may be paid to his successor, if presented by the latter, who, in receipting for same, shall be required to indicate in writing the capacity in which he acts, thus: "William Jones, treasurer, successor to George Thompson." Signature of officer.

20. When the payee is a society or corporation, the person who has authority to receive payment of moneys due such payee shall receipt the order in his official capacity, and, if occasion arises, the postmaster may require satisfactory proof of such authority. When payee is a society or corporation.

21. The paying postmaster shall affix or cause to be affixed to the signature of the person receiving payment on a money order any such word or words as may be necessary to explain the right of such person to collect the amount. For instance, where an order drawn in favor of a company is paid to its local manager, the word "Manager" should be made to appear beneath or opposite his signature to the receipt. Signature of agent.

22. The use of a stamp for signature in place of written signature of payee or agent of payee in receipts on money orders drawn in favor of a business house, society, corporation, or individual receiving remittances largely in that form may be authorized by the Third Assistant Postmaster General, provided an agreement be duly executed and filed whereby the payee assumes responsibility for Stamped signature in receipt, when authorized.

unauthorized use of such stamp and engages to deposit orders so receipted, for collection, in a national or State bank designated in such agreement. A form for the agreement, furnished by the Third Assistant Postmaster General, Division of Money Orders, upon receipt of application made through the postmaster for the privilege of receipting money orders in this manner, should be used. Orders presented through a bank should bear an impression of the stamp of the bank, placed thereon conformably to provisions of section 1153.

Stamped signatures.

23. All of the requisite signatures to any money order—those of payee, indorsee, or witness to payment, as well as that of the issuing postmaster—should be written and not stamped. When, however, an order is drawn or made payable to a firm, corporation, or association, the name of the firm, corporation, or association may be stamped, provided that beneath it the signature of the person receiving payment or executing the indorsement in their behalf be written.

Use of titles.

24. Neither the use nor the omission of a title or prefix, such as "Dr.," "Rev.," "Prof.," "Madam," or "Mrs.," in the signature to an order shall affect the validity of the order as a voucher, and should not be insisted on by the paying postmaster, whether or not the payee is designated by such title or prefix in the coupon, except in a case of the kind mentioned in paragraph 22.

Paid money orders to be stamped and recorded.

Sec. 1150. After payment of an order the date of payment shall immediately be stamped upon the order and coupon, or advice, and also entered opposite the record of the order in the register of advices received and orders paid.

See sec. 204, as to attaching paid orders to accounts as vouchers.

Department not responsible after payment.

Sec. 1151. After an order has once been paid at a money-order office, by whomsoever presented, the department will not consider any further claim therefor, but in case of wrong payment it will endeavor to recover the amount for the owner, provided such wrong payment did not result from the fault of the remitter, payee, or indorsee.

Recovery of amount in case of wrong payment.

II.—PAYMENT OF ORDERS TO OTHER THAN PAYEES.

Sec. 1152. 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.

Transfer of orders.
R. S., § 4037.
—upon payee's indorsement.

More than one indorsement invalidates order.
Invalid order, how paid.

See sec. 1173, as to payment by duplicate of order invalidated by more than one indorsement.

Sec. 1153. A money order shall 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.

Payment to others than persons named.
—on indorsement.

—on power of attorney or order.

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.

—upon assignment.

3. In case of the death of the payee the money order shall 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

—in case of death of payee.

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 shall be paid to the legal representative thereof. (See sec. 613.)

Bank indorsements.

5. The stamp impressions which banks ordinarily place upon orders left with or sent to them for collection shall not be regarded as indorsements transferring ownership of the orders or within the meaning of the statute which forbids more than one indorsement. (See sec. 1152.) Though all or a part of any such impression is spread on the back of the coupon, the order may be paid, separated, and employed as a voucher in the usual manner. If the back of the coupon is so covered with bank-stamp impressions that no room is left on it for the stamp of the paying office, the date of payment may be stamped on the face of the form, over and upon the word "Coupon."

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, after he shall have received it, and the inconsistent indorsements may be canceled.

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 may 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," and inconsistent or unnecessary signatures or indorsements may be canceled.

Substitution of name written in error by payee or remitter.

8. The payee or the remitter of an order (but no one else) may 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.

9. 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 guaranty 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 indorsee 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 coupon.

10. 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. 1164.)

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.—PAYMENT OF ORDERS, WHEN REFUSED.

Sec. 1154. Payment of money orders shall be withheld under the following circumstances:

(a) When the order is presented after the expiration of one year from the last day of the month of its issue.

See sec. 1178, as to payment of such orders.

(b) When the person presenting the order is a second or subsequent indorsee.

See sec. 1173, as to payment of orders more than once indorsed; also sec. 1153, as to disregard of indorsements when presented by original payee; sec. 1164, when presented by remitter for repayment.

2. 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 false or fraudulent pretenses, representations, or promises, the case, together with the proof furnished, shall be forwarded to the Third Assistant Postmaster General, Division of Money Orders. Where the payment of a money order is not forbidden by the Postmaster General under the

provisions of section 1155, the payee is entitled to payment, notwithstanding the protest of the remitter of the money order, and the remitter of the money order can not forbid the payment of it by any notice to the post office 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; 26 Stat., 466.
—forbidden, when.

Sec. 1155. 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, representations, 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.

See sec. 482, as to punishment for mailing lottery matter; secs. 485 and 1707, as to mailing fraudulent matter; sec. 1205, as to international money orders.

Payment by issue of a new order.

Sec. 1156. 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 shall decline to comply with this request, and shall notify the payee that he will, if desired, issue a new order, drawn in favor of the latter, and payable at any money-order office which he may designate, for the same amount, less the fee for the new order.

If payee declines new order.

2. If the payee declines, in a case of this kind, to consent to the issue of a new order in his favor, the postmaster shall return to him the receipted or indorsed order.

3. If an order which has been indorsed to another person is sent by the indorsee with request for a new order, the postmaster, unless satisfied as to the genuineness of the signature to the indorsement, shall return the order to the sender and advise 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: "Indorsement guaranteed, P. M." followed by the stamp of the office.

Payment by new order, at request of indorsee.

Signature to be guaranteed.

4. When a money order is paid by the issue of another one the postmaster shall write across the coupon or advice of the paid order the words "Paid by issue of order No. —," giving the serial number of the new one.

Notation on coupon or advice.

IV.—COUPONS AND ADVICES AT PAYING OFFICES.

Sec. 1157. Every advice received from a country named in Table 4, section 1189, shall be examined by the postmaster immediately upon receipt thereof; and if another office is designated therein as the paying office he shall write the word "Missent" on the upper margin of the advice, stamp the date of receipt on the face thereof with the M. O. B. stamp, and mail it to its proper designation, or forward it to the Third Assistant Postmaster General, Division of Money Orders.

Defects in advices.

2. If an original advice bears a date indicating unusual delay in receipt thereof the postmaster shall examine his file of advices and coupons of paid orders; and if he finds that the order has already been paid on a "second advice," the original advice should be attached to the "second advice" and filed without further action.

Delayed advices.

3. Advices of orders drawn on offices not authorized to transact money-order business shall be returned to the post office of issue or forwarded to the Third Assistant Postmaster General, Division of Money Orders, after the postmaster receiving the same shall have written thereon the words "Not a money-order office."

Advices drawn on nonmoney-order offices.

Sec. 1158. Upon presentation for payment of a money order issued in a country named in Table 4, section 1189, if no advice thereof has been received, a letter of inquiry (Form 6006) calling for an advice shall be addressed to the issuing postmaster, and a record of the same, with date thereof, be made opposite an entry of particulars of

Missing advices.

—inquiry for.

the order in the register of advices received, or (at a first or second class post office where the filing system has superseded the use of registers) on a "dummy advice" (Form 6647), to be filed with advices of unpaid orders.

Examination of files upon receipt of second advice.

2. Upon receipt of a "second advice" the register and file of advices (of paid as well as unpaid orders) shall be carefully examined, and if an advice corresponding thereto has not already been received, the "second advice" shall be treated as if it were the original advice.

Second advice naming another paying office.

3. If a "second advice" is received which gives the name of another office as the one drawn on, the postmaster shall make report of the facts to the Third Assistant Postmaster General, Division of Money Orders, and await instructions from him.

Correspondence to be filed.

Sec. 1159. The correspondence regarding a money order is a part of the official record, and shall be filed with the coupon or advice. Postmasters shall not destroy any of such correspondence until the coupon or advice of the order to which it relates is destroyed under the provisions of section 362.

Second advice to be recorded and filed.

Sec. 1160. When a separate or second advice is received, correcting the name of payee or amount, the entry in the register shall be made to read accordingly, and the separate or second advice shall be attached to and filed with the coupon or original advice.

Coupons and advices to be filed.

Sec. 1161. As soon as practicable after the close of each day's business all coupons of money orders paid and all advices received during the day shall be filed in proper order, alphabetically, according to names of issuing offices and State or country of origin, or under numerical arrangement according to number of office of issue. The advices of unpaid orders shall be kept separately from the advices and coupons of paid orders.

Paid coupons and advices.

Sec. 1162. Coupons and advices of paid-money orders shall be retained on file for a period of not less than three years, at the expiration of which time they may be disposed of as "waste paper." (See sec. 362.)

Advices of invalid orders.

Sec. 1163. Advices of orders issued in the countries named in Table 4, section 1189, when they become invalid by reason of age—that is, when not paid within one year from date of issue of the orders—shall be forwarded to the Third Assistant Postmaster General, Division of Money Orders.

CHAPTER 4.

REPAYMENT OF, AND DUPLICATE, MONEY ORDERS—
PAYMENT OF INVALID ORDERS BY WARRANT.

I.—REPAYMENT OF DOMESTIC ORDERS.

Sec. 1164. 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.

Repayment upon application of remitter.
R. S., § 4039.
Fee not to be returned.
Repayment made, when.

2. A domestic money order may be repaid if the holder receipts it and presents it at the post office within one year from the last day of the month of its issue; and it shall not be repaid within that period if a duplicate of it has been issued, or if it is presented by anyone other than the remitter or payee or first indorsee.

3. When an order is presented by the remitter for repayment within the period of its validity repayment shall be made if there is sufficient space for his signature below or near the words "Received payment," and inconsistent signatures or indorsements thereon should be crossed out with pen and ink.

Repayment to remitter.

Inconsistent signatures.

4. Immediately after repayment of a money order the date of repayment shall be stamped on the face of the order and on the back of the coupon, with the M. O. B. stamp, and entered in the register of orders issued. The coupon shall be detached and filed with the coupons of paid orders. If the order was drawn upon an office in a country named in Table 4, section 1189, notice of the repayment shall be sent to the postmaster at that office on Form 6036, recalling the advice, which, upon its return to the issuing office, shall there be filed with the coupon or with the application on which the order was issued. Credit for the repayment shall be taken in money-order cashbook and the postmaster's account, and the order be forwarded to the Auditor as a voucher by the issuing postmaster without awaiting return of the advice.

Date of repayment.

Recall of advice.

5. When the notice is received from the issuing postmaster of repayment of an order issued in one of the countries referred to in the preceding paragraph, the postmaster at the office drawn on shall return the corresponding advice to the issuing office, provided payment has not been made by means of a duplicate order. If

Return of advice on notice of repayment.

the advice is not in the possession of the postmaster at the office drawn on, he shall mail to the issuing office a certificate to that effect on Form 6028, or in manuscript if he has no form of that kind. The notice of repayment shall be filed with the advices and coupons of paid orders, and a note of the fact and date of repayment shall be made opposite the entry of the order in the register of advices received and orders paid.

See sec. 1173, as to money orders in the hands of a second or any subsequent indorsee; sec. 1178, as to the issue of warrants for amounts of orders which have become invalid by reason of age.

Repayment to agent of remitter.

Sec. 1165. A money order may be repaid by the issuing office to such person as the remitter may designate by his indorsement thereon, substituting the word "Remitter" for that of "Payee" where the latter occurs in the printed form for indorsement, or by giving a separate written order addressed to the postmaster and to be filed at the post office. The person receiving repayment as agent designated in separate written order shall receipt the money order as such, indicating beneath his signature the capacity in which he acts.

Repayment to payee or his indorsee.

2. When a money order drawn on another office is presented at the issuing office by the payee, or by a person to whom it has been indorsed by the payee, and has been properly receipted, the issuing postmaster may pay the order, and take credit therefor, using the order as a voucher, if he is satisfied as to the identity of the person representing himself to be the payee, or the genuineness of the signature purporting to be that of the payee in the indorsement, as the case may be.

Record of repayments.

Sec. 1166. In the case of every repaid order, across the face of the remitter's original application, and in the column of "Remarks," against the entry of the order in the register of orders issued, the issuing postmaster shall write the date of repayment and the words "Repaid to remitter," "Repaid to payee," or "Repaid to indorsee," as the case may be.

II.—DUPLICATE ORDERS—APPLICATION AND ISSUE.

Lost valid orders.

R. S., § 4040.
1864, Jan. 27, ch. 21, § 11; 28 Stat., 33.
—payment by duplicate.

Sec. 1167. 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, providing 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.

Sec. 1168. 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 filed in by the postmaster, who, after signing the certificate on the back, shall mail it to the postmaster at the office of issue, or of payment, as the case may be, for his certificate, after which it shall be sent to the Third Assistant Postmaster General, Division of Money Orders.

Duplicate of lost valid orders.

—application for, how made.

See sec. 1178, 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 and duly filed in the department.

Duplicate payable to whom.

Consent of payee or indorsee.

3. The written consent of payee or indorsee to the repayment by duplicate to the remitter of a lost order shall bear a certificate as to its genuineness from the postmaster at the place where the payee or indorsee resides. Issuing and paying postmasters shall 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 the application for duplicate. A blank bond of indemnity, in a penal sum of double the amount of the lost order, shall then, if necessary, be sent the remitter for execution and return 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 shall establish a valid adverse claim to the original order, the amount paid on the duplicate shall be refunded to the department upon demand.

Certificate of genuineness of such consent.

If payee is dead.

Bond of indemnity.

Remitter or payee refuse consent.

4. When an application is made by the remitter of a lost order for a duplicate thereof payable to himself, if the payee will not sign consent to repayment the postmaster at the office drawn on shall return the application, with a statement thereon to that effect, to the issuing postmaster, who shall then notify the remitter and suggest to him that he change the application so that the duplicate shall be drawn payable to the payee. If the remitter declines to do so, the postmaster at the office drawn on shall be notified of that fact in writing on the same application. The latter, after certifying it, shall transmit such application to the department, unless he has already received and forwarded an application from the payee for a duplicate to be issued in place of the same order, in which case he shall return the remitter's application with a statement to that effect.

Application from payee.

5. An application for a duplicate of a lost order may be accepted by the postmaster drawn on from the payee if he can give the particulars thereof, and without certifying it, the postmaster shall mail the application to the issuing postmaster, who, after certifying the same, if repayment has not been made, shall return it to the paying postmaster, for certification by the latter, and for transmission by him to the department, if meanwhile the original shall not have been presented and paid.

Certain foreign countries.

6. Applications originating in the United States for duplicates of lost orders issued at or drawn upon post offices in any of the countries named in Table 4, section 1189, shall be forwarded directly to the Third Assistant Postmaster General, Division of Money Orders.

Application for duplicate order at issuing office.

Sec. 1169. When an application for a duplicate of a lost order is received at the office where the order was issued, the postmaster shall compare the particulars of the order as entered in the application for duplicate with the remitter's application on which the order was issued, to see if the number and all other particulars are correctly given, and particularly whether the order should have been drawn on the office named in the application for duplicate as paying office. The register of orders issued shall also be examined for any record of repayment before a certificate of nonrepayment is given. When the application for duplicate is certified at the issuing office, the following should be written or stamped across the remitter's original application and opposite the

Examination and comparison.

entry of the order in the register: "Duplicate applied for in favor of ----- (remitter or payee, as the case may be), -----, 19... Original not to be repaid." The issuing postmaster shall enter correctly the number of his office in the upper left corner of the application.

Sec. 1170. When application for a duplicate of a money order alleged to be lost is received at the paying office of issue, the postmaster, before executing the certificate as to nonpayment of the original, shall examine all entries in the register of advices received and orders paid subsequent to the date on which the order was issued, and shall also examine his file of coupons and advices of paid orders to ascertain whether or not payment has already been made on the original or a duplicate thereof. If he finds that the order has not been paid, he shall execute the required certificate to that effect and forward the application to the department. If it was issued in the United States, copying from the application for duplicate, he shall (without making any payment on the application) prepare and file with his coupons of paid orders a description of the lost order, on Form 6002-a or 6006, upon which he shall make a memorandum as follows: "Duplicate applied for in favor of ----- (payee or remitter), -----, 19...", the date to be inserted being that of the certificate. A similar entry shall also be made in the register of advices received and orders paid. If the order was issued in any one of the foreign countries named in Table 4, section 1189, with which the United States transacts money-order business on the domestic basis, like memorandum shall be made on the advice. Particular care shall be taken to avoid mistake in writing the amount on Form 6002-a or 6006 and in the register. If it is found that the original order has been paid, the application shall be returned to the issuing postmaster with a statement to that effect, giving date of payment.

Sec. 1171. The issuing postmaster shall not accept an application for a duplicate order to be issued on account of loss of the original until sufficient time for receipt of acknowledgment from the payee has elapsed, unless it is known that the original has been lost or destroyed or has gone astray. Proof of actual loss need not be required. If the remitter has not received a response in any form

Application for duplicate at office of issue.

Examination of records.

Certificate.

Record at paying office.

Order issued in foreign country.

Original order paid.

Duplicate order.—application, when made.

from the payee within a reasonable time from date of issue of the money order, the issuing postmaster may, at the remitter's request, address an inquiry on Form 6193 to the paying postmaster for the purpose of ascertaining whether or not the order has been presented and paid.

Inquiry to paying office.

Sec. 1172. When a money order alleged to have been lost comes 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 shall notify the Third Assistant Postmaster General, Division of Money Orders, who may authorize the payment or repayment, as the case may be, of such original order, provided no duplicate has been issued in lieu thereof. If such duplicate has been issued, the postmaster to whom the order is presented shall 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.

Recovery of lost order.

Payment of, before duplicate is issued.

Cancellation of, after duplicate is issued.

Sec. 1173. An original or duplicate money order bearing more than one indorsement is invalid in the hands of anyone other than the remitter, payee, or first indorsee. (See sec. 1152.) The holder of such an order, if he is the second or any subsequent indorsee, to obtain the amount thereof, must 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 indorsements.

Payment of orders invalidated by indorsements.

See sec. 1153, as to payment to payee or first indorsee when order has been more than once indorsed.

2. Applications for a duplicate of an illegally indorsed or mutilated or defaced money order shall be made on Form 6002, and may be received at either the issuing or paying post office. The coupon as well as the order itself shall be forwarded with the application to the Third Assistant Postmaster General, Division of Money Orders. If the application is made through the office at which the order was issued, a record of it shall be made as provided in section 1169. If the application is made through the office drawn on, the postmaster thereat shall place in his files a memorandum thereof as provided in section 1170.

Applications, how made.

Sec. 1174. Duplicate orders shall be issued only by the department. Postmasters shall not issue them under any circumstances. (See sec. 1167.)

Issue of duplicate orders.

Sec. 1175. A duplicate money order shall be drawn only upon the office where the original was issued, or upon the office on which the original was drawn. When the payee of a duplicate resides at a place distant from the office on which it is drawn, it may be paid by the issue of a new order for the same amount, less fee, on the money-order office nearest such payee's place of residence. He should receipt the duplicate, or indorse it to the postmaster at the office on which it is drawn, and send it to the latter with request for payment thereof by the issue of a new order, naming the office on which the new order should be drawn.

Offices upon which duplicates may be drawn.

III.—PAYMENT AND REPAYMENT OF DUPLICATE ORDERS.

Sec. 1176. Upon presentation of a duplicate of an order which was drawn on his office the postmaster shall look for the description of the original order on Form 6002-a, or Form 6006, filed as provided in section 1170, with the coupons of orders paid thereat or for the advice; and upon effecting payment shall see that record of the number of the duplicate and date of payment be made opposite an entry of the order in the register of advices received and orders paid, thus: "Paid by duplicate No., 19..." Similarly, when repayment is made on a duplicate order a note giving the number of the duplicate and the date of repayment shall be made across the face of the remitter's original application and in the register of orders issued. The coupon attached to the duplicate after being stamped with the date of payment or repayment shall be separated therefrom and filed in its proper place among other coupons of paid and repaid orders; and the duplicate order itself, stamped with the date of payment or repayment as voucher for the disbursement, must be forwarded by the postmaster, with his next money-order account, to the Auditor. The record kept on Form 6002-a, or Form 6006, or the advice, as the case may be, should be attached to the coupon and filed therewith when payment of duplicate is made at the office on which the original was drawn. Before payment or repayment is made on the duplicate particular care should be taken to see that it agrees with the record as to amount. In taking credit for such

Record of payment or repayment by duplicate.

payment or repayment in the money-order account the number of the duplicate as well as the number of the original shall be written.

See sec. 1178, as to payment by warrant when duplicate has become invalid by reason of age.

Precautions
against double
payment.

Sec. 1177. When a money order more than a month old is presented at the paying office the postmaster shall examine his file of coupons of paid orders, likewise his register of advices received and orders paid, to see if he has any record of the order, and if he finds that an application for a duplicate of the order has already been certified and forwarded he shall follow directions given in section 1172. Similarly, when an order more than a month old is presented for repayment, the postmaster shall examine the application on which it was issued, also the register of orders issued. If a duplicate has been applied for, neither payment nor repayment shall be made on the original without special authorization from the department as provided in section 1172. Postmasters and paying clerks generally shall take like precaution whenever circumstances render it advisable in the case of money orders presented within one month from date of issue. Clerks in charge of contract stations should be careful in this respect and should, in case of presentation of a money order more than a month old, make inquiry of the main office as to whether or not an application for a duplicate has there been certified, and may do so in the case of any money order of more recent issue if the interval between date of issue and date of presentation has been of such length as to suggest the possibility that such an application has been filed.

Record of ap-
plications for du-
plicates.

2. At first and second class offices, where the "Filing system" has superseded use of registers, or where payments are numerous, in addition to the memoranda to be made on advices or filed with coupons of paid orders as provided in section 1170, for the convenience of the paying clerk, a separate card record of applications for duplicate money orders may be kept on Form 6002-a or Form 6006.

IV.—INVALID ORDERS PAYABLE BY WARRANT.

Invalid money
orders.
1894, Jan. 27, ch.
21, § 4; 28 Stat.,
32.

Sec. 1178. Domestic money orders shall not be paid at the offices 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."

R. S., § 4036.
—payable only
by warrant.

—appropriation
out of which pay-
able.

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 twenty-seventh, eighteen hundred and ninety-four, of the amount of any domestic money order remaining unpaid after the lapse of three years from the date of its issue. And it shall hereafter be the duty of the Auditor for the Post Office Department to maintain a complete and permanent record of all unpaid money orders issued by postmasters in the United States, or such of its insular possessions as are amenable to the authority of the Postmaster General for payment within its own territory, such record to serve as a basis for adjudicating claims for payment by warrant of the amounts of said orders.

—more than three
years old.

1903, May 27,
ch. 206; 35 Stat.,
416.

3. A duplicate money order becomes invalid if not presented for payment within one year from the last day of the month of issue of the original.

Duplicate or-
ders.

4. The holder of an original or duplicate money order which remains unpaid after the lapse of one year from the last day of the month of issue of the original, in order to obtain payment of the amount thereof must present such original or duplicate order to the postmaster at a money-order office (not necessarily the office of issue or of payment), who shall forward it, through the postmaster at the office at which it was issued or the postmaster at the office upon which it was drawn, to the Third Assistant Postmaster General, Division of Money Orders, with an application from the holder for a warrant for the amount. The postmaster before whom the application is made shall furnish the form therefor. If the order be less than three years old the application shall be made on Form 6003-a; if three or more years old, upon Form 6003-c. Upon receipt of the application in due form at the Post Office Department, if the department is satisfied that the order has not been paid or repaid and that the applicant is entitled thereto, a warrant for the amount thereof, drawn upon the Treasurer of the United States, shall be issued without charge to the applicant and mailed to his address. The Post Office Department, however, reserves the right in all cases, before issuing a warrant for the amount of an invalid

Application for
warrant,
—proceedings
thereupon.

money order, whether to the remitter, payee, or indorsee, or legal representative, heirs, or assigns of either, to exact from him or them a bond of indemnity in a penal sum double the amount of the money order, for the purpose of securing the department against loss in the event that any other person shall establish a valid adverse claim to the order or the amount or any portion of the amount thereof.

—in case of order three or more years old.

5. In the case of an order three or more years old the postmaster before whom the application (Form 6003-c) is made, after certifying thereon that he knows the applicant to be the person he represents himself to be, that the signature to the application is the genuine signature of the applicant, and that he believes the applicant to be entitled to a warrant, shall forward the application and order together to the post office named in the order as the one drawn upon, or to the post office at which the order was issued, for certification and transmission to the department; and the postmasters at such offices shall execute the proper certificates on the application as to whether the records thereat afford any evidence of payment or repayment of the order by means of a duplicate or otherwise. The applicant also in such a case may be required to make oath before an officer duly empowered to administer oaths that the amount of the order has not been paid to him, nor, so far as he knows, to anyone else, by any postmaster, either upon the original or a duplicate thereof or otherwise, and that he believes himself entitled to a warrant. The form of such oath (Form 6003-d), when required, shall be furnished by the department, after receipt of the application thereat; also the form for the bond of indemnity (Form 6116-c) when such bond is deemed necessary.

—regulations not inconsistent to apply.

6. The regulations governing applications for and issue of duplicate money orders, where not inconsistent with the provisions of this section or section 1179, shall apply to orders which have become invalidated by age.

Lost invalid money orders. R. S., § 4040. 1894, Jan. 27, ch. 21, § 11, 28 Stat., 33.
—warrant for payment of issued on application.
—proof of non-payment.

Sec. 1179. * * * 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.

2. Application for the issue of a warrant in lieu of an order invalidated by age, which is alleged to be lost, shall be made in accordance with the preceding section. Satisfactory proof of such loss must be submitted to the postmaster, who shall transmit the same to the Post Office Department with the application for the warrant.

See sec. 1167, 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. 1178.

CHAPTER 5.

INTERNATIONAL MONEY-ORDER SERVICE.

I.—GENERAL PROVISIONS.

Sec. 1180. 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.

Establishment of international money-order service.

R. S., § 4623, 1889, Jan. 30, ch. 100; 25 Stat., 654.

Conventions. Fees. Expenses.

Sec. 1181. As far as practicable, the regulations concerning domestic money-order business shall govern the transaction of international business, except as otherwise modified herein or by special money-order conventions.

Domestic regulations, —applicable to international service, except.

Sec. 1182. International money-order business shall be transacted 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 Third Assistant Postmaster General, Division of Money Orders.

International money-order offices.

2. Applications for the establishment of international money-order service should be addressed to the Third Assistant Postmaster General, Division of Money Orders.

Applications for establishment.

3. Money orders payable in any of the countries named in Table 4, section 1189, may be issued at any post office authorized to transact domestic money-order business.

Orders payable in certain countries.

Sec. 1183. A postmaster whose office is made an international money-order office shall not be required to furnish a new or additional bond on account thereof.

New bond not required.

Notice to the public of establishment of international service.

Sec. 1184. 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. 1185. Postmasters at offices of the third and fourth classes will be allowed for clerical work 3 cents for each order issued. (See secs. 296 and 1118.)

II.—DIRECT AND INDIRECT EXCHANGE—EXCHANGE OFFICES.

Direct exchange.

Sec. 1186. Direct exchange of money orders will be made between the United States and the countries named in Tables 4, 5, and 6, section 1189.

Indirect exchange.

Sec. 1187. A few of the countries named in Tables 4, 5, and 6, section 1189, undertake to act as intermediaries in the exchange of money orders between the United States and other countries not reached by direct exchange; to keep the resulting accounts and assist in conducting correspondence relative thereto. For their services in readvising a remittance of that kind a slight deduction is made from the face value of the original order. In some cases the charge will equal 1 per cent of the sum remitted, but the average commission is about one-half of 1 per cent.

Charges.

Note.

NOTE.—The charges made by Switzerland for intermediary money-order service will be 25 centimes for each 25 francs or fraction thereof on the first 100 francs. On larger amounts 25 centimes will be deducted from the face value of each order for every 50 francs or fraction thereof beyond 100 francs; thus, on an order for 450 francs there would be a charge of 2.75 francs for its transmission to Roumania or Servia.

Exchange offices.

Sec. 1188. Where dissimilarity of language and monetary systems, or of organization and methods, necessitates that course, money orders shall be exchanged with countries abroad through the intervention of exchange offices, one, as a rule, acting for each country. To these offices all advices and coupons of issued orders shall first be sent for verification and for correction of errors. The particulars of the advices shall then be entered on descriptive lists in duplicate—one for each country—which shall form the basis of accounts. The lists shall be numbered consecutively, and each entry therein be preceded by two numbers, the serial number of the issuing office and

—descriptive lists.

that of the exchange office, the latter being technically known as the international number.

2. The following are the United States exchange offices: ^{U. S. exchange offices.}

(a) New York for all transatlantic countries in Europe—New York. and Africa; also for South and Central America.

(b) San Francisco for transpacific countries, Apia—San Francisco. (German Samoa), Japan, and the British Colonies of Hongkong (China), New Zealand, and the Commonwealth of Australia, consisting of New South Wales, Queensland, South Australia, Tasmania, Victoria, and Western Australia.

(c) Seattle, Washington, for Japan only, for all offices—Seattle. in Alaska, Idaho, Minnesota, Montana, North Dakota, and Washington.

(d) Honolulu for transpacific countries, and Apia—Honolulu. (German Samoa) for offices in Hawaii only.

(e) The postmaster at Pago Pago, Tutuila, Samoa, is—Samoa. authorized to certify his own orders to the German post office at Apia, Samoa, and to the Commonwealth of Australia.

(f) The postmaster at Guam, island of Guam, is au—Guam. thorized to certify his own orders to the German post office at Apia, Samoa.

III.—FEES—APPLICATIONS.

Sec. 1189. In issuing international orders the tables ^{Fees.} given in this section should be consulted to ascertain the proper fees and correct method of issue.

2. Fees as follows shall be charged for money orders ^{—on domestic form.} issued on domestic form:

TABLE 1.

[Payable in the United States (which includes Guam, Hawaii, Porto Rico, and Tutuila, Samoa); or payable in Bermuda, British Guiana, British Honduras, Canada, Canal Zone (Isthmus of Panama), Cuba, Mexico, Newfoundland, at the United States Postal Agency at Shanghai (China), in the Philippine Islands, or the following islands in the West Indies: Antigua, Bahamas, Barbados, Dominica, Grenada, Jamaica, Martinique, Montserrat, Nevis, St. Kitts, St. Lucia, St. Vincent, Trinidad and Tobago, and Virgin Islands.]

For orders from \$0.01 to \$2.50.....	3 cents.	—fees.
For orders from \$2.51 to \$5.....	5 cents.	
For orders from \$5.01 to \$10.....	8 cents.	
For orders from \$10.01 to \$20.....	10 cents.	
For orders from \$20.01 to \$30.....	12 cents.	
For orders from \$30.01 to \$40.....	15 cents.	
For orders from \$40.01 to \$50.....	18 cents.	
For orders from \$50.01 to \$60.....	20 cents.	
For orders from \$60.01 to \$75.....	25 cents.	
For orders from \$75.01 to \$100.....	30 cents.	

—where not issued.

3. Postmasters at domestic money-order offices shall not issue money orders for payment in any foreign country other than those enumerated above. When an intending remitter applies at a domestic office for a money order payable in any other foreign country the postmaster should direct him to the nearest international money-order office.

—on international form.

4. Fees as follows shall be charged for money orders issued on international form:

TABLE 2.

[Payable in Apia, Austria, Belgium, Bolivia, Cape Colony, Costa Rica, Denmark, Egypt, Germany, Great Britain and Ireland, Honduras, Hongkong, Hungary, Italy, Japan, Liberia, Luxemburg, Natal and Zululand, New South Wales, New Zealand, Orange River Colony, Peru, Portugal, Queensland, Russia, Salvador, South Australia, Switzerland, Tasmania, the Transvaal, Uruguay, and Victoria.]

—fees.

For orders from \$0.01 to \$2.50.....	10 cents.
For orders from \$2.51 to \$5.....	15 cents.
For orders from \$5.01 to \$7.50.....	20 cents.
For orders from \$7.51 to \$10.....	25 cents.
For orders from \$10.01 to \$15.....	30 cents.
For orders from \$15.01 to \$20.....	35 cents.
For orders from \$20.01 to \$30.....	40 cents.
For orders from \$30.01 to \$40.....	45 cents.
For orders from \$40.01 to \$50.....	50 cents.
For orders from \$50.01 to \$60.....	60 cents.
For orders from \$60.01 to \$70.....	70 cents.
For orders from \$70.01 to \$80.....	80 cents.
For orders from \$80.01 to \$90.....	90 cents.
For orders from \$90.01 to \$100.....	\$1.00.

TABLE 3.

[Payable in any foreign country not enumerated in Tables 1 and 2 above.]

For orders from \$0.01 to \$10.....	10 cents.
For orders from \$10.01 to \$20.....	20 cents.
For orders from \$20.01 to \$30.....	30 cents.
For orders from \$30.01 to \$40.....	40 cents.
For orders from \$40.01 to \$50.....	50 cents.
For orders from \$50.01 to \$60.....	60 cents.
For orders from \$60.01 to \$70.....	70 cents.
For orders from \$70.01 to \$80.....	80 cents.
For orders from \$80.01 to \$90.....	90 cents.
For orders from \$90.01 to \$100.....	\$1.00.

Tables to be consulted.

5. The foregoing tables, and Tables 4, 5, and 6, with such notices as appear in the Postal Guide, should be kept in sight, as they show the correct fee to be charged for the issue of a money order. The tables of fees printed on the back of the applications for international money orders (Form 6701) are often misleading, because of

changes made since some of such forms now in the hands of postmasters were printed.

6. Countries with which the United States maintains direct exchange of money orders on the domestic basis. Direct exchange, domestic basis.

TABLE 4.

Countries.	Form used.	Disposal of order.	Separate advice on Form 6006.	Amount, how expressed.	Fees.
Antigua.....	Domestic money order.	Mailed by remitter to payee.	Separate advice on Form No. 6006 sent by first mail to paying postmaster. In the case of Newfoundland, however, all advices are sent to the office at Sydney, Nova Scotia.	In United States currency—dollars and cents.	Same as for domestic orders. (See Table 1.)
Bahama Islands.....					
Barbados.....					
Bermuda.....					
British Guiana.....					
British Honduras.....					
Canada.....					
Canal Zone.....					
Cuba.....					
Dominica.....					
Grenada.....					
Jamaica.....					
Martinique.....					
Mexico.....					
Montserrat.....					
Nevis.....					
Newfoundland.....					
Philippine Islands.....					
Saint Kitts.....					
Saint Lucia.....					
Saint Vincent.....					
Trinidad and Tobago.....					
Virgin Islands.....					

With the exception of Cuba, Martinique, and Mexico, the English language is commonly spoken or understood in all countries in this group.

7. Countries with which business is conducted through exchange offices; payment made on original orders. —through exchange offices.

TABLE 5.

Countries.	Form used.	Disposal of order.	Advice and coupon sent to exchange office.	Written amount expressed in— ^a	Fees.
Commonwealth of Australia, consisting of—	International money order, with advice, coupon, and receipt.	Mailed by remitter to payee.	San Francisco ^b	Pounds, shillings, pence.	Table 2.
New South Wales.....					
Queensland.....					
South Australia.....					
Tasmania.....					
Victoria.....					
Western Australia.....					
France, Algeria, and Tunis..	International money order, with advice, coupon, and receipt.	Mailed by remitter to payee.	New York....	Francs and centimes.	Table 3.
Great Britain and Ireland..					
Hongkong.....					
New Zealand.....					
Union of South Africa, consisting of—					
Cape Colony.....					
Natal and Zululand.....					
Orange River Colony.....					
The Transvaal.....					
.....					
.....					

^a Amount also stated in figures in currencies of both countries.
^b Honolulu is exchange office for Hawaiian Islands.

-reissue at exchange office.

8. Countries in which payment is made on orders reissued by the exchange office of the paying country.

TABLE 6

Countries.	Form used.	Disposal of order.	Advice and coupon sent to exchange office.	Written amount expressed in— ^a	Fees.
Apia, Samoa ^b	International money order, with advice, coupon, and receipt.	Marked "Canceled" and sent to exchange office with advice and coupon.	(San Francisco	Marks and pfennigs...	Table 2.
Austria.....			New York.....	Crowns and heller....	Do.
Belgium.....		do.....	Francs and centimes..	Do.
Bolivia.....		do.....	Dollars and cents.....	Do.
Chile.....		do.....do.....	Table 3.
Costa Rica.....		do.....do.....	Table 2.
Denmark.....		do.....	Kroner and öre.....	Do.
Egypt.....		do.....	Dollars and cents.....	Do.
Germany ^bdo.....	Marks and pfennigs...	Do.
Greece.....		do.....	Francs and centimes..	Table 3.
Honduras (Republic).		do.....	Dollars and cents.....	Table 2.
Hungary.....		do.....	Crowns and filler....	Do.
Italy.....		do.....	Lire and centesimi....	Do.
Japan.....		do.....	Dollars and cents.....	Do.
Liberia.....			San Franciscodo.....	Do.
Luxemburg.....			New York.....do.....	Do.
Netherlands.....		do.....	Francs and centimes..	Do.
Norway.....		do.....	Florins and cents.....	Table 3.
Feru.....		do.....	Kroner and öre.....	Do.
Portugal.....		do.....	Dollars and cents.....	Table 2.
Russia.....		do.....	Escudos and centavos ^d	Do.
Salvador.....		do.....	Rubles and kopecks...	Do.
Sweden.....		do.....	Dollars and cents.....	Do.
Switzerland.....		do.....	Kroner and öre.....	Table 3.
Uruguay.....		do.....	Francs and centimes..	Table 2.
		do.....	Dollars and cents.....	Do.

^a Amount also stated in figures in currencies of both countries.

^b In Apia and Germany payment is made on a card order (Form 6309), which must be sent to the exchange office with the original order, advice, and coupon. Honolulu is the exchange office for Hawaii and Pago Pago for Tutuila (Samoa).

^c Seattle is exchange office for orders on Japan issued in Alaska, Idaho, Minnesota, Montana, North Dakota, and Washington. Honolulu is the exchange office for Hawaii for certification of orders on or from Japan or the British Colonies in Australia and Hongkong, China.

^d The value of the escudo is the same as that of the milreís.

NOTE.—To ascertain correct equivalent in foreign money of sums received from remitters, consult the combined conversion table. (See sec. 1190.)

Applications.—form,

Sec. 1190. Application for an order payable in a foreign country shall be made on Form 6001 if the country is named in Table 1, and on Form 6701 if the country is given in Table 2 or 3, section 1189.

Postmasters prohibited from filling in applications.

Sec. 1191. A postmaster may advise an applicant for an international order, but shall 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. 1192. The postmaster shall examine every application for an international order and require that the necessary particulars be given therein. There must be

no misunderstanding between him and the applicant in regard thereto.

2. The full name and exact address of the payee shall 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. When entered in the application form, the payee's address should be exactly the same as the superscription on a letter intended to be mailed to him. Name and address of payee.

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 in town or city.

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 soldier.

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 sailor.

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. —if a woman.

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. Interpreter.

IV.—ISSUE OF INTERNATIONAL ORDERS—ADVICES.

Sec. 1193. When an application is presented for an order payable abroad, the postmaster shall consult the tables given in section 1189. If the country of payment appear in Tables 1 and 4, the order shall be issued on the domestic form and for the same fee as if it were payable in the United States; the amount to be expressed in United States currency—dollars and cents. In every case of a domestic order drawn for payment abroad, a separate advice, on Form 6006, must be issued and dispatched by the earliest mail to the paying office. The order should be handed to the remitter with instructions to mail it to the payee. Advices of orders on Newfoundland shall be sent to the office at Sydney, Nova Scotia. Form of order. —domestic form. —separate advice.

—international form.

2. If the paying country be found in Table 5, the order shall be drawn on the international form and delivered to the remitter for mailing, because payment is made upon the original order. If payable in the British colony of Hongkong, China, or one of the postal agencies connected with it, the amount shall be expressed in United States currency. If payable in Great Britain and Ireland, or any of the British colonies in Australia or South Africa, the amount in figures shall be stated in United States money and its equivalent both in figures and words in pounds, shillings, and pence. If payable in France, Algeria, or Tunis, the amount shall be expressed in United States currency and also in francs and centimes.

—amount, how expressed.

Amount, converted by exchange office.

3. The amounts of orders drawn on the following-named countries shall be expressed in dollars and cents only, to be converted into their own currency by the exchange office of the foreign country: Bolivia, Chile, Costa Rica, Egypt, Honduras (Republic of), Hongkong (China), Japan, Liberia, Peru, Salvador, and Uruguay.

Order marked "Canceled."

4. If the name of the paying country appears in Table 6 the order shall be marked "Canceled" and mailed with the advice and coupon to the proper exchange office. In every case the "receipt" should be handed to the remitter. Payment will be effected by means of a new order issued by the receiving exchange office in the country drawn upon, except in the cases of Apia and Germany.

See Table 6, sec. 1189, for disposition of advice and for manner of expressing amount.

Cautions.

Sec. 1194. The issuing postmaster shall observe strictly the following injunctions:

Examination of application.

1. Read carefully the application presented until its terms are clearly understood. If in doubt as to the amount intended, the names and addresses of remitter and payee, especially the latter, question the applicant and obtain the required information.

Consult tables.

2. Consult the tables to determine the proper fee and form of order.

Number on application.

3. Before writing the order place on the application the same number as that on the order.

Carbon process.

4. Place the carbon sheet between the order and advice. Write the particulars legibly in the order and

receipt in such manner that the writing may be clearly reproduced in the advice and coupon.

5. Before delivering the order or receipt to the remitter, compare all the forms with the application. Compare order with application.

6. Complete the advice, taking care to omit nothing from the payee's address as given in the application. Complete advice.

7. The mistakes made most commonly by postmasters and likely to be followed by loss to them, result from failure (1) to number the application before issuing the order; (2) to enter in the advice the payee's full address, as stated by the remitter; and (3) to compare the forms with the application, after filling them up and before handing the order to the remitter. Mistakes to avoid.

Sec. 1195. If the address furnished by the remitter is not written in English script or Roman letters which can be accurately transcribed, the remitter may write in his own language the payee's address on Form 6083, which shall then be attached to the advice and mailed with it to the exchange office. This is important in the case of orders payable in countries which do not employ the English script or Roman letters, as, for instance, Germany, Greece, Japan, or Russia. If the payee resides in Russia, his name and address must not be written in Hebrew characters, as the Russian department declines to accept communications so written. Language Hebrew characters.

2. Addresses shall be plainly written and proper names correctly spelled, or at least as spelled by the remitter, if the issuing postmaster is unacquainted with the correct orthography thereof. Addresses, care in writing and spelling.

Sec. 1196. For each order payable in Apia (Samoa) or Germany the postmaster shall fill out the form called the "Card order" (Form 6309) and forward it to the exchange office with the advice and order bearing the same printed serial number. The "Card order" should be completed with absolute correctness, as payment is made thereon, and the full address of the payee must be given. "Card order." care in preparing.

Sec. 1197. In all the countries named in Table 5, section 1189, payment is made on the original order, which must designate the place of payment. Therefore the issuing postmaster shall ascertain whether the post office named by the remitter is authorized to transact international money-order business, and if not to select, Designation of office of payment.

with the remitter's assistance, the nearest office so qualified. Lists of the money-order offices in these various countries may be found in the pamphlet International List.

Indirect ex-
change, **ex-**
—orders, **how**
drawn.

Sec. 1198. In the countries named in Table 6, section 1189, with the exception of Apia and Germany, payment is effected by means of a second order issued by the exchange office in the country drawn upon which designates the office of payment nearest the payee's residence. In these cases the issuing postmaster shall enter on the receipt, coupon, and advice the name of the country drawn on, together with the payee's full address. No lists of the offices in these countries are supplied to postmasters.

Intermediary.

2. Orders intended for payment in countries named in the indirect exchange list shall be drawn on the country acting as intermediary. A list of the countries accessible through indirect exchanges may be found in the pamphlet International List.

Conversion ta-
ble.

Sec. 1199. Postmasters shall ascertain from the combined conversion table, furnished for use in issuing international orders, the amount in foreign money for which an order may be drawn on any one of the countries mentioned in the table for the sum deposited in United States money.

—nearest equiva-
lent.

2. When there is no exact equivalent in United States currency for the desired sum in foreign money, the remitter shall be required to deposit the nearest equivalent, fractions in either money being inadmissible.

—rates.

3. The following are the rates for conversion into foreign money of amounts of international money orders issued in the United States:

One pound sterling (£) equals \$4.87.

One German mark equals $23\frac{9}{10}$ cents.

One French, Swiss, or Belgian franc, or one Italian lira equals (about) $19\frac{4}{10}$ cents (\$1 equals 5.15 francs).

One Austrian or Hungarian crown equals $20\frac{4}{10}$ cents.

One Danish, Norwegian, or Swedish crown equals $26\frac{9}{10}$ cents.

One Russian ruble equals 51.46 cents (\$1 equals 1 ruble 94.33 copecks).

One Portuguese escudo equals \$1.08.

4. In all countries having sterling currency (pounds, shillings, and pence) the rate of exchange or conversion is the same as that adopted by the United States. A like rule applies to Cuba, Martinique, Mexico, Greece, Japan, and Russia.

NOTE.—The rate of conversion is fixed in many cases by conventions between the United States and the countries affected. Note.

Sec. 1200. Advices shall be dispatched by the earliest ^{Dispatch of} mail after the issue of the corresponding orders. _{advice.}

2. International advices and German card orders shall ^{Special enve-} be transmitted to the several exchange offices only in the _{velopes for advices.} special envelopes furnished for that purpose.

Sec. 1201. If a mistake in either order, advice, or receipt is observed before handing the order to the purchaser, the next following order, advice, and receipt shall be substituted therefor. Errors.

2. The spoiled blanks (order, receipt, advice, and coupon) shall be detached from the book of forms, marked ^{Treatment be-} "Not issued," and sent to the Auditor with the next _{fore delivery.} money-order account. (See sec. 204.)

3. In no case, however, shall an international order be ^{Treatment af-} treated as "Not issued" after the order, advice, or receipt _{ter delivery.} has passed beyond the control of the issuing postmaster. If an error has been made in the advice, which is not detected until after the order of the same number has been delivered to the remitter and has passed beyond the control of the issuing office, a duplicate advice on Form ^{Duplicate ad-} 6702 shall be issued, attached to the original—after the _{vice.} latter has been marked "Spoiled in issue"—and transmitted therewith to the proper exchange office.

Sec. 1202. If an error is discovered after certification ^{Correction of} of an advice, or if a remitter desires to correct the name _{errors after cer-} or address of a payee, notice of the correction shall be _{tification.} given to the exchange office to which the advice was sent; but Form 6760 and not a second advice shall be used for that purpose.

Sec. 1203. Upon receipt by a postmaster in the United ^{Missing ad-} States of a notification from an exchange postmaster that _{vice, orders pay-} the advice of an international order issued by the former _{able abroad.} has not been received by the latter, a duplicate advice, ^{Duplicate ad-} on Form 6702, shall be issued and forwarded to the _{vice.} exchange office. Such duplicate advice shall bear the same number as the original which it replaces. The name of the issuing office shall be written at the top of the

form. The impress of the money-order stamp shall indicate the actual date of issue of the duplicate advice, but the written date in the body of the form shall be that of the original advice.

Double pay-ment. Responsibility. 2. 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.

Duplicate advice.—when issued. 3. A duplicate advice shall be issued only upon formal application from the exchange office to which the original was sent, or upon instructions from the department. In such case the application for an advice should be returned to the exchange office or the department, accompanied with the duplicate. A memorandum of the action taken shall be noted upon the register of orders issued and the remitter's application.

Loss of original advice.—inquiry. 4. Should information reach the issuing postmaster from other sources, indicating the loss of the original advice, he shall communicate at once 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 cautioning the exchange office against double certification.

Second advices. 5. Second advices of orders payable in any of the countries named in Table 4, section 1189, shall be furnished on receipt of applications from the paying offices and shall be forwarded directly in the same manner and on the same form (No. 6006) as the original separate advice.

Inquiries about payment. **Sec. 1204.** Inquiries concerning payment of international money orders should be addressed on Form 6684 to the exchange office through which the advice was transmitted; but inquiries relating to domestic orders drawn on countries named in Table 4, section 1189, should be sent directly to the paying post office on Form 6193.

Complaints about payment. 2. Complaints of alleged wrong or delayed payment of money orders drawn on Austria, Denmark, Germany, Hungary, Norway, Russia, or Switzerland will not be considered by those countries unless made within one year from the date of payment, or from the date on which the order, if unpaid, would have become invalid by reason of age.

Unnecessary correspondence. 3. In order to obviate unnecessary correspondence, the issuing postmaster shall decline to forward a complaint

unless satisfied that the remitter has just and reasonable cause, as, for instance, the death or removal of the payee, or a letter denying receipt of the amount or affirming that wrong payment has been made. If the remitter is in possession of written evidence to substantiate his statement and asks that it be sent to the foreign department to aid in an investigation, the postmaster shall attach the document to Form 6684 and forward both to the proper exchange office.

Sec. 1205. When orders are issued to postmasters at exchange offices forbidding the certification under the provisions of section 1155 of money orders addressed to any particular person or concern in a foreign country, the offices of issue shall 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 shall return such advices to the issuing office with notice to that effect, and with instructions to apply for repayment.

Sec. 1206. 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., shall be made by the issuing postmaster on the remitter's application, to prevent conflicting action being taken in the future.

V.—PAYMENT OF INTERNATIONAL MONEY ORDERS.

Sec. 1207. The regulations relative to the payment of domestic money orders, except where inapplicable or otherwise modified, shall 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.

2. When a money order is presented for payment, the postmaster shall examine it to see that it is properly drawn, signed, and stamped; that it corresponds 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 at the place for receipt shall be that of the person who presents and receives payment of the order.

3. Unless the applicant for payment is personally known by the postmaster or paying clerk to be the right-

Orders forbid-
ding certifi-
cation under fraud
order.

Note of action
in regard to or-
ders.

-to be made on
application.

Payment of
orders.

-care in.

Examination
of orders and ad-
vices.

Identification.

ful owner of the order, he shall be required to prove his identity.

Responsibility. 4. If an order be paid to the wrong person through lack of precaution on the part of the postmaster, the latter will be held responsible.

Payment withheld. **Sec. 1208.** Payment of an international order shall be withheld under the following circumstances:

—order invalid. (a) When the order is invalid by reason of age.

—indorsements. (b) When the order bears two or more indorsements.

Note. **NOTE.**—When presented by original payee indorsements may be disregarded.

See sec. 1153, as to order presented by original payee.

—differences. (c) When the name given by the payee does not correspond with that in the order and advice. (See sec. 1149.)

—alterations. (d) When the order or advice contains an alteration or erasure affecting the amount or the name of payee.

—advice not certified. (e) When advice has not been certified.

—amount uncertain. (f) When the amount is not plainly stated therein.

—inquiry. 2. In any such case the postmaster should immediately address an inquiry to the exchange office, or the issuing postmaster, or report to the department for instructions.

Irregularities not affecting payment. **Sec. 1209.** If it be regular in other respects, a postmaster may pay an order lacking the stamp of the issuing office, or one for which he holds an advice, notwithstanding the fact that the order itself designates a different office of payment. In the latter case, before sending in the paid order as a voucher, he shall write across its face in red ink, "Advice certified to this office," or "Advice drawn on this office."

Payment to indorsees, attorneys, or the legal representatives. **Sec. 1210.** The laws and regulations which govern the payment of domestic orders to indorsees, attorneys, and the legal representatives of deceased payees shall apply also to international orders.

—how effected. 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.

—identification in case of. 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, shall 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.

See sec. 1153, as to indorsement and payment of domestic order to other than payee.

VI.—ADVICES AT PAYING OFFICES.

Sec. 1211. When an order of foreign issue is presented for payment, if no advice has been received by the postmaster drawn on, he shall make immediate application on Form 6752 for an advice to the exchange office in this country through which the original should have passed, or on Form 6006 directly to the issuing office, as the case may be.

Sec. 1212. When a postmaster receives an international advice which should have been but has not been certified, he shall promptly send it to the proper exchange office with request that the omission be rectified.

2. When an uncertified card order is received by a postmaster or presented to him for payment, he shall send it to the Third Assistant Postmaster General, Division of Money Orders, with a statement of the facts and request that action be taken to have it replaced by a formal international order unless, in the meantime, the remitter has obtained or applied for repayment.

Sec. 1213. 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 of the amount, the postmaster shall immediately dispatch, on Form 6751, a request for correction to the proper exchange office, or an application, on Form 6006, for a second advice, addressed directly to the issuing postmaster, as the case may be.

Sec. 1214. When notice of repayment of an order payable in the United States is received from Canada, or any other country listed in Table 4, section 1189, the postmaster drawn on shall return the advice to the office of issue, retaining on file in his own office the notice of repayment. If the advice is not in his possession, or if payment has been made on a duplicate order, he shall notify the issuing postmaster.

Sec. 1215. Money orders issued in all the countries named in Tables 4 and 5, section 1189, are mailed by the remitters to the payees, and payment is made on these original orders. In the former case (Table 4) the advices should be transmitted directly by the issuing to the paying postmasters; in the latter (Table 5) the advices should be forwarded through exchange offices.

Foreign orders reissued in United States.

Sec. 1216. Advices of orders issued in the countries named in Table 6, section 1189, are sent to exchange offices, there to be verified before entry in descriptive lists, which are then formally certified and transmitted to the corresponding exchange offices in the United States. Upon receipt of the lists in this country, new orders shall be issued and forwarded to the payees at the same time that the advices are mailed to the paying offices.

Value in United States money indorsed on advice.

Sec. 1217. In orders issued in the countries named in Table 5, section 1189, with the exception of Hongkong, the amounts are expressed in foreign money only (pounds, shillings, and pence, or francs and centimes), but the equivalent sum in United States currency to be paid shall be noted in each advice by the exchange office in this country.

Notation on paid order.

2. Before transmitting the paid order as a voucher to the Auditor, the paying postmaster shall note in red ink in the upper portion of the order the amount paid and the international number stamped on the back of the advice. The date of payment shall be stamped on both order and advice.

Unclaimed international orders. Notice to payee.

Sec. 1218. At the end of each month the postmaster at each office shall 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. 1219. 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 therefore shall send promptly to the Third Assistant Postmaster General, Division of Money Orders, the advices of all international money orders which become invalid by reason of age, including advices of orders issued in any of the countries named in Table 4, section 1189.

Advices sent to department.

VII.—REPAYMENT OF INTERNATIONAL ORDERS.

Repayment of international order.

Sec. 1220. A money order drawn on the domestic form payable in any country named in Table 4, section 1189, may be repaid on due presentation and receipt at the office of issue, at any time within one year from the last day of the month of issue, provided an application for a duplicate order has not been certified. (See secs. 1164 and 1222.)

2. When repayment has been made the issuing postmaster shall immediately dispatch a special notice (Form 6036) advising the postmaster at the office drawn on of the repayment and requesting return of the separate advice, as a necessary precaution against double payment.

Notice sent of repayment.

See sec. 1164, as to taking credit for repayment.

Sec. 1221. An international money order payable in any country named in Table 5 or 6, section 1189, shall not be repaid without express authority from the Third Assistant Postmaster General, Division of Money Orders, to whom application shall be made on Form 6759.

Authority for repayment.

2. After preparing and signing the application for repayment, the issuing postmaster shall send it to the proper exchange office for a statement of the particulars of certification. If the advice has been certified the receiving exchange office shall supply the number and date of the list and the international number of the entry and forward the application to the foreign office for its action.

Application forwarded to exchange office.

3. If the order is in the remitter's possession it should be attached to the application for repayment. If the advice has been received but not certified by the exchange office, both advice and application shall be transmitted directly to the Third Assistant Postmaster General, Division of Money Orders. In the latter case it will not be necessary to obtain the formal consent of the country drawn upon for the desired repayment to the remitter.

Order returned by remitter.

Advice returned by exchange office.

VIII.—DUPLICATE INTERNATIONAL ORDERS—INVALID ORDERS.

Sec. 1222. Duplicates of lost orders drawn on the United States by any of the countries named in Table 4, section 1189, will be issued by the post department of the country of origin. As in the case of a lost domestic order, the paying postmaster shall receive the payee's application on Form 6002. After executing the "Certificate of paying postmaster" thereon, he shall forward the application to the Third Assistant Postmaster General, Division of Money Orders, for transmission to the post department of the country of origin.

Lost order payable in United States, domestic basis. —duplicate.

—application.

—certificate of paying postmaster.

2. The issuing postmaster shall receive, certify, and forward to the home department for its action the remitter's application for a duplicate of a lost order issued in

—payable in foreign country.

this country for payment in another with which business is conducted on the domestic basis. (See secs. 1168 to 1170.)

Lost order payable in United States, international basis.
—issue.

Sec. 1223. Duplicates of lost orders payable in the United States, which originated in any country named in Table 5 or 6, section 1189, France excepted, shall be issued by the Third Assistant Postmaster General, Division of Money Orders. When notified of the loss of such order, the paying postmaster, if in possession of a corresponding advice, shall receive the payee's application on Form 6753 for a duplicate. If he has not received the advice, he shall apply to the proper exchange office for a duplicate advice before certifying an application for a duplicate order.

—application.

—duplicate advice.

Lost order issued in France, Algeria, or Tunisia.
—duplicate.

Sec. 1224. If the lost order was issued in France, Algeria, or Tunisia, the Third Assistant Postmaster General shall transmit to the issuing country a formal application for a duplicate, which, when received, shall be dispatched to the paying office.

Lost order payable in France.
—duplicate.

2. A duplicate of a lost order drawn for payment in France shall be issued by the Third Assistant Postmaster General, Division of Money Orders, upon receipt of an application on Form 6753—a signed by the remitter and duly certified by the issuing postmaster.

Invalid order of foreign issue.

Sec. 1225. When application is made to a postmaster for payment of a money order of foreign issue which has become invalid because more than one year has elapsed since the date of issue, the order shall be attached to Form 6753 and sent to the department for adjustment.

CHAPTER 6.

MONEY-ORDER FUNDS, ACCOUNTS, AND RECORDS.

I.—MONEY-ORDER FUNDS—GENERAL PROVISIONS.

Money - order funds.
R. S., § 4045.

Sec. 1226. 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.

NOTE.—Money-order funds are not part of the postal revenues. See sec. 1246, as to remainder of above statute; secs. 1229 to 1233, as to transfers of funds.

Sec. 1227. All regulations as to care of public funds and property given in sections 360 to 362 shall apply to money-order funds unless they specifically refer to postal funds or are otherwise modified in this chapter. General regulations as to public funds, —to apply to money-order funds, except.

Sec. 1228. Postmasters shall keep their money-order cash apart from all other cash whatsoever, and a special drawer should be provided therefor. (See sec. 361.) Money-order cash to be kept separately.

II.—TRANSFERS OF MONEY-ORDER FUNDS.

Sec. 1229. 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. Payments and transfers of money-order funds. R. S., § 4042. —to be under direction of Postmaster General.

See secs. 1673 and 1678, as to penalty for embezzlement of and failure properly to remit money-order funds.

Sec. 1230. 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. Transfers by warrant from postal revenues to money-order account. R. S., § 4043.

See secs. 1234 to 1237, as to credits on New York; secs. 1246 and 1247 and note, as to accounts of money-order funds with assistant treasurers and depositories.

Sec. 1231. Postmasters at all money-order offices shall 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. Transfer of postal funds to money-order account. —how and when made.

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, unless a contingency has arisen under which such residue is required for disbursement on postal account under section 384, or for cashing Postal Savings System checks. (See sec. 1232.) —surplus on account of, how disposed of.

3. No permission from the department other than this regulation is necessary for making transfers from the postal to the money-order account. —authority for.

Sec. 1232. Postmasters may transfer surplus funds from the money-order account to the postal account if it becomes necessary thus to provide for immediate payment Transfer of money-order funds to postal account. —authority for.

of expenses on postal account. (See secs. 187 and 382.) They shall not, however, transfer surplus money-order funds to postal account for the purpose of accumulating funds to meet future payments, or make up for deficiencies in postal receipts by creating a surplus of money-order funds through negotiation of drafts drawn by them against any credit they may have on money-order account with the postmaster at New York. When it is apparent that the postal receipts will not suffice for expenditures to be made on postal account on the next pay day they should make application for an "accountable warrant," as directed in section 384.

Transfer not to be made at stations.

2. Superintendents of branch offices and stations shall not transfer funds from either account to the other under any circumstances. In cases of emergency they shall apply to the main office for additional funds, as provided in section 1237.

Record of transfers of funds. — postal to money-order account.

Sec. 1233. In making a transfer of funds from the postal to the money-order account, postmasters shall debit themselves therewith in the money-order cashbook, enter the transaction under its proper head in the summary sheet of the money-order account to be sent to the Auditor 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 cashbook, and a corresponding entry made on the debit side of the general postal account, the transfer to be noted in the money-order account, as provided in the preceding paragraph.

Entry of transfer.

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 money-order account rendered March 31, in the cashbook record for March 31, and in the postal account for the first quarter.

Notice of transfers.

4. A notification (Form 6024) shall in all cases be sent in a separate envelope to the Auditor for the Post Office Department, Division of Postmasters' Accounts, immediately after a transfer of funds from either account.

See sec. 1229, as to authority for transfers of funds from one account to another; sec. 1231, as to disposal of balance of funds transferred from postal to money-order account, when not needed.

III.—MONEY-ORDER DRAFTS AND CREDITS ON NEW YORK.

Sec. 1234. When the postmaster at a money-order office is called upon to pay orders drawn upon him for sums in excess of the amount of money-order funds and available postal funds in his possession he should, if he has no credit on money-order account with the postmaster at New York, at once make application to the Third Assistant Postmaster General, Division of Money Orders, on Form 6033 (or, lacking that form, by letter) for a special draft on the postmaster at that place for the necessary amount. (See sec. 1147.) In making such application the postmaster shall state whether the draft can be negotiated in his vicinity without expense.

Special money-order drafts.
—when issued.

—application for.

2. Postmasters shall provide funds in anticipation of presentation of orders issued abroad, the advices of which are in their possession.

—to pay foreign orders.

3. Superintendents of branch offices and stations in all emergencies of this kind shall be governed by the provisions of section 1237. (See sec. 1232.)

—branch offices and stations.

4. If a postmaster is willing to advance from his private funds the amount required to pay an order drawn upon him he may do so. In such event he 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 in receipt of funds from the sale of orders sufficient to reimburse himself. An order so paid shall not be entered in the cashbook, register, or money-order account, as paid, nor should it be stamped as paid, until the sum of the entries on the debit side of the money-order account is large enough to cover the amount thereof.

Advances from private funds.

Sec. 1235. When the payments at any office regularly exceed the money-order receipts, the Third Assistant Postmaster General, Division of Money Orders, may grant the postmaster at such office a credit, on money-order account, for a specific amount, with the postmaster at New York, N. Y.

Credits on postmaster at New York.
—when allowed.

2. When at any office having a credit at New York the funds arising from the business are insufficient to pay the orders presented, the postmaster shall draw a draft, against the amount placed to his credit, for such

—drafts against.

sum as may be necessary to meet the exigency, and no more. The entire amount shall not be drawn immediately unless the whole of it is needed at once for the payment of orders. Drafts drawn against such credit should not, in other than exceptional cases, be given to individuals in payment of money orders, but should be negotiated through some bank or business house, in order that they may be presented promptly for payment at New York.

—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. 1147 and 1232.)

—entry of amount of drafts on.

4. The amount of a draft shall be entered by the postmaster to his debit in the cashbook upon the day it is drawn, and also in the money-order account, when rendered.

—renewal of.

5. When a New York credit allowed to any office is about to become exhausted the postmaster should make application to the Third Assistant Postmaster General, Division of Money Orders, for a renewal thereof, using Form 6035.

—Drafts, form of.

Sec. 1236. A book of blank drafts, consecutively numbered, shall be supplied to each postmaster having a standing credit at New York.

—entries on stub.

2. The postmaster shall record on the stub of each draft the amount of the credit, the date and amount of the draft, and the name of the payee.

—coupons, forward to department.

3. The postmaster drawing the draft shall make the proper entries on the attached coupon, date and sign it, and after the draft has been paid the postmaster at New York shall transmit the coupon to the Third Assistant Postmaster General, Division of Money Orders.

—to be on forms furnished by department.

4. Postmasters shall not draw drafts in manuscript or upon any form other than the engraved ones supplied by the department. Drafts shall invariably be signed by the postmaster if he is present, or if it be impossible for him personally to sign them they shall be signed in his name by the authorized clerk. (See sec. 266.)

—negotiation of.

5. When a postmaster is unable to negotiate in the vicinity of his own office a draft on the postmaster at New York he shall promptly notify the Third Assistant Postmaster General, Division of Money Orders. The

postmaster at the nearest large office may then be instructed to supply currency in exchange for such draft, by registered mail. If at the time application is made for a credit on money-order account at New York the postmaster believes that he can not without expense negotiate a draft in his own locality he should so state in his application.

6. A postmaster having a standing credit at New York should make application on Form 6054 for additional blank drafts before his supply of such blanks is exhausted. Spoiled drafts shall be returned promptly to the Third Assistant Postmaster General, Division of Money Orders, for cancellation.

Sec. 1237. When a branch post office or station is in need of funds for the payment of money orders exceeding in amount the money-order funds on hand the superintendent shall forward an application to the postmaster at the main office, who shall supply the necessary amount from money-order funds. For the amount so furnished the superintendent shall give a receipt on Form P (acknowledgment of funds received) and enter the same on the debit side in his cashbook and in the summary of his next money-order account to the Auditor. Such receipt shall be retained on file at the main office, and credit for the amount thereof shall be taken by the postmaster in his money-order accounts.

See sec. 1232, as to transfer of funds from postal to money-order account at stations.

IV.—TEMPORARY DEPOSITS OF MONEY-ORDER FUNDS.

Sec. 1238. * * * Nothing herein 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 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 so to do by the Postmaster General, for the purpose of remitting surplus funds from one post office to another.

See sec. 363, as to deposit of public funds temporarily in national or State banks, etc.; sec. 1242, as to remittance of money-order funds by bank drafts, etc.

—additional drafts.

Supplying funds to stations.—through main office.

Receipts.

Records.

Accounts.

Deposits, etc., permitted. 1909, Mar. 4, ch. 321, § 225; 35 Stat., 1133.

Temporary deposits of money-order funds.

Sec. 1239. Postmasters may deposit the money-order funds of their offices in a national bank or a State bank, or may make a special deposit thereof for safe-keeping in any other bank, as provided in sections 363 and 364.

Regular remittances to be made.

2. Where postmasters maintain temporary deposits, regular remittances of surplus funds shall be made as provided in section 1241.

V.—DEPOSIT OF SURPLUS FUNDS—REMITTANCES—RESERVES.

General regulations as to deposits. —to apply to money-order funds, except.

Sec. 1240. All regulations as to deposit of surplus funds and preparation and dispatch of remittances, given in sections 367 to 374, shall apply to money-order funds, unless they specifically refer to postal funds or are otherwise modified in this chapter.

Remittances of money-order funds.

Sec. 1241. Postmasters at money-order offices shall remit daily to the depository designated by special instructions to each office (see sec. 1247) all surplus money-order funds, unless the amount is less than \$50, in which case no remittance is required. (See secs. 1244 and 1245.)

—not to include fractions of a dollar.

2. Remittances shall consist of complete dollars only and not include fractions of a dollar. Small coins may be used, if necessary, in making remittances, but should amount to even dollars. When drafts, checks, etc., are used in making remittances the total of the remittance need not necessarily be in even dollars.

—except.

—when to be made.

3. Remittances shall be prepared and dispatched after the close of the money-order business for the day, when there is sufficient time to prepare them properly and they can be sent by registered mail; otherwise they shall be dispatched by the first mail leaving the office after the beginning of business on the following day. If, however, the mails are regularly dispatched from an office at 3 p. m., the postmaster should prepare and dispatch at that hour a remittance of the surplus funds then on hand and the remittance made at 3 p. m. next day should include the surplus which accrued since the previous remittance.

Doubt as to depository.

4. When a postmaster is in doubt as to the proper depository for money-order funds, he should apply to the Third Assistant Postmaster General, Division of Money Orders, for instructions, as national banks are sometimes designated as depositories and money-order funds are not

always to be remitted to the same depository as postal funds.

5. Surplus funds must be remitted in accordance with the regulations in order to secure credit or reimbursement for the amount thereof in case of loss. (See sec. 150.)

Loss in transit.

See secs. 371 and 915, as to preparation and dispatch of remittances and as to coin bags; secs. 1124 and 1242, as to remittances by check or draft; sec. 1244, as to what are surplus money-order funds; sec. 1245, as to reserves; sec. 1679, as to penalty for failure to remit or pay over money-order funds as instructed.

Sec. 1242. Remittances of surplus money-order funds may be made at the risk of the remitting postmaster 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 or private banking institution of that city, or by a State or private bank upon a national bank there located.

Remittances by drafts, checks, etc.

—of national banks.

—of other banks.

2. When 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 6848-b) whereby they obligate themselves to be responsible for the payment of any check so used.

—of private parties.

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, shall apply to the Third Assistant Postmaster General, Division of Money Orders, for special permission and instructions.

Authority to use other than national - bank drafts.

See sec. 1124, as to use of Government paper in remittances of surplus money-order funds; sec. 1238, as to statute (R. S., § 4046) under which drafts other than those of national banks may be used in making such remittances; sec. 1250, as to treatment at depository offices of unauthorized drafts.

Sec. 1243. Postmasters shall not take credit in their cashbooks or in their money-order accounts for the amount of any remittance until a certificate of deposit is received therefor from the depository to which it was sent.

Credit for remittances before certificate is obtained prohibited.

2. The amount of each remittance for which no certificate has been received shall appear in the cashbook 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

Entry when certificate not received.

provided for such entries at the bottom of the money-order account.

Surplus funds,
—how ascer-
—tained.

Sec. 1244. At offices where a "reserve" of money-order funds is not authorized the amount of "surplus funds" on hand may be ascertained by deducting from the amount of the balance any amounts previously remitted for which certificates of deposit have not been received.

For example:

If the balance at the close of business be.....	\$178. 32
And of this amount a remittance, say, of \$73 had been made, for which a certificate has not been received, the amount of this remittance is reckoned as in transit and deducted.	73. 00
The surplus—that is, the difference between the balance and the aggregate of the remittances in transit—is then	105. 32
Hence the amount to be remitted is (in even dollars).....	105. 00
If a reserve were allowed, say, of \$50 the amount thereof might also be deducted if necessary, thus.....	50. 00
And the sum to be deposited would then be.....	55. 00

No remittance of less than \$50 need be made.

"Reserve."
—allowance and
—use.

Sec. 1245. At offices where necessary to keep on hand a sum of money to insure the prompt payment of money orders on presentation, the Third Assistant Postmaster General may allow a "reserve" in such amount as he may determine.

Amount re-
—tained.

2. A postmaster to whom a "reserve" is allowed may retain from deposit the amount thereof and no more, but is not required to retain all or any portion of it unless actually needed.

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, when more than \$50, must be remitted promptly to the designated depository. (See sec. 1241.)

VI.—DEPOSITARIES AND DEPOSITORY OFFICES FOR MONEY-ORDER FUNDS.

Deposit of
—money-order
—funds with as-
—sistant treasur-
—ers.
R. S., § 4045.

Sec. 1246. * * * 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 secs. 1226 and 1229 for first part of above statute.)

Sec. 1247. Depositories for money-order funds shall be designated by special instructions from the Third Assistant Postmaster General, Division of Money Orders. (See sec. 117.)

Depositories for money-order funds.—designated by special instructions.

NOTE.—Assistant treasurers of the United States, national banks designated as Government depositories, and postmasters at certain of the larger post offices are depositories of money-order funds. Surplus money-order funds accruing at places where there is no assistant treasurer or bank designated as a Government depository are remitted directly to larger post offices specially designated as depositories therefor.

Note.

Sec. 1248. All regulations under Subdivision III, "Treatment of deposits by depositories," in chapter 7, Title One, sections 111 to 118, shall apply to depositories of money-order funds, unless they specifically refer to postal funds or are otherwise modified in this chapter.

General regulations for depositories.

—to apply to money-order depositories, except.

Sec. 1249. Postmasters at depository offices shall issue a certificate of deposit (Form O-1), in duplicate, for each remittance of money-order funds received, forward the duplicate to the remitting postmaster, and retain the original as part of the depository office records. The date, number, and amount of each certificate of deposit so issued shall be immediately entered in the quarterly schedule of deposits received (Form 6021-B). One leaf shall be used for entering all deposits received from each post office during a quarter, except in cases where there is a change in postmasters, when a separate leaf shall be used for entering the deposits received from each postmaster.

Deposits, certificates of.

2. At the close of business on the fifteenth and last days of each month the several amounts appearing on each quarterly schedule of deposits received shall be added and the total entered in the column provided therefor. A semimonthly memorandum of remittances (Form 6025), showing the name of each post office, State, and semimonthly total of deposits received, shall be prepared and transmitted to the Auditor for the Post Office Department, Washington, D. C.

—reports of.

3. The total deposits received from each post office during the quarter shall be shown on the quarterly schedule of deposits received. In addition to the regular semimonthly memorandum of remittances, a quarterly memorandum, showing the name of each post office, State, and quarterly total of deposits received, shall be prepared

and transmitted to the Auditor, accompanied with the quarterly schedule of deposits received, as vouchers.

Note. NOTE.—Certificates of deposit are not issued for remittances made by contract branch offices and contract stations the business of which is combined with that of the main office in statements rendered to the Auditor.

Unauthorized checks used in remittances.

—report of.

Sec. 1250. When a remittance contains any checks or drafts other than those of national banks, the receiving postmaster shall issue a certificate of deposit upon collection of the same, but, unless previously authorized to accept them, shall report the facts to the Third Assistant Postmaster General, Division of Money Orders.

See sec. 1124, as to use of Government paper in remittances of surplus money-order funds; sec. 1242, as to remittances by drafts other than those of national banks.

Deposits of money-order funds to be used the same as regular funds.

Sec. 1251. All money-order funds received at depository post offices shall 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 shall remit as directed by the Third Assistant Postmaster General all surplus funds accruing at their offices, whether from the sale of orders or from remittances by other postmasters, such surplus to be ascertained in the manner outlined in sections 1244 and 1245.

VII.—MONEY-ORDER RECORDS AND ACCOUNTS.

Record books.—at smaller offices.

Sec. 1252. The following records shall 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 shall be recorded daily the particulars of all orders issued.

Advice and paid-order register.

(b) A register of advices received and orders paid, in which shall be entered the particulars contained in advices and coupons of money orders and the date of payment.

Cashbook.

(c) A cashbook, showing the debit and credit transactions of each day.

Complete record kept on file.

2. The records shall be kept in accordance with the printed instructions contained therein and shall 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 the Third Assistant Postmaster General to use the "filing system." Registers and cashbooks are not provided for contract branch offices or contract stations, the business of which is combined with that of the main office in statements rendered to the Auditor.

Sec. 1253. The money-order accounts shall be kept separately from all other accounts, and shall be adjusted at the close of each day's business in order that the balance of funds on hand may be accurately ascertained. (See sec. 375.)

Daily adjustments of accounts.

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 secs. 55, 1132, and 1140.) 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.

All business of day to be entered.

Sec. 1254. Postmasters at third and fourth class post offices are allowed a commission of 3 cents for each money order issued, which shall be credited in the cash-book and in the money-order account to the Auditor at the close of each month. (See secs. 204 to 208.)

Compensation for money-order business.—at third and fourth class offices.

2. No entry shall 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 shall appear in the postal accounts alone.

Pay of clerks not to appear in accounts.

See sec. 1118, as to commissions for money-order business at third and fourth class offices; sec. 296, as to clerk hire at money-order offices of first and second classes.

VIII.—CHANGE OF POSTMASTERS AT MONEY-ORDER OFFICES.

Sec. 1255. When the postmaster at a money-order office turns the office over to his successor he shall deliver to the latter in cash all money-order funds then due to the United States when there is not a sufficient amount on hand to require a remittance, and shall take a receipt therefor on Form 6994, which shall be forwarded to the Auditor for the Post Office Department with his final account, and a credit for a like amount shall be entered in the cashbook.

Outgoing postmaster.—must deliver money-order funds in cash.

—receipt for cash turned over.

—credit for cash turned over.

2. When 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 shall not receipt for the amount of such remittance, nor make any entry thereof in his accounts. The outgoing postmaster shall, in such case, delay forwarding his final account until he

—surplus funds sent to depository.

shall have received the certificate, and take credit for the amount thereof in that account, thus closing it.

Records and supplies, delivery of, to successor.

3. A postmaster shall, 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. (See sec. 1252.) For the forms and record books a receipt (Form 6993) is required, and such receipt shall show the first and last numbers of the forms so delivered, and should be sent to the Third Assistant Postmaster General, Division of Money Orders.

Incoming postmasters.

Sec. 1256. Upon taking charge of a money-order office the incoming postmaster shall debit himself in the cash-book and in his first account to the Auditor with the amount of funds received in cash from his predecessor after the following form:

Cash received from predecessor.

To cash received from my predecessor, Richard Roe, per my receipt to him, \$—.

Receipt given.

2. The receipt for funds should be given only for an actual transfer of cash on hand and not include the amount of any unadjusted claim whatever. Two or three pages in the cashbook should be left blank so as to separate the account of the late postmaster therein from that of his successor.

Failure of outgoing postmaster to comply with instructions.

3. If the outgoing postmaster fails to comply with the provisions of the preceding section such fact shall be reported by the new postmaster to the Third Assistant Postmaster General, Division of Money Orders.

CHAPTER 7.

MONEY-ORDER BUSINESS ON RURAL ROUTES.

I.—CONDUCT OF BUSINESS AT RURAL STATIONS.

Rural postal stations.—money-order facilities at.

Sec. 1257. Rural postal stations shall be supplied with money-order facilities upon their establishment, and money orders shall be issued by clerks in charge of such stations, under the direction of the postmasters at the offices to which the stations are tributary. Money orders shall not, however, be drawn on a rural postal station. (See secs. 317, 1125, 1133, and 1141.)

—orders shall not be drawn on.

Sec. 1258. Clerks in charge of rural postal stations shall remit daily to the post offices to which their stations are tributary all surplus money-order funds accruing at the stations, conformably to sections 1241 and 1244. They shall also prepare, for transmission to the Auditor for the Post Office Department by the postmasters of the offices to which their stations are tributary, the monthly or semimonthly accounts required from classified stations by section 204. Each of such reports, unless the postmaster prefers to sign them himself, shall be signed in his name by the clerk in charge of the station in the manner indicated in section 1141. The clerks in charge of stations may be required by the postmaster to render to him, for his information, daily reports, on Form 6019-a, of the money-order business transacted at the stations.

2. Clerks in charge of rural stations who are supplied with sufficient funds for the purpose may, with the approval of the postmasters of the offices to which the stations are attached, cash for payees whose identity is satisfactorily substantiated, or for such duly authorized persons as may present the same, money orders drawn upon such offices. They shall not, however, take credit on money-order account for payment of such orders, but, having cashed them, shall stamp them on the back with dated M. O. B. stamp of station and transmit them, per Form 6021, as surplus money-order funds to the postmasters of their respective offices, receiving in return certificates of deposit covering the amounts of the orders. In every such case the postmaster shall treat the cashed orders as vouchers, and shall stamp each of such orders on the face as paid at his main office, and take credit as for payment made thereat, on the date on which the certificate of deposit is issued. (See secs. 1133, 1153, 1232, 1234, and 1237.)

3. In the transaction of money-order business, clerks in charge of rural postal stations shall be governed by the Postal Laws and Regulations applicable to the Money-Order System and by such special instructions as may from time to time be issued by the department.

Clerks in charge.
—remittances by.

—reports by.

—permitted to cash orders conditionally.

—to be governed by Postal Laws and Regulations and special instructions.

II.—PURCHASE OF MONEY ORDERS THROUGH RURAL CARRIERS.

Rural carriers receive applications for money orders.

Sec. 1259. Rural carriers, while serving their routes, shall take applications and accept money for money orders from persons desiring to purchase same, and give receipts for funds so received.

Drawing of order on distributing office permitted.

Sec. 1260. A rural carrier shall take applications for money orders to be drawn on the distributing office of the route he serves.

Money-order supplies for rural carriers.

Sec. 1261. Each rural carrier shall be furnished with a small supply of blank applications for the use of intending remitters, and with a book of forms for receipts (Form 6387) to be given by him for money intrusted to him for the purchase of orders.

Procuring orders.—at what offices allowed.

Sec. 1262. In all cases where applications for money orders are made through rural carriers such orders shall be procured at the distributing post offices or rural stations to which the carriers are attached, and not at any other post office on the carriers' routes without special authorization from the department.

Applications and funds received.

Sec. 1263. Unless special instructions to the contrary shall have been issued by the department, rural carriers shall, immediately after returning to the distributing offices from their trips, present the applications they have received and the money, including fees, for money orders to the postmaster, who shall issue the orders according to the applications and mail to the respective remitters, in official penalty envelopes, the receipts which are detached from the coupons of the orders. On the back of each application the carrier shall write over his own signature the number of the receipt given by him to the remitter (the purchaser).

—turning in at office.

—treatment by postmaster.

Delivery of order to applicant.—method of.

Sec. 1264. A money order issued on an application presented through a rural carrier shall, if possible, be personally delivered on the route to the applicant or his duly authorized representative when the carrier makes his next regular trip, but the carrier should not leave his route for this purpose. If personal delivery is found impracticable, the order may be inclosed in a penalty envelope addressed to the applicant and deposited in applicant's (the remitter's) mail box.

2. Instead of delivering to the remitter a money order so purchased and issued, the rural carrier may, as agent of the remitter and at his request, mail the money order to the payee thereof in an addressed envelope furnished for the purpose by the remitter (the purchaser); but carriers shall not accept any extra fee or remuneration for performing such service.

Mailing of order to payee.

3. The postmaster or clerk in charge shall in all cases mail the receipt detached from the coupon of the order to the remitter, in an official penalty envelope, and if the money order is not to be mailed to the payee by the carrier it shall be sent, in the same envelope as the receipt, to the remitter.

Treatment of receipt, and money order at post office.

Sec. 1265. The date, number, and amount of each order purchased through a rural carrier shall be entered by the issuing official on the stub of the receipt (Form 6387) given by the carrier to the purchaser.

Carrier's record.

2. The carrier shall exhibit to the postmaster or assistant postmaster, at close of business each day, his book of receipts (Form 6387).

—to be exhibited to postmaster or assistant postmaster daily.

Sec. 1266. The postmaster shall number consecutively in ink all of the stubs in each receipt book before it is given out to the carrier for use. The number thus given each stub is the number to be borne by the receipt which the carrier gives to the purchaser of the money order. Each stub shall at the time the order is issued be made to show the date, number, and amount of the order, and shall at that time be signed by the postmaster, or in his name by the issuing clerk conformably to section 1141. The stub will then constitute the postmaster's receipt to the carrier for the money.

Receipts.—numbering of.

—postmaster to fill out.

—carrier's voucher.

2. If one of the receipt forms has been spoiled, and therefore not delivered to any applicant, the word "spoiled" shall be written on the stub by the carrier.

—spoiled, treatment of.

3. After all the receipt blanks in a book have been used, the carrier may turn the stubs over to the postmaster for preservation, in which case they shall be retained on file the same length of time as the applications. The carrier may, if he desires, retain the stubs himself for his own protection.

—stub receipts, preservation of.

4. When a carrier is furnished with an additional (new) book of receipt forms, the numerical series may be continued.

—method of numbering.

Exchange from one carrier to another. —method of.

Sec. 1267. In case a rural carrier is, by authority of the department, required to deliver his collections to another carrier to be taken by him to a post office or station, the carrier who made the original collections shall deliver also the money-order applications and the money for the orders, including fees for the same, to the other carrier for delivery at such office or station and take proper receipt for the amount in each case on Form 6387, changing the same to read as follows:

Received of _____ (remitter), through _____ (rural carrier No. _____), the sum of _____, etc.

Receipts.

2. The carrier who originally received the application and money shall keep this receipt attached to the stub of the receipt given to the remitter. The postmaster of the distributing office shall receipt on Form 6387 to the carrier presenting the application and money.

III.—PAYMENT OF MONEY ORDERS THROUGH RURAL CARRIERS.

Paying orders by carriers permitted. —method of.

Sec. 1268. Money orders drawn in favor of persons residing on a rural route may, as a matter of accommodation, be paid through the carrier serving the route, but the carrier shall not in any case exact any fee or compensation for collecting the amount of an order.

Request of payee.

2. The payee, so situated, who desires to collect the amount through the carrier, shall deliver the money order to the latter and therewith hand him a separate request, addressed to the paying postmaster, in the following form:

Please pay to _____, carrier, for delivery to me, the amount of money order No. _____ issued at _____ in my favor and this day handed to him by me for collection. _____

—in writing or on printed form.

3. Such request, properly dated, may be made wholly in writing or on Form 6387-a.

Carrier shall receipt.

4. In such case the carrier, upon receiving the money from the postmaster, shall execute a receipt therefor on the back of such request, which should then be filed with the coupon.

Payee to receipt on order. —use of, as voucher by postmaster.

5. Upon delivery of the money by the carrier to the payee, the latter shall be required to execute the receipt

on the face of the order; and the order shall then be turned over by the carrier to the postmaster, to be by him treated as the voucher for the payment.

6. If the payee has receipted the order before delivery thereof to the carrier for collection, the postmaster shall instruct the carrier, upon payment of the money, to procure an additional receipt, from the payee to the carrier personally, to be filed with the coupon.

Additional receipt required when.

See sec. 1149, as to identification, etc.

TITLE NINE.

POSTAL SAVINGS SYSTEM.

Authority for establishment of Postal Savings System.

1912, Aug. 24; 37 Stat., 559.
See 1910, June 25; 36 Stat., 814.
See 1911, Mar. 4, § 5; 36 Stat., 1340.

Sec. 1269. The Postmaster General shall select and designate the post offices which are to be postal-savings depository offices, and shall appoint and fix the compensation of such superintendents, inspectors, and other employees as may be necessary in conducting, supervising, and directing the business of such offices, including the employees of a central office at Washington, District of Columbia, and shall prescribe the hours during which postal-savings depository offices shall remain open. He shall also from time to time make rules and regulations with respect to the deposits in and withdrawals of moneys from postal-savings depositories and the issue of pass books or such other devices as he may adopt as evidence of such deposits or withdrawals. The provisions of the act approved June twenty-fifth, nineteen hundred and ten, are hereby modified accordingly.

See sec. 282, as to hours of duty; sec. 122, as to special official stamps; sec. 501, as to the use of special official stamps.

I.—DEPOSITS AND INTEREST.

Accounts.—who may open.
1910, June 25, § 4; 36 Stat., 815.

Sec. 1270. Accounts may be opened and deposits made * * * by any person of the age of ten years or over, in his or her own name, and by a married woman in her own name and free from any control or interference by her husband; but no person shall at the same time have more than one postal-savings account in his or her own right.

Individuals only.

2. Deposits shall be accepted only from individuals, and no account shall be opened in the name of any corporation, association, society, firm, or partnership, or in the names of two or more persons jointly. No account shall be opened in the name of one person in trust for or on behalf of another person or persons.

3. A depositor may designate a beneficiary to receive the amount of the deposits and accrued interest due him at the time of his death.

Maximum and minimum amounts.
1910, June 25, § 6; 36 Stat., 815.

Sec. 1271. One dollar, or a larger amount in multiples thereof, must be deposited before an account is opened, * * * and one dollar, or multiples thereof, may be deposited after such account has been opened, but no one shall be permitted to deposit more than one hundred dollars in any one calendar month. * * *

1910, June 25, § 7; 36 Stat., 816.

2. * * * The balance to the credit of any one person shall never be allowed to exceed five hundred dollars, exclusive of accumulated interest.

Sec. 1272. The postal regulations defining what moneys What moneys are acceptable. may be accepted for the purchase of money orders shall be applicable to postal-savings deposits, subject to the provisions of section 1278.

See secs. 333 and 1124.

Sec. 1273. Interest at the rate of two per centum per annum Interest. 1910, June 25, § 7; 36 Stat., 810. shall be allowed and entered to the credit of each depositor once in each year, the same to be computed on such basis and under such rules and regulations as the board of trustees may prescribe. (See sec. 1269.)

2. Interest shall be allowed and paid on the amount Interest. represented by a postal-savings certificate for each full year that it remains on deposit from the first day of the month following the day on which the certificate is issued. When the amount of a certificate or any part of it is withdrawn during an interest year, no interest for that year on the whole amount of the certificate or any part thereof shall be paid.

II.—POSTAL-SAVINGS CERTIFICATES, CARDS, AND STAMPS.

Sec. 1274. Postal-savings deposits shall be evidenced by Certificates of deposit. —how issued. certificates of deposit issued in the name of the depositor, in such form and in such fixed denominations as may be determined by the Postmaster General. Such certificates Nontransferable and nonnegotiable. shall be nontransferable and nonnegotiable. (See sec. 1269.)

Sec. 1275. If a postal-savings certificate is lost or destroyed, the depositor should immediately notify the Lost or destroyed certificate. postmaster at his depository office. The postmaster shall report the facts to the Third Assistant Postmaster General, who may authorize the issuance of a new certificate.

Sec. 1276. A woman who opens an account and afterwards marries must present her savings certificates to the Change in name of depositor. postmaster at her depository office, who shall indorse the certificates as payable in her new name and change his records accordingly.

Sec. 1277. In order that smaller amounts may be accumulated for Postal-savings cards and stamps. 1910, June 25, § 6; 36 Stat., 815. deposit any person may purchase for ten cents from any depository office a postal savings card to which may be attached specially prepared adhesive stamps, to be known as "postal savings stamps," and when the stamps so attached amount to one dollar, or a larger sum in multiples thereof, including the ten-cent postal savings card, the same

may be presented as a deposit for opening an account, and additions may be made to any account by means of such card and stamps in amounts of one dollar, or multiples thereof, and when a card and stamps thereto attached are accepted as a deposit the postmaster shall immediately cancel the same.

When accepted as a deposit.

To be kept on sale.

2. Postmasters at depository offices shall keep for sale postal-savings cards at 10 cents each, and specially prepared adhesive 10-cent postal-savings stamps, which may be affixed by the purchaser in spaces provided on such savings cards.

Acceptable as deposit.

Sec. 1278. A postal-savings card with nine 10-cent savings stamps affixed shall be accepted by the postmaster at any depository office as a deposit of \$1 either in opening an account or in adding to an existing account, or it may be redeemed in cash. When such a card is accepted as a deposit or redeemed in cash, the postmaster shall cancel and retain the card and stamps. If received as a deposit, he shall issue a savings certificate covering the amount.

III.—DEPOSITS IN BANKS.

Deposits in qualified banks. 1910, June 25, ch. 386, § 9; 36 Stat., 816.

Sec. 1279. The funds received at the postal savings depository offices in each city, town, village, and other locality shall be deposited in banks located therein * * * willing to receive such deposits under the terms of this act and the regulations made by authority thereof.

Daily deposits in banks by postmasters.

2. Postmasters at depository offices shall deposit daily all moneys received by them on account of postal-savings business in local banks which have qualified as depository banks under the act of Congress and the regulations adopted by the board of trustees, and if in any case no local bank has so qualified moneys received shall be remitted daily for deposit in the banks most convenient to the locality which have qualified as depositories.

Remittances through other postmasters.

When deemed advisable such remittances may be made through the postmaster at the office where the qualified bank is located. Such funds shall be deposited to the credit of the board of trustees. Postmasters will be informed as to the banks which have qualified for postal-savings deposits at their offices and as to the proportion to be deposited in each bank. (See pamphlet "Instructions to Postmasters at Postal-Savings Depository Offices.")

IV.—WITHDRAWALS.

Sec. 1280. Any depositor may withdraw the whole or any part of the funds deposited to his or her credit, with the accrued interest, upon demand and under such regulations as the board of trustees may prescribe. Withdrawal of postal-savings funds. 1910, June 25, ch. 386, § 8; 36 Stat., 816.

2. Any depositor may withdraw the whole or any part of the funds deposited to his credit, with any interest payable thereon, by surrendering the certificate or certificates, properly indorsed, at the office where it was issued. If the depositor desires to withdraw only a part of the amount represented by one certificate, he shall be paid that part and be given a new certificate or certificates for the remainder, which shall bear interest from the first day of the succeeding month.

3. A depositor may withdraw the interest payable on any certificate by presenting such certificate at his depository office, and the postmaster, after making proper entries on the certificate and in the records of his office, shall obtain a receipt for the payment and return the certificate to the depositor. Withdrawal of interest.

Sec. 1281. Withdrawals shall be paid from the deposits in the State or Territory, so far as the postal funds on deposit in such State or Territory may be sufficient for the purpose, and, so far as practicable, from the deposits in the community in which the deposit was made. Withdrawals, from what deposits payable. 1910, June 25, ch. 386, § 8; 36 Stat., 816.

2. Funds withdrawn by a depositor shall be paid by the postmaster out of his daily postal-savings receipts. If the postal-savings funds on hand are not sufficient the postmaster shall draw upon a bank specifically designated for the purpose which will be authorized to honor his official checks, drawn on the board of trustees' account, not to exceed a specified amount in any one calendar month. When deemed advisable withdrawals at offices where no local banks have qualified as depositories may be made through other postmasters at offices where qualified banks are located. To be taken from daily receipts.

Sec. 1282. Withdrawals of either principal or interest shall be paid to the depositor in person or to the bearer of an order on a printed form to be obtained at any depository office and signed by the depositor. Withdrawals by depositor or on his order.

2. Any balance to the credit of a deceased depositor may be paid to the duly appointed legal representative upon presentation of evidence of qualification as such representative. Payment to legal representative of deceased.

3. If the relatives of the decedent do not desire administration upon the estate, the Third Assistant Payment when no administration.

Postmaster General may authorize payment of the balance to the person entitled under the State laws to receive the decedent's property, upon a showing that all debts have been paid.

Payment when depositor mentally incompetent.

4. If a depositor has been adjudged mentally incompetent, payment may be made to his duly appointed legal representative.

V.—MISCELLANEOUS PROVISIONS.

Adjudication of courts conclusive as to rights in postal-savings funds.

1910, June 25; 36 Stat., 819.

Sec. 1283. The final judgment, order, or decree of any court of competent jurisdiction adjudicating any right or interest in the credit of any sums deposited by any person with a postal savings depository if the same shall not have been appealed from and the time for appeal has expired shall, upon submission to the Postmaster-General of a copy of the same, duly authenticated in the manner provided by the laws of the United States for the authentication of the records and judicial proceedings of the courts of any State or Territory or of any possession subject to the jurisdiction of the United States, when the same are proved or admitted within any other court within the United States, be accepted and pursued by the board of trustees as conclusive of the title, right, interest, or possession so adjudicated, and any payment of said sum in accordance with such order, judgment, or decree shall operate as a full and complete discharge of the United States from the claim or demand of any person or persons to the same.

Postmaster's monthly report.

Sec. 1284. All postmasters at depository offices shall render to the Third Assistant Postmaster General, Division of Postal Savings, monthly, or oftener if required, a statement of their postal-savings transactions.

Privacy of accounts.

1910, June 25, ch. 386, § 12; 36 Stat., 818.

Sec. 1285. No person connected with the Post Office Department shall disclose to any person other than the depositor the amount of any deposits, unless directed so to do by the Postmaster General.

2. The provisions of the preceding paragraph shall be observed by all postmasters and postal employees.

Funds to be kept separate.

1910, June 25, ch. 386, § 12; 36 Stat., 818.

Sec. 1286. Postal savings depository funds shall be kept separate from other funds by postmasters and other officers and employees of the postal service, who shall be held to the same accountability under their bonds for such funds as for public moneys.

Accounting statutes.

2. All statutes relating to the safe-keeping of and proper accounting for postal receipts are made applicable to postal savings funds, and the Postmaster General may require postmasters, assistant postmasters, and clerks at postal saving depositories to give any additional bond he may deem necessary. (See secs. 360 and 361.)

Posting notices.

Sec. 1287. Postmasters at offices designated as postal-savings depositories shall post in a conspicuous place the notice that the office is a postal-savings depository.

Correspondence.—manner of addressing.

Sec. 1288. Communications to the central office of the Postal Savings System should be addressed to the Third Assistant Postmaster General, Division of Postal Savings.

TITLE TEN.
TRANSPORTATION OF THE MAILS.

CHAPTER 1.

GOVERNMENT MONOPOLY OF MAIL TRANSPORTATION.

I.—PRIVATE EXPRESS—CARRYING OF LETTERS OUTSIDE OF MAIL BY
COMMON CARRIERS, VESSELS, MAIL CARRIERS, ETC.

Sec. 1289. Whoever 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, or whoever shall aid or assist therein shall be fined not more than five hundred dollars, or imprisoned not more than six months, or both: *Provided*, That nothing contained in this section shall be construed as prohibiting any person from receiving and delivering to the nearest post office, postal car, or other authorized depository for mail matter, any mail matter properly stamped.

Conveying mail by private express.
1909, Mar. 4; 35 Stat., 1123.

Punishment.

Proviso.
Delivery to post office, etc., allowed.

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 section 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. (See sec. 1305.)

NOTE.
Government monopoly of transportation of letters.
Definition of "packet."

See secs. 1712 and 1713, as to penalty for obstruction and detention of mails; sec. 1711, as to penalty for use of sign "U. S. Mail," etc.; sec. 232, as to recovery of penalties.

Sec. 1290. Nothing in this chapter (Criminal Code, chapter eight, offenses against the Postal Service) 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 conveyance by private persons is lawful.
1909, Mar. 4; 35 Stat., 1124.

Sec. 1291. 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

When letters may be carried out of the mail.
R. S., § 3993.
—in stamped envelopes.

Suspension of this section. shall be written or stamped upon the envelope. But the Postmaster General may suspend the operation 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. 123.)

Transporting persons unlawfully conveying mail. 1909, Mar. 4; 35 Stat., 1124. **Sec. 1292.** Whoever, being the owner, driver, conductor, master, or other person having charge of any stagecoach, railway car, steamboat, or other vehicle or vessel, shall knowingly convey or knowingly permit the conveyance of 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 law, shall be fined not more than one hundred and fifty dollars.

Penalty.

Sending letters by private express. R. S., § 3984. Penalty. 1909, Mar. 4; 35 Stat., 1124. **Sec. 1293.** Whoever shall transmit by private express or other unlawful means, or deliver to any agent thereof, or deposit or cause to be deposited at any appointed place, for the purpose of being so transmitted, any letter or packet, shall be fined not more than fifty dollars.

Carrying letters out of the mail over post routes. 1909, Mar. 4; 35 Stat., 1124. **Sec. 1294.** Whoever, being the owner, driver, conductor, master, or other person having charge of any stagecoach, railway car, steamboat, or conveyance of any kind 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, and which shall carry, otherwise than in the mail, any letters or packets, except such as relate to some part of the cargo of such steamboat or other vessel, to the current business of the carrier, or to some article carried at the same time by the same stagecoach, railway car, or other vehicle, except as otherwise provided by law, shall be fined not more than fifty dollars.

Penalty.

See sec. 1291, as to transportation outside of mail of letters inclosed in stamped envelopes; sec. 1298, as to ship letters; sec. 232, as to recovery of penalties.

Letters which may be carried by common carriers outside mail. **2.** A railroad or steamboat company or other common carrier may carry outside of the mails 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. **3.** 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. **4.** 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.

5. 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.

Letters which can not be carried.

6. Where companies or corporations operating railroads are united as a system of railways the right to carry letters outside of the mail without payment of postage remains as an appurtenant of the individual companies or corporations composing the system, and does not by reason of the union into a system become the right of the system.

Railway systems, carrying letters outside mail, right of individual companies and not of system.

Sec. 1295. Whoever, being concerned in carrying the mail, shall collect, receive, or carry any letter or packet, or cause or procure the same to be done, contrary to law, shall be fined not more than fifty dollars, or imprisoned not more than thirty days, or both.

Illegal carrying of mail by officials, etc. 1909, Mar. 4; 35 Stat., 1123. Punishment.

Sec. 1296. Contractors or mail carriers may convey, out of the mail, newspapers for sale or distribution to subscribers.

Newspapers may be carried out of the mail. R. S., § 3588. Note.

NOTE.—Postage on such newspapers when placed in post office must be paid by stamps affixed at the transient second-class rate. (See sec. 435.) The United States only assumes a monopoly of the transportation of letters and packets. (See sec. 1289.)

Sec. 1297. 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.

Carriers to receive and deposit properly prepaid matter presented to them. R. S., § 3980.

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.

Note.

See sec. 1610, as to acceptance of mail from public by railway postal clerks.

Sec. 1298. No vessel arriving within a port or collection district of the United States shall be allowed to make entry or break bulk until all letters on board are delivered to the nearest post office, and the master or other person having charge or control thereof has signed and sworn to the following declaration before the collector or other proper customs officer:

Vessels to deliver letters at post office before entry. 1909, Mar. 4; 35 Stat., 1127.

"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 to the post office at ——— every letter and every bag, packet, or parcel of letters which was on board the said vessel during her last voyage, or which were in my possession or under my power or control."

Oath.

And any master or other person having charge or control of such vessel who shall break bulk before he has delivered such letters shall be fined not more than one hundred dollars.

Penalty for failure.

See sec. 1404, as to delivery at post office of letters by master of vessel and payment therefor; sec. 1466, as to penalty for foreign vessels not delivering letters at post office on arrival, etc.; sec. 513, as to retaliatory postage on letters carried to or from United States on foreign vessels; sec. 407, as to postage on ship letters.

Carrying letters out of the mail on vessels. Punishment. 1909, Mar. 4; 35 Stat., 1124.

Sec. 1299. Whoever shall carry any letter or packet on board any vessel which carries the mail, otherwise than in such mail, except as otherwise provided by law, shall be fined not more than fifty dollars, or imprisoned not more than one month, or both.

Illegal carrying of mail, report of.

Sec. 1300. 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 shall immediately report such violation 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. 1301. 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. 1302. 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. 1303. 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.

Sec. 1304. 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.

Seized packages unlawfully containing letters to be forfeited to the United States.
R. S., § 3991.
Proceedings to enforce forfeiture.

See sec. 51, as to return to sender of letters or other matter seized or detained for violation of law; and sec. 232, as to disposition of penalties and forfeitures.

CHAPTER 2.

POST ROADS AND ESTABLISHMENT OF MAIL SERVICE.

Sec. 1305. The following are established post roads:

All the waters of the United States, during the time the mail is carried thereon.

Post roads.
R. S., § 3964.
—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 courthouse 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 courthouses, 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; 23 Stat., 3.
Note.
Post roads.

NOTE.—Prior to the act of Mar. 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 Mar. 1, 1884.

Sec. 1306. The Postmaster General may change the terminus of post roads connecting with or intersecting railways when the service can be thereby improved.

Change of terminus of post roads.
R. S., § 3973.

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.

Note.

Sec. 1307. 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.

Postmaster General to provide for carrying mail on post roads.
R. S., § 3965.
Note.

NOTE.—As under the act of Mar. 1, 1884 (sec. 1305), 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.

County seats to be supplied with mail.

R. S., § 3966.

Sec. 1308. The Postmaster General shall cause a mail to be carried from the nearest post office on any established post road to the courthouse 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. 1309. The Postmaster General may, when he deems it advisable, contract for the transportation of the mails to and from any post office. * * *

Transportation of domestic mails through foreign countries.

R. S., § 4006.

Sec. 1310. 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.

Mail retarded on account of bulk.

R. S., § 3994.

—when letters may be carried separately.

Sec. 1311. 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 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.

Discontinuance of service on any road.

R. S., § 3974.

Sec. 1312. 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.

Postmasters and employees not to be contractors.

R. S., § 3850.

Sec. 1313. No postmaster, assistant postmaster, or clerk employed in any post office shall be a contractor or concerned in any contract for carrying the mail.

No member of family to be bidder nor paid for carrying mails.

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. 169 and 1356.)

See sec. 1693, as to penalty for being interested in contract or acting as agent for contractor.

Display of weather signals on cars and vehicles transporting the mail.

1896, Apr. 25; 29 Stat., 108.

Sec. 1314. 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.

CHAPTER 3.

TRANSPORTATION OF MAILS BY RAILROADS.

I.—CONTRACTS AND COMPENSATION FOR RAILROAD SERVICE.

Sec. 1315. 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.

Rail road routes to be classified.
R. S., § 3997.

NOTE.—This provision was taken from the act of June 2, 1872. The acts of Mar. 3, 1873, and Mar. 3, 1875, incorporated in the Revised Statutes as sec. 4002, and the acts amendatory thereof (sec. 1317), fix the rate of compensation for carrying the mails at not exceeding a certain amount, according to the weight of such mails. Under ch. 8, 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. 1316. 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.

Sec. 1317. 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:

Adjustment of compensation; conditions and rates.
R. S., § 4002.
Conditions.

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.

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

Compensation reduced 10 per cent.
1876, July 12; 19 Stat., 79.

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 5 per cent
more.
1878, June 17;
20 Stat., 142.

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.

Compensation
further reduced.
1907, Mar. 2; 34
Stat., 1212.

4. The Postmaster General is hereby authorized and directed to readjust the compensation to be paid from and after the first day of July, nineteen hundred and seven, for the transportation of mail on railroad routes carrying their whole length an average weight of mails per day of upward of five thousand pounds by making the following changes in the present rates per mile per annum for the transportation of mail on such routes, and hereafter the rates on such routes shall be as follows: On routes carrying their whole length an average weight of mail per day of more than five thousand pounds and less than forty-eight thousand pounds the rates shall be five per centum less than the present rates on all weight carried in excess of five thousand pounds; and on routes carrying their whole length an average weight of mail per day of more than forty-eight thousand pounds the rate shall be five per centum less than the present rates on all weight carried in excess of five thousand pounds up to forty-eight thousand pounds, and for each additional two thousand pounds in excess of forty-eight thousand pounds at the rate of nineteen dollars and twenty-four cents upon all roads other than land-grant roads, and upon all land-grant roads the rate shall be seventeen dollars and ten cents for each two thousand pounds carried in excess of said forty-eight thousand pounds.

As to land-
grant railroads.
1910, May 12;
36 Stat., 362.

5. The provision of the act of March second, nineteen hundred and seven (34 Stat., 1212), * * * fixing the compensation to be paid for transportation of mail on land-grant railroads at the rate of seventeen dollars and ten cents for each two thousand pounds carried in excess of forty-eight thousand pounds, is hereby amended to make such rate of compensation after June thirtieth, nineteen hundred and ten, fifteen dollars and thirty-nine cents for each two thousand pounds carried in excess of forty-eight thousand pounds, and the Postmaster General is hereby authorized and directed to readjust the compensation in accordance with this amendment.

6. * * * (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.

Mails, how and when to be weighed.
1875, Mar. 3; 18 Stat., 341.

7. 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.
1875, Mar. 3; 18 Stat., 341.

8. That hereafter before making the readjustment of pay for transportation of mails on railroad routes, the average weight shall be ascertained by the actual weighing of the mails for such a number of successive working days not less than ninety, at such times after June thirtieth, nineteen hundred and five, 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.

—weighing of mails.
1905, Mar. 3; 33 Stat., 1088.

9. The Postmaster General shall require, when in freightable lots and whenever practicable, the withdrawal from the mails of all postal cards, stamped envelopes, newspaper wrappers, empty mail bags, furniture, equipment, and other supplies for the postal service, except postage stamps, in the respective weighing divisions of the country, immediately preceding the weighing period in said divisions, and thereafter such postal cards, stamped envelopes, newspaper wrappers, empty mail bags, furniture, equipment, and other supplies for the postal service, except postage stamps, shall be transmitted by either freight or express.

Withdrawal of postal cards, etc., before weighing periods.
1907, Mar. 2; 34 Stat., 1212.

Transmission by freight or express thereafter.

10. When the weight of mail is taken on railroad routes the whole number of days included in the weighing period shall be used as a divisor for obtaining the average weight per day.

Divisor for obtaining average daily weight.

See sec. 1689, as to penalty for padding mails during weighing period; sec. 1486, as to fines and deductions; sec. 1333, as to reduction of pay for failure to furnish railway postal cars; sec. 1358, as to transportation of official matter by freight or express.

Sec. 1318. 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. 1319. 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. (See par. 5, sec. 1317.)

Land-grant roads.

1876, July 12; 19 Stat., 82.

—rate of compensation to.

Table of maximum rates for transportation of mails by railroads. NOTE A.—The maximum compensation for general railroad mail service and for service over land-grant railroads is shown in the following table:

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 Mar. 3, 1873).	Rates allowable under acts of July 12, 1876, June 17, 1878, and Mar. 2, 1907 (see note B).	Rates allowable to land-grant railroads under acts of July 12, 1876, June 2, 1907, and May 12, 1910 (see notes B and C).	Intermediate weight warranting allowance of \$1 per mile under the law of 1873 and the custom of the department, subject to acts of July 12, 1876, June 17, 1878, and Mar. 2, 1907 (see note B).
200 pounds.....	\$50.00	\$42.75	\$34.20	<i>Pounds.</i> 12
200 to 500 pounds.....	75.00	64.12	51.30	20
500 to 1,000 pounds.....	100.00	85.50	68.40	20
1,000 to 1,500 pounds.....	125.00	106.87	85.50	20
1,500 to 2,000 pounds.....	150.00	128.25	102.60	60
2,000 to 3,500 pounds.....	175.00	149.62	119.70	60
3,500 to 5,000 pounds.....	200.00	171.00	136.80	
For each additional 2,000 pounds above 5,000 and less than 48,000 pounds.....	25.00	20.30+	16.24+	80
Above 5,000 and less than 48,000 pounds.....				
For each additional 2,000 pounds in excess of 48,000 pounds.....	25.00	19.24	15.39	

	Character of route.	
	Nonland grant.	Land grant.
Intermediate weight above 48,000 pounds warranting addition of \$1, net.....	<i>Pounds.</i> 103.96	<i>Pounds.</i> 129.96

No allowance is made for weights not justifying the addition of \$1.

NOTE B.—The act of Mar. 2, 1907, affects only routes carrying over 5,000 pounds.

NOTE C.—The act of May 12, 1910, affects only land-grant routes carrying over 48,000 pounds.

Special transfer service at St. Louis (Mo.) and East St. Louis (Ill.).
1899, Mar. 1; 30 Stat., 965.

—compensation for.

—mileage basis.
1913, Mar. 4; 37 Stat., 797.

Sec. 1320. 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.

2. That no part of this appropriation shall be paid for carrying the mail over the bridge across the Mississippi River at Saint Louis, Mis-

Missouri, other than upon a mileage basis: *But, provided further*, That the Postmaster General may in his discretion pay within the present law a fair and reasonable price for the special transfer and terminal service at the Union Station at East Saint Louis, Illinois, and at the Union Station at Saint Louis, Missouri, including the use, lighting, and heating of the mail building and transfer service at Saint Louis, Missouri, provided the amount so paid shall not exceed \$35,000.

—maximum pay.

NOTE.—Par. 2 is limited in its application to the fiscal year 1914.

Note.

A similar provision was included in the act of Aug. 24, 1912 (37 Stat., 547).

Sec. 1321. When, after a weighing of the mails for the purpose of readjusting the compensation for their transportation on a railroad route, mails are diverted therefrom or thereto, the Postmaster General may, in his discretion, ascertain the effect of such diversion by a weighing of such mails for such number of successive working days as he may determine, and have the weights stated and verified to him as in other cases, and readjust the compensation on the routes affected accordingly: *Provided*, That no readjustment shall be made unless the diverted mails equal at least ten per centum of the average daily weight on any of the routes affected: *Provided further*, That readjustment made hereunder shall not take effect before July first, nineteen hundred and twelve, and shall be for diversions occurring after January first, nineteen hundred and twelve.

When mails are diverted, railroad pay may be readjusted.
1912, Aug. 24; 37 Stat., 554.

Sec. 1322. 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). * * *

Rates of compensation for mail transportation on Pacific railroads.
1882, July 1; 12 Stat., 493.
—how determined.

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.

Payments to be withheld on account of interest on bonds issued by United States to aid railroads.
R. S., § 5260.

NOTE.—Settlement has been made of all the bonds issued except in the case of the indebtedness covering the railroad between Atchison and Waterville, Kans.

Note.
—settlements nearly completed.

Sec. 1323. 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

Weights upon spur or lateral lines.

—how computed.

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., § 3909.

Sec. 1324. 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.

Compensation for lap service.

Sec. 1325. 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 shall 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. 1326. When railroads are extended or trains run beyond the terminus of the route on which the transportation of mails is authorized, the mails shall not be carried beyond such terminus until ordered by the Second Assistant Postmaster General.

Service on new or extended railroad.—investigation of.

Sec. 1327. 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, require a personal investigation, with report and recommendation, as to the necessity for such service.

—commencement of.

2. Arrangements shall not be made 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.

Sec. 1328. 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.

New service.

—compensation for, how determined.

II.—RAILWAY POST-OFFICE CAR SERVICE.

Sec. 1329. 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.

Additional pay for railway post-office lines. R. S., § 4004. —rates of.

2. Additional pay allowed for every line comprising a daily trip each way of railway post-office cars shall be at a rate not exceeding twenty-five dollars per mile per annum for cars forty feet in length, and twenty-seven dollars and fifty cents per mile per annum for forty-five-foot cars, and thirty-two dollars and fifty cents per mile per annum for fifty-foot cars, and forty dollars per mile per annum for cars fifty-five feet or more in length.

Pay after July 1, 1907. —rates of. 1907, Mar. 2; 34 Stat., 1212.

NOTE.—This statute does not authorize a pro rata compensation to be paid for cars which are less than 40 feet in length.

Note.

Sec. 1330. 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.

Post-office cars. —style, character, and equipment. 1879, Mar. 3; 20 Stat., 358.

NOTE.—This statute supplements R. S., § 4002. Sec. 1333 prescribes different articles that shall be included in the equipment of a car.

Note.

Sec. 1331. After the first of July, nineteen hundred and eleven, no pay shall be allowed for the use of any wooden full railway post-office car unless constructed substantially in accordance with the most approved plans and specifications of the Post Office Department for such type of cars, nor for any wooden full railway post-office car run in any train between adjoining steel cars or between the engine and a steel car adjoining, and that hereafter additional cars accepted for this service shall be of steel, or with steel underframe, if used in a train in which a majority of the cars are of like construction: *Provided further*, That after the first of July, nineteen hundred and sixteen, the Postmaster General shall not approve or allow to be used or pay for any full railway post-office car not constructed of steel or with steel underframe, if such post-office car is used in a train in which a majority of the cars are of steel or of steel underframe construction.

Restriction as to use of appropriation. 1911, Mar. 4; 36 Stat., 1335. Post-office cars. —construction.

—steel required.

Restriction as to use of appropriation.

1912, Aug. 24; 37 Stat., 547.

After July 1, 1917, all cars to be of steel or steel underframe, etc.

At least 25 per cent of certain cars to be replaced annually after June, 1913.

New cars to be of steel.

Sec. 1332. After the first of July, nineteen hundred and seven-
 teen, the Postmaster General shall not approve or allow to be used or
 pay for any full railway post-office car not constructed of steel or steel
 underframe or equally indestructible material, and not less than
 twenty-five per centum of the railway post-office cars of a railroad com-
 pany not conforming to the provisions of this act shall be replaced with
 cars constructed of steel annually after June, nineteen hundred and
 thirteen; and all cars accepted for this service and contracted for by
 the railroad companies after the passage of this act shall be constructed
 of steel.

2. No part of this amount shall be paid for the use of any car which
 is not sound in material and construction, and which is not equipped
 with sanitary drinking-water containers and toilet facilities, nor unless
 such car is regularly and thoroughly cleaned.

Note.

NOTE.—The word "amount" in par. 2 refers to the appropriation
 for railway post-office car service for the fiscal year ending June 30,
 1914. Similar provisions were contained in the appropriation acts for
 the fiscal years 1912 and 1913.

Failure to provide cars and to properly equip.

1881, Mar. 1; 21 Stat., 375.

—penalty for.

Sec. 1333. * * * 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 Depart-
 ment, said company shall have its pay reduced ten per centum on the
 rates fixed (by law) * * *. (See sec. 1317.)

Payment for railway post-office cars.

—contingent upon proper dimensions and equipment.

Sec. 1334. No payment for railway post-office cars shall
 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 exclu-
 sively for post-office purposes, provided that permission
 may be granted upon application from a railroad company
 to permit the furnishing of a car 70 feet in length, 30 feet
 of which may be used by the company, and 40 feet (inside
 measurement) of which shall be constructed, fitted up,
 and furnished for railway post-office purposes as provided
 by law and in accordance with the requirements of the
 General Superintendent of Railway Mail Service, to be
 used exclusively for railway post-office purposes; such
 car shall be regarded as a 40-foot railway post-office car,
 and when duly authorized and used for such purpose
 payment for the same as a 40-foot railway post-office car
 will be warranted.

—partial use of.

2. The assignment of space in cars used partially for
 other than railway post-office purposes shall not entitle
 the railroad company to railway post-office car pay ex-
 cept as provided in the preceding paragraph.

3. A line consists of a car or cars sufficient to perform a daily round trip over the whole route, and full pay therefor shall be allowed only 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 cars in the service, except as hereinafter provided. The authorization of railway post-office cars may be made as follows:

What a line consists of.

(a) In determining the amount of space which shall be the basis for a recommendation for and authorization of railway post-office cars and pay therefor, the principal element shall be the amount of space necessary for railway post-office purposes, that is, for the handling and the distribution of the mails en route, the storage of the mails when needed for such distribution, and the storage, when needed, and handling of registered matter, and also mails for local delivery, except where the quantity for one delivery warrants treating it as storage mail.

Recommendation and authorization for cars.—basis of.

(b) Where the needs of the postal service in both directions warrant the authorization of cars of uniform size in both directions, the authorization may be made for a line of cars of such size at the maximum rate of pay provided by law.

—uniform size.

(c) Where the needs of the postal service require 40 feet of car space for railway post-office purposes in one direction, but less than 40 feet in the opposite direction, a line of 40-foot cars may be authorized. If more than 40 feet are required in one direction and less than 40 feet in the opposite direction a line of cars of the dimensions required to perform the maximum service may be authorized by agreement with the railroad company with pay equal to half the sum of the pay for a line of cars of the maximum length and a line of cars 40 feet in length.

—40-foot cars.

(d) If the needs of the service require at least 40 feet in one direction and greater space in the opposite direction, a line of cars of the dimensions required to perform the maximum service may be authorized by agreement with the railroad company with pay equal to half the sum of the pay for a line of cars of the maximum length and a line of cars of the minimum length required.

—lines by agreement.

(e) Where railway post-office cars are operated in one direction over one route and in the opposite direction over another route, they may be authorized as half lines

—half lines.

over the routes over which they run at half the rate of a line of cars of the dimensions needed for the purposes of the postal service over the routes respectively with a minimum allowance for a 40-foot basis.

—apartment space in addition to full line.

(f) Where a line of 60-foot cars is authorized and paid for, and the needs of the service require additional space, but do not warrant the authorization of an additional line of 40-foot cars, the railroad company may be required to furnish apartment space.

—maximum length.

(g) Pay for the maximum length of cars authorized may be allowed when under all the facts and circumstances the same is deemed justified.

When pay to commence.

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.

Construction of cars.

5. All postal cars shall be built upon plans and specifications furnished by the General Superintendent of Railway Mail Service, and such cars shall be subject to inspection before being accepted by the department.

Reports as to full railway post-office service.—where full cars needed.

Sec. 1335. Division superintendents of Railway Mail Service shall 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 30 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 shall 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; also cases where a railroad company substitutes smaller cars than those for which the Post Office Department is paying.

—where cars not needed.

—where smaller cars than contracted furnished.

III.—GENERAL PERFORMANCE OF SERVICE.

P. M. G. to decide what trains shall carry mails. 1879, Mar. 3; 20 Stat., 358.

Sec. 1336. 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. 1337. Every railway company carrying the mail shall carry on any train which may run over its road, and without extra charge therefor, allailable 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.

Sec. 1338. * * * 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.

Mails to be carried on fastest trains.
1884, July 5; 23 Stat., 156.

See sec. 1486, as to fines and deductions.

Sec. 1339. 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.

Post-office inspectors, agents, supplies, etc.
—to be carried without specific charge.

Sec. 1340. 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.

Transfer at place of wreck or washout.

Sec. 1341. The rate of compensation for the transportation of mail on railroads is computed upon the average weight of mail per day carried the whole length of the route. It is essential that the mail be carried with due frequency and speed; also 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 furnished by the General Superintendent of Railway Mail Service, shall be provided for railway postal clerks to accompany and distribute the mail when required.

Specific requirements of service.

2. Railroad companies, at stations where transfer clerks are employed, shall provide suitable and sufficient rooms for handling and storing the mails, and without specific charge therefor. These rooms shall 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., shall be determined by the Post Office Department and made known through the General Superintendent of Railway Mail Service.

Department to determine requirements.

See sec. 1330, as to railway post-office cars.

Sec. 1342. Railroad companies shall require their employees who handle the mails to keep a record of all pouches due to be received or dispatched by them, and

Railroad companies to keep record of pouches.

to check the pouches at the time they are received or dispatched, except that no record need be kept of a single pouch from a train or station to the post office or from the post office to a train or station which, in regular course, is the only pouch in the custody of the company's employees at that point while it is being handled by them. This is not to be construed as relieving railroad companies from having employees on trains keep and properly check a record of all closed pouches handled by them, without exception.

Shortage slips. 2. In case of failure to receive any pouch due, a shortage slip shall be made out, explaining cause of failure, and forwarded in lieu of the missing pouch. Specific instructions in regard to the use of shortage slips will be given by the General Superintendent of Railway Mail Service.

Irregularities to be reported. 3. Every irregularity in the receipt and dispatch of mail shall be reported by the employee to his superintendent promptly, and if a probable loss of or damage to mail is involved, or if the cause of failure to receive a pouch is not known, the report should be made by wire, and the superintendent shall notify the division superintendent of Railway Mail Service without delay. A copy of the employee's report shall be attached to and become a part of the permanent pouch record.

Train pouch records. 4. Train pouch records shall be kept on file at the headquarters of division superintendents of railroad companies for at least one year immediately following the date the mail covered by them was handled, and shall be accessible there to post-office inspectors and other agents of the Post Office Department. Station pouch records shall be kept on file at the station to which they apply for at least one year immediately following the date the mail covered by them was handled, and shall be accessible there to post-office inspectors and other agents of the Post Office Department.

Records subject to examination. 5. Railroad companies shall require their employees to submit pouch records for examination to post-office inspectors and other duly accredited agents of the Post Office Department upon their request and exhibition of credentials to such employees.

See secs. 567, 1387, 1612, and 1653, as to record of pouches to be kept in post offices, by mail messengers, by railway postal clerks, and by transfer clerks.

Sec. 1343. Railroad companies shall forward time-tables to the division superintendents and local officers of Railway Mail Service in time to reach them 24 hours before taking effect. If for any reason a train is to be annulled or train service temporarily curtailed or suspended, telegraphic notice shall be immediately given to the division superintendent and other local officers of the Railway Mail Service.

Railroad companies to furnish time-tables.

Telegraphic notice of change trains, when.

2. At places where railroad companies have agents, such agents shall notify the postmasters as soon as possible after receipt of any notice of change in schedule of mail trains.

Notice of schedules to postmasters.

Sec. 1344. Division superintendents shall promptly notify the proper officers of railroad companies of any changes in the list of closed pouches to be handled by railroad employees.

Superintendents to notify railroad companies of change in pouch list.

Sec. 1345. 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.

Letter boxes at railroad depots.—companies may place, when.

See sec. 1650, as to taking of mail from boxes by railway postal clerks sec. 530, as to erection of boxes at depots by postmasters.

IV.—RECEIPT AND DELIVERY OF MAILS.

Sec. 1346. 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.

Receipt and delivery of mails by railroad companies.—at terminal 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 80 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 30 days' notice to the department.

—at intermediate offices.

3. The department will provide for the carriage of mails to and from intermediate post offices and postal

When department will provide for receipt and delivery.

stations located more than 80 rods from the nearest railroad station; and also to and from intermediate post offices and postal stations located 80 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 shall 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 ch. 6, this title, as to mail-messenger service.

Transfers between connecting trains.—how made.

Sec. 1347. At connecting points where railroad stations are not over 80 rods apart a company having mails on its trains to be forwarded by a connecting train will be required to transfer such mails and deliver them into the connecting train—first, where the two companies have agents or representatives employed, and, 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; and, second, where the company having the mails for dispatch makes transfer of baggage or passengers. Transfers of mail between connecting trains of steam-railroad routes and cars of electric-railway routes will be required to be made by the respective companies operating the routes, where the railroad company employs an agent and its station is adjacent and readily accessible to the tracks of the electric-railway company and the connection is immediate, except in large cities,

where other provision for the service may be made by the Post Office Department. Where the tracks of electric-car routes are contiguous, transfers of mail between the cars will be required of the operating companies when practicable and the connection is immediate.

Sec. 1348. 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 shall be more than 16 years old and of suitable intelligence and character. Postmasters shall promptly report any violation of this requirement.

Employees of railroads.

—not postal employees.

—qualifications of.

Sec. 1349. When 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.

Advance delivery by companies.

—to be made when necessary.

Sec. 1350. 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.

When messenger can not wait for delayed train. —what company to do.

Sec. 1351. Whenever the mail on any railroad route arrives at a late hour of the night, or at a time when the Government messenger is not on hand to receive it, the railroad company must retain custody thereof by placing the mail in a secure and safe room or apartment of the depot or station until called for or 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.

Arrival of mail at late hour at night. —care of mails.

Sec. 1352. When a train departs from a railroad station in the nighttime 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 shall, where mail is taken from and delivered into the post

Dispatch of mails at late hour at night.

office by the railroad company, request the company, or where a mail messenger or carrier is employed by the Post Office Department, shall direct him, to take the mail to the railroad station at such time as will best serve the interest of the mail service. Such mail shall be taken in charge by the agent or other representative of the railroad company, who shall be required to keep it in some secure place until the train arrives and then see that it is properly dispatched.

—care of mails.

—notice of, to company.

2. The division superintendent of Railway Mail Service shall 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. 1353. 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. 1354. 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. 1355. 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. 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 shall 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 shall furnish the light, which shall be cared for and placed by the department's carrier.

4. The engineer of a train shall give timely notice, by whistle or other signal, of its approach to a mail crane. Signal of approach of train.

See secs. 571 to 573, as to use of mail cranes and catcher pouches.

V.—TEMPORARY SERVICE.

Sec. 1356. 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. Temporary service, employment of, when railroad service fails.

2. The superintendent of Railway Mail Service shall endeavor to have the railroad company resume regular service. If not resumed, he shall report the facts and make such recommendations as they may warrant to the Second Assistant Postmaster General, who, if he thinks it advisable, will authorize the postmaster to employ temporary service. Report to superintendent.

3. No temporary service rendered necessary by the failure of railroad service shall be employed by a postmaster until he has first obtained authority therefor from the Second Assistant Postmaster General. Superintendent's duty.

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. 1313.) Report to department.

VI.—MISCELLANEOUS PROVISIONS.

Sec. 1357. 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. Temporary service must first be authorized.

Sec. 1358. 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. (See sec. 1317.) Who not to be paid for carrying mails.

Free transportation for railway postal clerks.
1896, June 9, ch. 386; 29 Stat., 313.

Sec. 1359. 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.

Rates of compensation for electric and cable car service.

Sec. 1360. The compensation for the transportation of the mails by electric and cable cars shall not exceed the following rates:

In independent cars or apartments in same.

(a) For space the full width and height of inside of car, and not exceeding 16 feet in length, authorized to be used in independent cars, or in apartments in independent cars, seventy-five hundredths of 1 cent per linear foot for each mile run in the performance of service; for additional space, not exceeding 4 feet in length, three hundred and seventy-five thousandths of 1 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 1 cent per additional linear foot for each mile run in the performance of service.

In trailer cars or apartments in same.

(b) For space the full width and height of inside of car, and not exceeding 20 feet in length, authorized to be used in trailer cars or in apartments in trailer cars, three hundred and seventy-five thousandths of 1 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 1 cent per linear foot for each mile run in the performance of service.

For closed-pouch service.

(c) For closed-pouch service not performed in independent or trailer cars or apartments thereof, not exceeding the following rates, namely: At the rate of \$150 per annum for miles run in the performance of service at the rate of not more than 2,000 miles per annum; at the rate of \$175 per annum for miles run in the performance of service at the rate of more than 2,000 and not more than 3,500 miles per annum; at the rate of \$200 per annum for miles run in the performance of service at the rate of more than 3,500 and not more than 5,000 miles per annum; at the rate of \$250 per annum for miles run in the performance of service at the rate of more than 5,000 and not more than 8,333 miles per annum; at the rate of 3 cents per mile run for miles run in the performance of service at the rate of more than 8,333 miles per annum.

2. * * * *Provided*, That the rate of compensation to be paid per mile shall not exceed the rate now paid to companies performing such service, except that the Postmaster General, in cases where the quantity of mail is large and the number of exchange points numerous, may, in his discretion, authorize payment for closed-pouch service at a rate per mile not to exceed one-third above the rate per mile now paid for closed-pouch service; and for mail cars and apartments carrying the mails, not to exceed the rate of one cent per linear foot per car-mile of travel: *Provided further*, That the rates for electric-car service on routes over twenty miles in length outside of cities shall not exceed the rates paid for service on steam railroads: *Provided, however*, That not to exceed fifteen thousand dollars of the sum hereby appropriated may be expended, in the discretion of the Postmaster General, where unusual conditions exist or where such service will be more expeditious and efficient and at no greater cost than otherwise, and not to exceed one hundred thousand dollars of this appropriation may be expended for regulation, screen, or motor screen-wagon service, which may be authorized in lieu of electric or cable car service.

1912, Aug. 24,
37 Stat., 549.

NOTE.—Par. 2, above, contains the provisions with reference to electric and cable car service in the postal-service appropriation act for the fiscal year ending June 30, 1913. Similar provisions were contained in the appropriation acts for preceding years. Certain statutes classified under ch. 8, this title, "Transportation of mails on steamship, steamboat, and star routes," apply to the transportation of the mail generally.

Note.

The 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.	Rates of pay per annum fixed by Postmaster General July 1, 1896.
	Rates fixed by Postmaster General July 1, 1896.	Rates allowable under act of Aug. 24, 1912.	Rates fixed by Postmaster General July 1, 1896.		
<i>Feet.</i>	<i>Cents per mile run.</i>	<i>Cents per mile run.</i>	<i>Cents per mile run.</i>		
5	3.75	5	1.87	2,000 miles or less.....	\$150
6	4.50	6	2.25	More than 2,000 and not more than 3,500.....	175
7	5.25	7	2.62	More than 3,500 and not more than 5,000.....	200
8	6.00	8	3.00	More than 5,000 and not more than 8,333.....	250
9	6.75	9	3.37	More than 8,333 miles, 3 cents per mile run; under act of Aug. 24, 1912, where the quantity of mail is large and exchange points are numerous, not exceeding 4 cents per mile run.	
10	7.50	10	3.75		
11	8.25	11	4.12		
12	9.00	12	4.50		
13	9.75	13	4.87		
14	10.50	14	5.25		
15	11.25	15	5.62		
16	12.00	16	6.00		
17	12.75	17	6.37		
18	13.50	18	6.75		
19	14.25	19	7.12		
20	15.00	20	7.50		

The compensation for space authorized in excess of 20 linear feet will be .1875 of 1 cent per linear foot for each mile run in the performance of service.

Service authorized only by department.

Sec. 1361. Mail service on electric and cable car lines shall 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. 1362. 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 postmasters shall be governed by the provisions of section 1356, applying to failure of service on steam railroads.

Employees of companies.

Sec. 1363. 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.

Compensation includes carriage of employees and inspectors.

Sec. 1364. The compensation for transportation of the mails by electric and cable cars shall include the transportation, in cars carrying the mails or on trips designated by the Post Office Department, of such employees of the postal service as accompany the mails or are necessary for and actually engaged in distributing the same, and also post-office inspectors and other duly accredited agents of the department in the discharge of their duties.

Style and equipment of cars. —to be prescribed by department.

Sec. 1365. 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.

Mail space in cars —restriction of use. —In authorized persons not to be admitted to.

Sec. 1366. 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 exhibition of their credentials.

Sec. 1367. Every electric and cable car company over whose line the transportation of mails is authorized shall be required to take the mails from and deliver them into each terminal post office, railroad depot, mail car, or mail station (except where the Post Office Department provides for such terminal service) and deliver the mails into and take them from each intermediate post office or mail station where the same is located directly on the street or road along which the cars pass.

Terminal and side service. Mails to be taken from and delivered to offices by companies, when.

2. At any point where service is not required to be performed by the company the postmaster will be expected, where the distance to be traveled is not too great, to provide for the service between the cars and the post office or mail station without expense to the 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 where the conditions as to train service, agency, etc., are similar to those found in the railroad service the provisions of section 1346, relative to the exchange of mails at intermediate post offices, shall, where practicable, apply.

Service to be performed by department, when.

Service to be performed by company, when.

Sec. 1368. Electric and cable car companies transporting the mails shall be required to carry all mail, whatever its size, weight, or character, on the trips on which it is ordered to be carried by the Post Office Department.

All mail to be carried.

Sec. 1369. Every electric or cable car company on whose line mail service is authorized shall be held responsible for the safety and security of the mail while in the care of its employees.

Safety of mails.—companies to provide for.

Sec. 1370. Where necessary for a safe exchange of the mails, electric and cable car companies carrying the mails will be required to stop their cars at such points as may be designated by the Post Office Department.

Safe exchange of mails.—companies to provide for.

Sec. 1371. The use of the sign "U. S. Mail" or "United States Mail" shall 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. Removable 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 thereon.

Use of sign "U. S. Mail."—restricted.

See sec. 1711, as to penalty for unlawful use of sign "U. S. Mail."

Letter boxes on cars.
—mail therein, how considered.

Sec. 1372. 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. 1373. Where canceling machines are used in postal cars on electric lines, the company furnishing the cars shall provide, without additional expense to the Post Office Department, such power as may be necessary to properly operate them.

CHAPTER 5.

SERVICE BY PNEUMATIC TUBES OR SIMILAR DEVICES.

Pneumatic tubes and similar devices.
1902, Apr. 21; 32 Stat., 114.

Sec. 1374. For the transmission of mail by pneumatic tubes or other similar devices, five hundred thousand dollars, or so much thereof as may be necessary; and the Postmaster General is hereby authorized to enter into contracts for a period not exceeding four years, after public advertisement once a week for a period of six consecutive weeks in not less than five newspapers, one of which shall be published in each city where the service is to be performed. That the contracts for this service shall be subject to the provisions of the Postal Laws and Regulations relating to the letting of mail contracts, except as herein otherwise provided, and that no advertisement shall issue until after a careful investigation shall have been made as to the needs and practicability of such service and until a favorable report, in writing, shall have been submitted to the Postmaster General by a commission of not less than three expert postal officials, to be named by him; nor shall such advertisement issue until in the judgment of the Postmaster General the needs of the postal service are such as to justify the expenditure involved. Advertisements shall state in general terms only the requirements of the service and in form best calculated to invite competitive bidding.

Contracts for service.

Advertisement for bids after investigation by commission.

—form of advertisement.

—awarding of contract.

—limit of annual expenditure.

—expenditure shall cover power, etc.

That the Postmaster General shall have the right to reject any and all bids; that no contract shall be awarded except to the lowest responsible bidder, tendering full and sufficient guaranties, to the satisfaction of the Postmaster General, of his ability to perform satisfactory service, and such guaranties shall include an approval bond in double the amount of the bid.

That no contract shall be entered into in any city for the character of mail service herein provided which will create an aggregate annual rate of expenditure, including necessary power and labor to operate the tubes, and all other expenses of such service in excess of four per centum of the gross postal revenue of said city for the last preceding fiscal year.

That no contract shall be made in any city providing for three miles or more of double lines of tube which shall involve an expenditure in

excess of seventeen thousand dollars per mile per annum, and said compensation shall cover power, labor, and all operating expenses.

That the Postmaster General shall not, prior to June thirtieth, nineteen hundred and four, enter into contracts under the provisions of this act involving an annual expenditure in the aggregate in excess of eight hundred thousand dollars; and thereafter only such contracts shall be made as may from time to time be provided for in the annual appropriation act for the postal service; and all provisions of law contrary to those herein contained are repealed.

Sec. 1375. For the transmission of mail by pneumatic tubes or other similar devices, nine hundred thousand dollars, and the Postmaster General is hereby authorized to enter into contracts not exceeding, in the aggregate, one million two hundred and fifty thousand dollars, under the provisions of the law, for a period not exceeding ten years: *Provided*, That said service shall not be extended in any cities other than those in which the service is now under contract under authority of Congress, except the Borough of Brooklyn, of the city of New York, and the cities of Baltimore, Maryland; Cincinnati, Ohio; Kansas City, Missouri; Pittsburgh, Pennsylvania, and San Francisco, California.

Appropriation.
1906, June 26; 34
Stat., 472.

—extension of
service prohib-
ited.
—exception.

Sec. 1376. The general provisions relating to contract service, chapter 8, this title, shall apply, so far as pertinent, to the pneumatic-tube service.

CHAPTER 6.

MAIL-MESSENGER SERVICE.

Sec. 1377. 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.

Authority for
employment of
mail-messenger
service.
1887, Mar. 3; 24
Stat., 492.

Sec. 1378. Where mail-messenger service is deemed necessary by the Post Office Department the postmaster at the office to be supplied will be instructed to advertise for 10 days for sealed proposals to perform the service in accordance with the specifications prepared by the department.

Advertisement
for proposals.

2. The postmaster shall post the 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 likely to bid for the service. He shall give the utmost possible publicity to the advertisement.

Posting of no-
tices.

Postmaster to receive and forward bids.

Sec. 1379. The postmaster shall receive all bids 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, Division of Miscellaneous Transportation.

Postmaster's report on bidders.

2. The postmaster shall also forward at the time he transmits the bids a specific statement of the service required and a report as to the character and suitability of the bidders. Bidders may forward bids direct to Post Office Department, but should inform the postmaster so that he may make proper report.

Designation of mail messengers.

Sec. 1380. Proposals for mail-messenger service shall be opened in the office of the Second Assistant Postmaster General, and the lowest bidder, if in all other respects acceptable, shall 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, shall 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 shall 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 compensation specified until his employment is terminated by proper notice or order. No increase of pay under the designation shall be allowed for additional trips performed, increase in distance, 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. 1381. The postmaster shall 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.

Duties of postmasters in connection with service.—to instruct messenger and prescribe schedule.

Sec. 1382. The postmaster shall 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 require the messenger to receive and deliver the mails in case of delayed incoming or outgoing trains or boats. (See secs. 1350, 1351, and 1352.)

2. The postmaster shall 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, stating the cause or causes therefor, to the Second Assistant Postmaster General, Division of Miscellaneous Transportation.

—to report failures, delinquencies, etc.

3. Postmasters shall report promptly to the Second Assistant Postmaster General, Division of Miscellaneous Transportation, when mail-messenger service ceases to be necessary; also, when the conditions change so that the distance is not over 80 rods between the post office and the railroad station, measured in accordance with section 1346, or when the distance between the 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 cessation or lack of need of service, when distance less than 80 rods, or when cost can be reduced.

4. If a mail messenger die, resign, or abandon the service, the postmaster shall at once report the fact to the Second Assistant Postmaster General, Division of Miscellaneous Transportation.

—to report death, resignation, or abandonment of service.

See sec. 1346, as to taking of mails from and delivery of same into post offices by railroads.

Sec. 1383. Mail messengers shall be not under 16 years of age, and shall be suitable to be intrusted with the care and custody of the mails.

Age of mail messengers.

2. No bid for carrying the mail on a mail-messenger route shall 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.

—messenger must reside on or contiguous to the route.

3. When necessary the mail messenger may employ at his own expense assistant mail messengers, who shall conform in all respects to the requirements applying to the mail messenger himself.

Messenger may employ assistants.

4. The postmaster shall at once forward to the Second Assistant Postmaster General, Division of Miscellaneous Transportation, the certificate of oath required by section 153.

Oath.

5. No person shall be paid by the Post Office Department for mail-messenger service unless the employment of such service has been previously authorized. (See sec. 1313.)

No payment for unauthorized service.

Resignation.

6. A mail messenger may resign at any time by giving the Second Assistant Postmaster General written notice 30 days before the time he intends to cease service. (See sec. 1356.)

Messenger can not assign or sublet.

7. A mail messenger can not assign or sublet the service.

Duties of mail messengers. —to receive and deliver mail.

Sec. 1384. Mail messengers shall 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 shall be delivered to the railroad or steamboat employees at nearest accessible point. The service shall 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 shall guard the pouches and sacks in his custody from theft or injury, and shall obey 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 shall remain near the crane until the pouch is caught by the mail train. If there is a failure to catch the pouch it shall be taken back to the post office.

See sec. 571, as to exchange of mails by catcher pouches; sec. 1355, as to lights on mail cranes.

Temporary new mail-messenger service.

Sec. 1385. Where temporary service becomes necessary prior to the establishment of mail-messenger service, the postmaster shall apply to the Second Assistant Postmaster General, Division of Miscellaneous Transportation, 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, if he deems it necessary, shall issue instructions to the postmaster authorizing the employment of such service.

—authorization of.

Temporary mail-messenger service. —how employed.

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, at not exceeding the rate at which service on the route was authorized. If the necessary temporary service on the route can not be secured at such rate, the postmaster shall ascertain the lowest obtainable rate for such service and report the same at once, with a state-

—when can not be obtained at regular rate.

ment of its necessity, to the Second Assistant Postmaster General, Division of Miscellaneous Transportation, and await instructions.

3. The postmaster shall immediately report the employment of temporary service to the Second Assistant Postmaster General, Division of Miscellaneous Transportation. —report of employment of.

4. 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. 1386. Mail messengers shall be paid monthly by Treasury warrant, direct from the office of the Third Assistant Postmaster General, as soon after the close of each month 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. 1387. Mail messengers shall keep lists of all pouches due to be received and dispatched by them, and verify all pouches by the lists at the time of receipt or dispatch, except where the only pouches handled are in exchange between the post office and a train or a boat and not more than one pouch is involved in either direction at a time. In cases of failure to receive any regular pouch a shortage slip explaining the cause of failure shall 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 shall be notified by telegraph. A copy of the report should be attached to and become a part of the permanent pouch record. Record of pouches to be received and dispatched.

See secs. 1342, 1612, and 1653, as to record of pouches to be kept in post offices by railroad companies, railway postal clerks, and transfer clerks.

CHAPTER 7.

WAGON SERVICE IN CITIES.

Sec. 1388. 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 Mail-messenger, transfer, and independent city service. —character of.

stations, 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 service 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.

—when may be authorized.

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 ch. 6, this title, in the above particular.

General provisions respecting contract.—to apply, except.

Sec. 1389. The general provisions relating to contract mail service under chapter 8, this title, except as herein modified, shall, as far as pertinent, apply to this class of service.

Note.

NOTE.—Certain of the statutes classified under ch. 8, 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. 1390. Contract wagon service shall be established after formal advertisement in which special instructions with regard to the requirements of the service and the contract will be stated.

—exception.

2. In some of the smaller cities where the service is authorized to be performed in screen wagons, it may be let in the same manner as prescribed for ordinary mail-messenger service, without a formal written contract and bond, and the rules and regulations governing that service shall apply thereto.

Unnecessary service.—report of, to department.

Sec. 1391. When service becomes unnecessary, for any reason, the postmaster shall 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.

Extra service.

Sec. 1392. 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 shall be reported immediately for approval. When permanent additional service becomes necessary, application therefor, including

—not to be required except in emergency.

—report of, to department.—application for, when permanently necessary.

a full statement of the facts, shall be made to the Second Assistant Postmaster General.

2. Postmasters shall so arrange the dispatch of mails that the contractors need not perform unnecessary service, and, where possible without detriment to the service, they should combine two or more mails in one wagon trip.

Sec. 1393. When a contractor fails to begin service under his contract or, having begun service, fails to continue the same, the postmaster shall 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 shall report promptly to the Second Assistant Postmaster General any employment of temporary service, and shall not pay for such service.

2. In the performance of temporary service postmasters shall 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.

3. Postmasters shall 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.

See ch. 4, this title, as to electric or cable car service.

CHAPTER 8.

TRANSPORTATION OF MAILS ON STEAMSHIP, STEAMBOAT, AND STAR ROUTES.

I.—STAR-ROUTE SERVICE.

Sec. 1394. 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 sufficient guaranty for faithful performance, without other refer-

ence to the mode of transportation than may be necessary to provide for the due "celerity, certainty, and security" thereof. (See sec. 1424.)

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.

Carrying the mail on plank roads.

R. S., § 3968.

—contracts for carrying the mail on canals.

R. S., § 3967.

—contracts.

Sec. 1395. 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.

Sec. 1396. 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.

Supply to offices not on established routes.

R. S., § 3971.

Compensation to carriers.

Sec. 1397. The Postmaster General may enter into contracts for extending the line of posts 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. 1308, as to supplying mail to county seats.

II.—STEAMSHIP AND STEAMBOAT SERVICE.

Carriage of mails by steamboat or vessel.

R. S., § 3969.

Sec. 1398. 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. 1399. 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; 20 Stat., 62.

—how made.

—duration of.

Sec. 1400. 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.

Contracts for service upon domestic water routes where service has been previously performed.

1878, May 17; 20 Stat., 62.

—duration of.

—how made.

Sec. 1401. When from any cause it may become necessary to make a new contract for carrying the mails upon any water route between 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.

Compensation.

Combined inland and foreign service.

Sec. 1402. 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.

1885, Mar. 3; 23 Stat., 386.
—contracts for, when may be made.

Sec. 1403. On routes on which steamboat or other power boat service is performed the contractors shall provide boats which are safe, suitable, and satisfactory to the Postmaster General.

Boats used in mail service.

2. The contractor when required shall provide and fit up on each boat used in the service a room suitable for the distribution of the mail, with a sleeping apartment attached, for the exclusive use of the postal clerk, and furnish first-class board to such clerk, without additional charge.

Accommodations for clerk.

3. Contractors on steamboat lines shall keep a record of all pouches due to be received or dispatched by them and check all pouches when received or dispatched. In cases of failure to receive any pouch due, a shortage slip shall be made out explaining the cause of failure and forwarded in lieu of the missing pouch. If cause is not known, the contractor, or his employee, in addition to making out the shortage slip, shall notify the division superintendent Railway Mail Service. Specific instructions in regard to the use of shortage slips shall be given by the General Superintendent Division of Railway Mail Service.

Contractors to keep record of pouches and make report.

III.—SHIP AND STEAMBOAT LETTERS.

Sec. 1404. The master or other person having charge or control of any steamboat or other vessel passing between ports or places in the United States, arriving at any such port or place where there is a post office, shall deliver to the postmaster or at the post office within three hours after his arrival, if in the daytime, and if at night, within two hours after the next sunrise, all letters and packages 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 package so delivered, unless the same is carried under a contract for carrying the mail; and for every failure so to deliver such letters or packages, the master or other person having charge or control of such steamboat or other vessel shall be fined not more than one hundred and fifty dollars.

Delivery of letters by master of vessel.
1909, Mar. 4; 35 Stat., 1126.

Penalty for failure.

See sec. 407, as to postage on ship letters; sec. 533, as to treatment of such letters in post offices.

Sec. 1405. The term "ship letters and packages" embraces the letters and packages brought into the United States from foreign countries, or carried from one

Ship letters defined.

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 shall be treated as though included in the mails brought by the carrying vessel. (See sec. 654.)

Compensation for carriage of ship letters. R. S., § 3978.

Sec. 1406. 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 shipmaster showing letters carried.

Sec. 1407. Postmasters at offices where ship and steamboat letters are delivered shall 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 2 cents, and take his receipt therefor.

Payment of shipmaster, and receipt.

See sec. 533, as to manner of rating postage, and sec. 534, as to record to be kept.

When fees on ship letters not allowed. —addressed to foreign country. —to passengers or sailors.

—to mail vessels, or carriers.

—for mail carried over post route.

Sec. 1408. No fee shall be allowed for ship letters addressed to a foreign country, but they should be marked "Ship." No fee shall be allowed for ship letters delivered to a postmaster by a passenger or sailor; nor to the master of any vessel or any person on board any vessel which carries mail; nor to any carrier on any mail route; nor to the master of a vessel who delivers to a postmaster letters which were carried over a post route; nor for printed matter.

See secs. 407 and 408, as to postage on ship letters and printed ship matter; sec. 533, as to treatment of all ship matter at post offices.

Letters on mail steamboats. —how disposed of.

Sec. 1409. 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 shall not be paid 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.

IV.—ADVERTISEMENTS FOR PROPOSALS FOR MAIL SERVICE.

Sec. 1410. The United States shall be divided into ^{Contract sec-} four contract sections. A general letting for one of these ^{ions.} sections will occur every year, and contracts will be made ^{-division of} for four consecutive years, commencing on the first day of ^{United States} July. The sections are: ^{into.}

First. Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, and West Virginia.

Second. North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, Kentucky, and Porto Rico.

Third. Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, and Missouri.

Fourth. Arkansas, Louisiana, Texas, Oklahoma, Kansas, Nebraska, North Dakota, South Dakota, Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, Nevada, California, Alaska, and Hawaii.

Sec. 1411. Hereafter the Postmaster General shall cause advertisements of all general mail lettings of each State and Territory to be conspicuously posted in each post office named in said advertisements for at least sixty days before the time of such general lettings, and no other advertisement of such lettings shall be required; but this provision shall not apply to any other than general mail lettings. ^{General mail lettings.} ^{-advertisements for} ^{1910, May 12;} ^{36 Stat., 366.}

Sec. 1412. 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. ^{Miscellaneous mail lettings.} ^{1802, July 26;} ^{27 Stat., 268.} ^{-before general advertisement.} ^{-advertisement for.} ^{Term of contracts.}

See sec. 1449, as to employment of temporary service where bidder or contractor under above section fails; secs. 1448 and 1450, as to other temporary service.

Sec. 1413. The lettings of service upon new mail routes, established pursuant to law in any contract division of the United States during a contract term, ^{Miscellaneous mail lettings defined.}

and upon routes where the contractor has failed or abandoned his contract, shall be denominated "miscellaneous mail lettings," and shall 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. 1414. Proposals for carrying the mails shall be made on the forms prescribed by the Postmaster General, and bidders for service on star routes shall propose to transport the mails with "celerity, certainty, and security." (See sec. 1424.)

—not to be altered.

2. A proposal altered in any of its essential terms will not be considered in competition with proposals submitted in proper form. Nor shall a proposal, after having been submitted, be modified.

Proposals to be accompanied by bond.
1874, June 23;
18 Stat., 235.

Sec. 1415. 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.

Conditions of bond.

—that service shall be performed.

—liability for failure.

Proposals without bond not to be considered.
Oath of bidder.
—what to contain.

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.

Note.
—surety companies.

NOTE.—When a bond is executed by a surety company acceptable on bonds to the United States, the approval of a postmaster is not required. (See sec. 79.)

See sec. 1716, as to penalty for false approval of bond by postmaster.

Sureties on bonds of bidders.
1876, Aug. 11;
19 Stat., 129.

Sec. 1416. 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 act Mar. 4, 1909, sec. 125; 35 Stat., 1111.)

NOTE.—When a bond is executed by a surety company acceptable on bonds to the United States, the above oath and interrogatories are not required. (See sec. 79.)

Sec. 1417. Before approving bonds of bidders for mail service, postmasters shall satisfy themselves of the sufficiency of the sureties and that neither is a married woman, a minor, or a person in any way disqualified to act as surety; they shall see that the bonds are properly filled out, and that they are signed by the bidders and sureties, and also that the prescribed oath has been administered to the sureties. (See secs. 169 and 1313.)

2. A postmaster shall not divulge to anyone the amount of any proposal of which he may have knowledge.

3. When a surety company authorized to do business under act of August 13, 1894, as amended by the act of March 23, 1910 (see sec. 79), qualifies on the bond of a bidder, no oath of surety, answers to interrogatories, or certificate of postmaster as to surety is required.

4. The approval of the sureties shall be by a postmaster, and the certificate shall 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. 1716, as to penalty for false approval by postmasters of bond or certificate.

Sec. 1418. No extra pay shall be allowed a contractor for mail service on account of alleged mistakes or misapprehension as to the amount of service required, nor for increased distance caused by obstruction of roads, destruction of bridges, or discontinuance of ferries occurring during the contract term; nor shall additional pay be allowed should it be shown that the actual dis-

tance is greater than that stated in the advertisement, if the points to be supplied are correctly stated.

Offices estab-
lished during con-
tract term.

2. Post offices established during a contract term shall be visited by the contractor or carrier without allowance of additional pay if the distance be not thereby increased, and for pro rata additional pay if the distance be increased.

Consolidated
bids.

Sec. 1419. Consolidated or combined bids for mail service (proposing one sum for two or more routes) will not be considered.

Proposals from
disqualified per-
sons.

Sec. 1420. No proposal for carrying the mail submitted by a married woman or by a person under 21 years of age, or a person who is disqualified in any manner from entering into a valid, binding contract, will be accepted.

Delivery and
opening of pro-
posals.
R. S., § 3944.
Before whom
opened.

Sec. 1421. 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.

Withdrawal of
proposals.

Proposals.
—when not to be
considered.

Sec. 1422. Proposals submitted in response to a general or miscellaneous advertisement, received at the Post Office Department after the limit of time fixed in such advertisement for the receipt of bids, shall not be considered in competition with bids received within the prescribed time. No transfer or assignment shall be made of a bid or any interest therein.

Award, suspen-
sion of.

2. The award under a general advertisement for service on any route may be suspended by the Postmaster General for a period not exceeding 30 days after the date stated in such advertisement, with a corresponding allowance of time for the execution of the contract; all bids on any route may be rejected whenever in the judgment of the Postmaster General the interest of the service requires it, and bids accompanied by bonds on which there appears as surety the name of any person who is barred from bidding by reason of being a failing bidder or contractor, or for any other reason, may be disregarded.

Rejection of
bids.

See sec. 1453, as to assignment of contracts.

Sec. 1423. 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.

Record of proposals.
1898, June 13;
30 Stat., 444.

Proposals not accepted to be destroyed.

VI.—CONTRACTS—PERFORMANCE OF SERVICE.

Sec. 1424. 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.

Contracts in name of United States.
R. S., § 3949.
Award to lowest bidder, except.

See sec. 1433, as to new sureties on contracts.

2. A contractor for service on star, screen, or regulation wagon route shall live on or contiguous to the route, and shall give his personal supervision to the performance of the service thereon.

Contractor to live on route.

Sec. 1425. No contract for carrying the mail shall be made for a longer term than four years, * * *.

Contracts limited to four years.

2. * * * 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.

R. S., § 3956.
Continuation of contracts.
1876, Aug. 11;
19 Stat., 130.
—for six months, authorized.

Sec. 1426. 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. 1313, as to persons disqualified as mail contractors; sec. 1692, as to Members of Congress being interested in contracts.

Sec. 1427. Contracts for carrying the mail shall 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 30 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.

Copies of contracts furnished by department.

2. A contractor may obtain a copy of his contract upon application to the Post Office Department.

Failure of bidder to enter into contract or contractor to commence service. 1876, Aug. 11; 19 Stat., 129. —new contract in case of.

Sec. 1428. 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 readvertise such route.

Failure of contractor to perform service. 1876, Aug. 11; 19 Stat., 130. —new contract in case of.

Sec. 1429. * * * 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 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. 1430. The Postmaster General shall deliver to the Sixth Auditor (Auditor for the Post Office Department), within sixty days after the making of any contract for carrying the mail, a duplicate copy thereof.

Sec. 1431. 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.

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 (17 Stat., 315), the section from which R. S., § 3953, was taken, reads, “otherwise than as provided in secs. 261 and 262.” Those sections reappeared in the revision as 3960 and 3961, and are here given as secs. 1442 and part of 1443. The above section is also qualified by the act of Aug. 3, 1882 (see sec. 1441), authorizing extension of service, and sec. 1432, 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. 1412), in relation to bulletin advertisements for service needed before the general lettings.

Change in terms of contracts.
R. S., § 3953.
—how effected.

Note.
Sections referred to.

Other provisions as to changes in contracts.

Sec. 1432. 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 require such discontinuance or curtailment for any other cause, the contractor to be allowed, as full indemnity, 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.

Discontinuance or curtailment of service.
—reasons for.

—indemnity in case of.

Sec. 1433. 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.
1879, Mar. 3; 20 Stat., 362.

Sec. 1434. All mail contractors shall be required—
(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, and then to carry according to such altered schedule, provided that when more than ten minutes are taken for opening and closing the mails at any office (see sec. 577) 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

Performance of service by contractors.
Manner of carrying mail.

Schedules.

Ten minutes for opening and closing the mails.

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.

(b) To carry the mail in a safe and secure manner and to protect it from becoming wet or otherwise injured.

(c) To take the mail and every part thereof from, and deliver it promptly at, each post office on the route, or that may be established on the route, 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. 578); and if no post office is there kept, to lock it 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.

(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 16 years of age, nor to any person prohibited by law from being concerned in a contract 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 agents of the department on the exhibition of their credentials, if a coach or other suitable conveyance is used, without additional charge.

(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; unless the star route terminates at a

railroad station at which the railroad company has an agent and the requiring of the carrier to remain at the station and receive the mail from or deliver it to the train would delay the mail for the star route or impose a hardship upon the carrier; in which cases the carrier on the star route shall deliver the mail to and receive it from the agent of the railway company, the agent being required to receive the mail from and place it on the train.

When to deliver to agent of railway company.

Sec. 1435. No person under 16 years of age shall be permitted to carry mail, nor shall a person who is undergoing sentence of hard labor imposed by a court having criminal jurisdiction be permitted to perform any service under a mail contract. The carriers on star routes shall be persons of good character, reliable, and trustworthy, and of sufficient intelligence properly to handle and deposit mail along the routes.

Qualifications of carriers.

Sec. 1436. No contractor or carrier on any star route shall be permitted to transport intoxicating liquors from one point to another while in the performance of mail service.

Intoxicating liquors.

Sec. 1437. Unless otherwise specifically stated in the advertisements, contractors for service on star routes shall, in addition to carrying the mail to the various post offices, be required to deliver mail into all boxes and hang mail bags and satchels containing mail on cranes or posts that may be erected along the route, and to collect mail from the boxes and collect the bags or satchels from cranes or posts and deposit the same in the proper post office at the risk of the addressee, in accordance with the rules governing such service and without charge to the persons sending or receiving the mail. But registered mail shall not be so delivered unless expressly directed by the addressee in a written order.

Further duties of contractors.

Sec. 1438. Where carriers of the mail can not leave their horses to deliver the mail into intermediate post offices, postmasters shall arrange to take the mail from them.

When postmasters to meet carriers.

Sec. 1439. Wherever in these regulations the 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.

Payment on contracts.
R. S., § 3959.

Sec. 1440. 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.

—not to be made until contract is executed.
—withholding of, when.
1882, May 4; 22 Stat., 54.

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 person, corporation, or partnership until such failure has been removed and all penalties therefor fully satisfied.

—how made.

3. Payments shall be made by warrant on the Treasury or subtreasury direct from the department, after the expiration of each month, and as soon as accounts can be settled, if required evidence of service has been received. (See sec. 1479.)

Note.

NOTE.—Contractors for carrying the mail shall not be paid until the oath prescribed in sec. 153 is taken and filed in the department. (See sec. 1482.)

VII.—CHANGES IN SERVICE—ADDITIONAL SERVICE, ETC.

Extension of service on routes under contract.
1911, Mar. 4; 36 Stat., 1339.

Sec. 1441. 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: *Provided*, That the extensions beyond either terminus ordered during a contract term shall not, in the aggregate, exceed twenty-five miles.

Additional service.
R. S., § 3960.
—compensation for.

Sec. 1442. 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 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.

Expedition of service when authorized.
—compensation for.
R. S., § 3961.

Sec. 1443. 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.

—limitation upon compensation for.
1880, Apr. 7; 21 Stat., 72.

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.

Increased celerity.

Sec. 1444. 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 con-

sent 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.

Sec. 1445. The Postmaster General may change the schedule of the departures and arrivals on any route without increase of pay, provided the running time be not abridged.

Sec. 1446. Upon application to the Post Office Department 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 shall not dispatch or receive mail more frequently than required by the schedule of the route on which the mails are regularly carried.

Sec. 1447. The Postmaster General may readjust the compensation of star-route and screen-wagon contractors if it should appear that as a result of the parcel-post system the weight of the mails handled by them has been materially increased. Before such readjustment, however, a detailed account must be kept as to the amount of business handled by such star-route or screen-wagon contractors before and after this section becomes effective for such a period as to clearly demonstrate the amount of the increase and that such increase in the weight of the mails was due to the adoption of the parcel-post system.

VIII.—TEMPORARY SERVICE.

Sec. 1448. 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 contractor who shall have performed the service during the last preceding contract term.

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.

Sec. 1449. 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

—when required, to be without extra pay.
—contractor refusing to meet demand for.

Change of schedules.

Gratuitous exchange of mails.
—postmasters may arrange, in addition to regular service, when.

Readjustment of compensation of star-route and screen-wagon contractors.
1912, Aug. 24;
37 Stat., 558.

Temporary contract, when authorized.

1876, Aug. 11;
19 Stat., 130.
1879, June 12; 21 Stat., 11.

—where bidder fails to sign contract.

—on new route, etc.
—how secured.

—cost of.

Note.
—former statutes.

Temporary service where contractor fails to perform service.

1882, Aug. 3; 22 Stat., 216.
—cost of, limited.

—cost of, to be charged to contractor.

Temporary service where bidder or contractor under bulletin advertisement fails. 1892, July 26; 27 Stat., 268.

Employment of temporary service by postmasters when authorized.

—rate for.

—to be charged to contractor.

—report of, to department.

—payment withheld.

Postmasters not to employ service after expiration of contracts.

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.

Sec. 1450. * * * 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. 1412) 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.

Sec. 1451. 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. 1439) shall 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.

2. Postmasters should immediately report to the Post Office Department any action taken in connection with the employment of temporary service, and shall not pay for such service.

See sec. 1313, as to persons who will not be paid for performing mail service.

Sec. 1452. 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 shall not employ any service unless expressly authorized to do so by the Post Office Department.

IX.—ASSIGNMENT OF CONTRACTS—SUBCONTRACTS.

Sec. 1453. 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.

Assignment of contracts prohibited. R. S., § 3063.

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.

Note. Distinction between assignment and subletting.

See following section, note, as to subcontracts; sec. 1459, as to contracts for transporting foreign mails.

Sec. 1454. No subletting 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 sublet 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.

Subletting of contracts. 1878, May 17; 20 Stat., 62. —Postmaster General may authorize. —in case of, without permission, to be annulled.

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.

Note. Liability of contractors when service sublet.

Sec. 1455. 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. 1432.)

Subletting for less than contract price. 1882, May 4; 22 Stat., 52. —contract to be void. Contract with subcontractor.

Proviso.

Contractor not to have indemnity.

Sec. 1456. When any person or persons being under contract with the Government of the United States for carrying the mails, shall lawfully sublet 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

Manner of subletting contracts. 1878, May 17; 20 Stat., 62.

Copy of contract to be filed. Auditor to be notified.

Postmaster General to notify the Auditor of the Treasury 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 subcontractor or subcontractors, and the amount agreed to be paid to the subcontractor or subcontractors. And upon the receipt of said notice by the Auditor of the Treasury 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 subcontractor or subcontractors, and shall pay said amount, upon the certificate of the Second Assistant Postmaster General, to the subcontractor or subcontractors, 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 subcontractor or subcontractors, it shall be the duty of the Second Assistant Postmaster General to certify such fact to the Auditor of the Treasury 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.

Auditor to pay subcontractor.

Proviso.

Subcontracts.

Sec. 1457. Contractors shall in all cases secure the permission of the Postmaster General before making a subcontract on any route. The application to sublet shall be made separately for service on each route, specifying the number and terminal points thereof.

—applications to make.

2. A subcontract shall be executed in the form prescribed by the Postmaster General, shall embrace but one route, be executed in triplicate for service upon the whole route, and for a period not less than one year, or for the remainder of the contract term when less than one year, and one copy thereof shall be filed in the Post Office Department within 30 days after the time when the service is to begin under it.

—forms for, to be followed.

3. None of the stipulations in the form of subcontract prescribed by the Post Office Department shall be eliminated therefrom, and no collateral stipulations shall be added thereto.

—to conform with stipulations of contract.

4. The subcontract shall be made with the original contractor.

—with whom to be made.

5. The subcontractor shall reside upon or contiguous to the route.

Subcontractor to live on or contiguous to route.

6. 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.

Contractor's liability.

7. Contractors who desire credits for payments to subcontractors of record shall file in the Post Office Department, before the expiration of the month to which such payments or proposed payments relate, notice of their intention to make such payments, and file in that office, within 30 days after the expiration of the month, the prescribed receipt showing the payment. —payments of contractors on.

8. The evidence of payment of a subcontractor by a contractor, provided in the preceding paragraph, shall be the receipt of the subcontractor, authenticated by a postmaster on the mail route on which the service was rendered. —evidence of payment.

9. If the subcontract rate of pay is greater than that named in the contract, the department may pay the subcontractor at the latter rate only, and for the remainder he shall look to the contractor. —in excess of regular contract, how paid.

Sec. 1458. 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. Lien upon pay of contractors and subcontractors. 1882, May 4; 22 Stat., 54. —persons performing service to have. —payment of amount of.

CHAPTER 9.

FOREIGN MAIL SERVICE.

I.—CONTRACTS—GENERAL PROVISIONS.

Sec. 1459. 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. Transporting mails between United States and foreign countries. R. S., § 4007.

See sec. 1402, as to combining foreign and inland steamboat service; sec. 1453, as to assignment of foreign mail contracts; sec. 1310, as to contracts for transporting domestic mails over foreign territory; Title Four, ch. 4, as to foreign mails; sec. 1473, as to sea post offices; sec. 1715, as to penalty for offenses in connection with foreign mails.

Sec. 1460. 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 Foreign mails. R. S., § 4008. —how transported.

have such transportation performed by sailing vessels when the service can be facilitated thereby.

Limit of contracts.
1373, May 17; 20 Stat., 63.

Sec. 1461. 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. 1464, as to ocean mail subsidy service.

Discontinuance of foreign mail transportation contracts.
R. S., § 4011.

Sec. 1462. 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. 1464), which was authorized after its enactment.

Compensation for transportation of foreign mails.
R. S., § 4009.

Sec. 1463. 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 not exceeding 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. 1464, as to compensation for "ocean mail service;" secs. 1436 and 1487, as to fines and deductions.

Ocean mail service.
1891, Mar. 3, ch. 519; 26 Stat., § 30.
Sec. 1885, Mar. 3, ch. 342, § 1; 23 Stat., 387.
—authority for establishment of.

Sec. 1464. 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.

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, Saint 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.

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 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. 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 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 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 said vessels may carry passengers with their baggage in addition to said mails and may do all ordinary business done by steamships.

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.

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

Vessels and requirements thereof.

—first class.

—second class.

—third class.

—fourth class.

Construction of vessels for conversion into auxiliary naval cruisers.

Compensation.

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 one dollar a mile for the actual number of miles required by the Post Office Department to be 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 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.

Deduction for failure; fines for irregularities.

No other subsidy.

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 vessel 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.

Sec. 1465. 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

R. S., § 4012.

Withdrawal of privilege.

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.

See sec. 1310, as to contracts for transporting domestic mails over foreign territory; sec. 507, 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.

Sec. 1466. 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 vessel, 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 other 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 may be directed to the owners or consignees, shall be delivered into the United States post office by the master or other person having charge or control of such vessel when arriving, and be taken from the United States post office when departing, and the postage justly chargeable by law paid thereon; and for refusing or failing to do so, or for conveying such letters or other mailable matter, or any letters or other mailable matter, intended to be conveyed in any vessel of such foreign country, over or across the United States, or any portion thereof, the party offending shall be fined not more than one thousand dollars.

Letters carried in foreign vessels to be deposited in post office. 1909, Mar. 4; 35 Stat., 1137.

Punishment for failure.

See secs. 1405 to 1408, as to payment for ship letters.

Sec. 1467. 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 Revised Statutes; sec. 1291, P. L. & R.); 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.

Carriage by vessels of mail not received from post office forbidden. R. S., § 3957.

Officer of port to require oath of master of vessel not to violate this section.

NOTE.—Letters inclosed in stamped envelopes as provided in sec. 1291 can be carried without emanating from a post office.

Note.

III.—POSTAL AGENCIES.

Sec. 1468. 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

Agencies in foreign countries. R. S., § 4021.

Agents. mails, as may, in his judgment, promote the efficiency of the foreign mail service; and may pay the agents employed by him at such ports, out of the appropriation for transportation of the 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.

—expenses of.

Agency in China or Japan. **Sec. 1469.** 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.

—branches of.

Agents.

—expenses of.

Note. NOTE.—A general agency is maintained at Shanghai, but no branches have been established.

Agents on ocean steamers. **Sec. 1470.** 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.

R. S., § 4022.

—on what routes.

—compensation.

See sec. 1473, as to sea post-office clerks.

IV.—TRANSPORTATION BY POSTAL UNION COUNTRIES OF THE MAILS OF OTHER COUNTRIES.

Right of transportation by Postal Union countries. **Sec. 1471.** 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 sec. 1310, as to contracts for transporting domestic mails over foreign country.

Postal Union transit charges. **Sec. 1472.** Each Postal Union country whose transportation service is used by another country of the Postal Union for the transmission of its mails to a third country is entitled to be paid for such service by the country in which the mails originate, at the transit rates fixed by the Universal Postal Convention. The amounts of the transit charges involved are ascertained in the manner prescribed by the Universal Postal Convention and settlement therefor made in accordance with the stipulations of said convention.

V.—SEA POST OFFICES.

Sec. 1473. 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 in the International Postal Union.

2. For transportation of foreign mails, * * * ; *Provided*, That the Postmaster General shall be authorized to expend such sums as may be necessary, not exceeding \$112,800, to cover the cost to the United States of maintaining sea-post service on steamships conveying the mails, and not exceeding \$88,100 for transferring the foreign mail from incoming steamships in New York Bay to the steamship and railway piers, for transferring the foreign mail from incoming steamships in San Francisco Bay to the piers and for transferring the foreign mail from incoming steamships at Honolulu from quarantine to the piers; also for transferring the mail from steamships performing service under contract for transporting United States mail: *Provided*, That hereafter acting clerks may be employed in place of clerks or substitutes injured while on duty who shall be granted leave of absence with full pay during the period of disability, but not exceeding one year, then at the rate of fifty per centum of the clerk's annual salary for the period of disability exceeding one year but not exceeding twelve months additional, and that the Postmaster General may pay the sum of \$2,000, which shall be exempt from payment of debts of the deceased, to the legal representative of any sea-post clerk or substitute sea-post clerk who shall be killed while on duty, or who, being injured while on duty, shall die within one year thereafter as the result of such injury.

Sea post clerks, compensation and expenses of.
1901, Mar. 3; 31 Stat., 1106.

1913, Mar. 4; 37 Stat., 799.
—appropriations, limit of cost.

Acting clerks in place of clerks injured.

Clerks or substitutes killed while on duty.

NOTE.—Par. 2 is taken from the appropriation act for the year 1914. Note.

Sec. 1474. Sea post offices duly authorized by the Post Office Department shall be established and operated on such ocean steamers as may be designated.

Sea post offices.

Sec. 1475. United States sea post clerks in addition to one chief clerk, who shall receive pay at the rate of \$1,800 per annum, shall be of two classes; clerks of class 1 shall receive pay at the rate of \$1,300 per annum each; clerks of class 2, who shall be clerks in charge, shall receive pay at the rate of \$1,500 per annum each, and in addition thereto shall be entitled to first-cabin board on the steamers to which assigned and to commutation for board and lodging while in foreign countries or in Porto Rico at rates fixed by the Post Office Department. They are subject to the ship's discipline to the same extent that passengers are. While on duty they will wear uniform coats and caps complying with the specifications of the Post Office Department.

Sea post clerks.—compensation.

Appointments,
how made.

2. Vacancies in the sea post-office service shall be filled by transfer from the Railway Mail Service or classified post offices in accordance with the postal regulations and the special instructions of the Second Assistant Postmaster General. Each applicant for transfer must renew his application at the expiration of two years, if not transferred sooner; failure thus to renew will be regarded as indicating that transfer is no longer desired. Employees receiving a salary of less than \$1,100 a year are not eligible for transfer.

Bonds.

Sec. 1476. United States sea post clerks shall give bond to the United States, with good and approved security, in the sum of \$1,000 each. Each clerk shall pay the premium chargeable to himself. The chief clerk of the sea post service shall likewise give bond of the same character and requirements in the sum of \$2,000. Bonds shall be filed with the Second Assistant Postmaster General.

See sec. 78, as to renewal of bonds.

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. 1477. 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;
30 Stat., 444.

Sec. 1478. * * * 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.

Reports of mail service.
—by whom to be made.

Sec. 1479. Postmasters at terminal offices on mail routes, and at such other post offices as the Postmaster

General may designate as reporting offices, shall report the performance of the service upon the blank forms furnished by the department strictly in accordance with the instructions printed thereon.

2. Standard (railroad) time shall 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 shall be forwarded by the first mail after the close of each month to the Post Office Department, and a duplicate of each report must be retained by the postmaster and carefully preserved, to be turned over to his successor. Postmasters shall promptly furnish duplicate reports when called for by the department. —when to be made. —duplicates of, to be retained. —requests for duplicates of.

Sec. 1480. 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. Delinquencies. R. S., § 3849. —report of.

Sec. 1481. A special report shall be made to the Post Office Department in each of the following cases: Special reports, subjects of.

(a) Mail carried by a person who has not taken the oath.

(b) Mail carried by a person under the prescribed age.

(c) Carrier intoxicated on duty, or who calls for the mail when intoxicated. The postmaster in such cases shall 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 on the bond as named in the advertisement.

(d) Failure of carrier to deposit mail in post office in place at which he stops overnight.

(e) Mail arriving without a lock. If the name of the person at fault can be ascertained, it should be included in the report.

(f) Mails left exposed to damage or depredation.

(g) Failure of carrier to properly protect mail from the weather. The postmaster should call the carrier's attention to such delinquencies and see that they are corrected.

(h) Failure of carrier to take all the mail on each trip.

(i) Mails unnecessarily thrown upon the ground. Mail pouches or sacks (or contents) damaged by being dragged about or otherwise.

(j) Where 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 a carrier of the mail.

(k) Extraordinary failures, interruptions, or abandonment of service.

Postmasters to furnish general information.

2. Postmasters shall furnish the Post Office Department with any information that may aid it in enforcing the performance of duty on the part of contractors, and in securing regularity, safety, and efficiency in the mail service. All reports should state the number and terminal points of the route, if known.

Note.

NOTE.—The attention of postmasters is directed to sec. 1434 relative to the requirements of contractors, and to sec. 1384 relative to the duties of mail messengers.

See sec. 570, as to delivery of mail to carriers in advance of scheduled time.

Oath of mail carriers.

Sec. 1482. 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 153.

—supervision by postmasters.

2. Postmasters must see that the requirements of this section are strictly complied with.

Explanation for delinquencies by contractors.

Sec. 1483. When mail fails to arrive at the end of a contract route, or at any intermediate scheduled point, within the time fixed in the contract or schedule, the contractor shall promptly send his explanation to the Post Office Department, stating particularly the cause of the failure. A specific explanation is required for each delinquency. Mere general allegations will not be considered. If only part of the trip was performed the report must show what part and state the distance traveled.

Railroads to report failures.

Sec. 1484. Railroad companies must furnish monthly, to the division superintendent of Railway Mail Service, statements in the form prescribed by the Post Office Department, and affirmed under the oath of their respective principal transportation officers, showing by routes all failures to operate trains carrying mail, and, similarly, reports showing all failures to operate full railway post-office cars of not less than the dimensions authorized and of the character and in the condition required; 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.

Sec. 1485. Statement of accounts to the Auditor for payment shall not be made until full evidence of the performance of the service and of any delinquencies therein has been received. Certification of service.

II.—DEDUCTIONS AND FINES, AUTHORIZATION OF.

Sec. 1486. 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. Deductions and fines for failures and delinquencies. —authority for. R. S., § 3962.

See sec. 1338, as to reduction of pay for refusal of railroad company to carry mails on fastest trains; sec. 1333, as to reduction of pay for refusing to furnish railway post-office cars or equip them.

Sec. 1487. 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. Fines on contractors for foreign mails. R. S., § 4010. —maximum amount of.

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. 1464.) Note.

III.—DEDUCTIONS.

Sec. 1488. Deductions in the following services will be made within the limit fixed by law (see sec. 1486), the amount thereof to depend upon the nature or frequency of the failure and the importance of the mail. Deductions, how and for what made.

RAILROAD SERVICE.

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. Compensation apportioned among trains.

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. Failure to perform trip.

4. A train will be considered as failing to perform service when it becomes 24 hours or more late, and will be charged with failure from the point where it became 24 hours late to the end of its run, or to the point at which it becomes less than 24 hours late. What constitutes failure.

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 24-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 24 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 to operate a train or trains was unavoidable, the deduction will be made at pro rata, or 100 per cent of the amount due to be earned by them between the points of failure. If the failure was unavoidable, the route reopened without unnecessary delay, and the mails not diverted, the mail service being reestablished promptly, 50 per cent of said amount will be deducted. Where, however, there has been a total suspension of mail 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 100 per cent of pro rata, without regard to the cause of the failure or diversion of mails.

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 50 per cent of the value of the train's service between 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.

13. Applications from railroad companies for remission of deductions made from their compensation for carrying mail will not be considered unless filed, with evidence, 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.

Applications for remission, when to be filed.

ELECTRIC AND CABLE CAR SERVICE.

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.

Deductions made without reference to cause of failure.

STAR AND BOAT SERVICE.

15. In all cases a deduction of the price of a trip may 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 may be deducted.

Deductions, when made and how amount of determined.

IV.—FINES.

GENERAL SERVICE.

Sec. 1489. 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:

Fines, how and for what imposed.

(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. 578.)

Failure to take or deliver mail.

(b) Suffering the mail, or any part of it, to become wet, lost, injured, or destroyed, or conveying or keeping it in a place or manner that exposes it to depredation, loss, or injury.

Damage to mail.

(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.

Postmaster General to fix amount of fine. 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.

Fines in particular classes of service. Sec. 1490. In addition to the foregoing general causes, fines will be imposed for the following delinquencies in the different classes of service, to wit:

RAILROAD, ELECTRIC AND CABLE CAR SERVICE.

- Leaving mail. (a) Leaving mail which arrives at the station before the departure of the train or car for which it is intended.
- Forwarding of delayed mails. (b) Failure to use the first practicable means of forwarding mail which is delayed en route.
- Failure to furnish apartments in cars. (c) Failure to furnish suitable apartments when required in which to distribute the mail.
- Failure to sound signal. (d) Failure to sound proper signal when approaching mail crane.
- Failure to furnish proper accommodations in depots. (e) Failure to furnish proper accommodations for the handling, storage, and, if necessary, the distribution of mails in depots.

STAR SERVICE.

- Failure to observe schedule. (f) Failure to arrive or depart at time fixed by schedule without satisfactory excuse.
- Intoxication of carrier. (g) Intoxication of carrier while in charge of mail.
- Carrier under age. (h) Employing a carrier under 16 years of age.
- Care of mail overnight. (i) Failure to deposit all mail in the post office at any place where the carrier stops overnight.
- Employing post-office employees. (j) Employing either as subcontractor or carrier any postmaster, assistant postmaster, clerk in a post office, 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.

(n) Failure to provide and maintain in good condition sufficient equipment (wagons, horses, and harness) to perform the service properly. Failure to provide sufficient equipment.

(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. Failure to carry mails in prescribed wagons.

MAIL-MESSENGER SERVICE.

(p) Failure to perform service properly. Imperfect service.

CHAPTER 11.

MAIL EQUIPMENT.

I.—MAIL BAGS.

Sec. 1491. The term "mail bags" includes mail pouches and mail sacks. Mail bags shall be numbered 0 to 5, according to size; No. 0 indicating the largest, No. 1 the next smaller size, etc. Term "mail bags,"—what it includes.

2. The several styles of mail bags are:

(a) Mail pouches, designed for locking, sizes 2, 3, 4, and 5. Mail pouches.

(b) Saddle mail bags, designed for locking, and for use exclusively for horseback service; one size only. Saddle mail bags.

(c) Catcher mail pouches, designed for locking, and for use exclusively for the exchange of mails with moving trains by means of catchers and cranes; one size only. Catcher mail pouches.

(d) Canvas mail sacks, known as class D, for ordinary second, third, and fourth class domestic matter, sizes 1, 2, 3, and 4. Sizes 1, 2, and 4 are equipped with lacing cord and sliding cord fastener. Sacks for domestic mail.

(e) Canvas mail sacks, known as class E, for ordinary foreign mail, sizes 0, 1, and 2. Sacks for ordinary foreign mail.

(f) Canvas mail sacks, known as class F, for registered foreign mail, sizes 0, 1, and 2. Sacks for registered foreign mail.

(g) Special bags, such as bee pouches, knapsack pouches, parcel-post sacks, etc. Special bags.

NOTE.—The through registry pouch, the inner registry sack, and the domestic registry sack (3), representing distinctive equipment for domestic registered mail, are no longer manufactured, and those Note.

in use are being replaced gradually by the more general use of the ordinary pouches and sacks. The No. 2 saddle mail bag, also, is no longer manufactured, and those in use will be replaced gradually by the No. 1 size.

Waterproof coverings not furnished.

(h) Tarpaulins or other waterproof covering for mail bags shall not be furnished by the department.

Use of mail bags.

—by postal service only.

None sold.

Sec. 1492. Mail bags shall be furnished by the department for use exclusively by the postal service. They shall not be sold or otherwise disposed of to private parties.

—experimental use of alleged improvements forbidden.

2. The experimental use in the postal service of alleged improvements in mail bags or other mail equipment shall not be permitted unless specially authorized by the department.

Postmasters at head of star routes to order bags and locks.

Sec. 1493. When a mail bag is needed on a star route, it shall be ordered by the postmaster at the head office (see sec. 1439), and failure on his part to keep the route equipped with suitable bag and lock should be reported to the Second Assistant Postmaster General, Division of Railway Mail Service.

Applications for mail bags.

—how to address.

Sec. 1494. All requests for mail bags shall be addressed to the Second Assistant Postmaster General, Division of Railway Mail Service, and state the style, size, and quantity wanted and why needed.

(a) If needed for a star route, the terminal offices of the route and the route number should be mentioned.

(b) If needed for a rural-delivery or special route, the name of the office supplied should be stated.

—extra pouches for star routes not furnished, except.

2. Separate locked pouches for offices on a star route shall not be furnished, except when authorized by the proper division superintendent of the Railway Mail Service.

Use of mail bags.

—restricted.

Sec. 1495. Mail bags shall be used only for the transmission of mailable matter while under the care, custody, and control of the Post Office Department, through its postmasters and other authorized agents, and shall not be used for other purposes.

—for storage of records, etc., forbidden.

2. Mail bags shall not be used for storing records, waste paper, etc., or for personal convenience. Surplus mail bags shall be disposed of daily as indicated in section 1502.

Use of catcher and saddle bags.

3. The use of catcher mail pouches and saddle mail bags shall be restricted as indicated in section 1491.

Accumulation of bags forbidden.

4. The accumulation of mail bags of any kind in excess of the quantity actually required for the regular dispatch of mails shall not be permitted unless duly authorized.

Sec. 1496. When deemed advisable, for the purpose of expediting the dispatch of mails, mail sacks may be loaned to publishers or others who deliver their mail to the post office made up for dispatch in accordance with Railway Mail Service schemes of distribution, and the postmaster shall keep a separate and exact account with each party to whom the privilege is extended showing the number and sizes of sacks taken from and returned by him to the post office.

Loan of mail sacks.

—account to be kept.

2. No sacks shall be loaned by the postmaster except on presentation of a pass book, with which the party to whom the privilege is extended shall provide himself, in which he shall be debited and credited with the sacks loaned and returned.

—restriction on.

3. Postmasters shall see that mail sacks which have been loaned are returned to the service within a reasonable time, and shall advise each patron to whom such sacks are loaned that he will be held responsible for the proper care and return of each sack intrusted to him.

—to be returned promptly to the service.

4. The Fourth Assistant Postmaster General, Division of Supplies, shall advise postmasters, on request, of the value of mail sacks.

—value of sacks.

5. The postmaster shall collect from the patron the value of mail sacks not returned and shall account for such collections as postal funds.

—collections for.

Sec. 1497. Postmasters who receive canvas mail sacks containing public documents or other official mail matter addressed to Senators or Representatives in Congress or to resident agents of any executive department at Washington, D. C., stationed within the delivery of the post office, may permit such sacks to be taken from the receiving post office for the purpose of conveniently emptying the same, but with the distinct understanding that such sacks shall not be withheld from the service for a longer period than three days. All other sacks shall be disposed of promptly as directed in section 1502.

Mail sacks containing public documents, etc.

—to be emptied and returned promptly.

—disposal of.

Sec. 1498. Mail bags received from and belonging to foreign countries shall be promptly returned empty, pursuant to the international postal regulations; and such bags shall not be used by postmasters or others.

Bags belonging to foreign countries. —return of.

Sec. 1499. The lock staple of a mail pouch may be filed or cut, if necessary, to remove a defective lock, as indicated in section 1512.

Mail pouches. —lock staple may be cut.

—no other mutilation allowed.

2. Mail bags shall not be mutilated otherwise by postmasters or other post-office employees.

—except.

3. A railway postal clerk may cut the fastening strap of a mail pouch, if necessary.

—attachments not to be removed, etc.

4. Cord fasteners or other attachments shall not be removed wilfully from mail bags, nor shall the lacing cord on mail sacks be cut or tied into hard knots.

Mail bags.
—repair of, to be avoided.

Sec. 1500. A postmaster at the head of a star route shall avoid the necessity of having mail bags repaired locally by ordering new bags before those in use become unserviceable. (See secs. 1493 and 1494.)

—no allowance for, when.

2. The continued use of mail bags on star routes until they become defective from natural wear shall be considered negligence, and may be deemed sufficient reason for disallowing any claim for credit arising from the repair of such bags.

—when permissible.

3. A postmaster whose office is located on a star route may have a mail pouch used on said route repaired (no serviceable bag being available to substitute in its place) only 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 to remove a defective lock as authorized by section 1512. Unnecessary repair of pouches, or the repair of sacks, shall not be made.

—allowance for.

4. The receipted bill for money paid by a postmaster for repair of a mail pouch shall be sent to the Auditor for the Post Office Department with his quarterly report as a proper voucher for the allowance of the money so paid and charged by him. The bill shall state clearly the nature and the price of the work done.

Defective bags.
Where to send.
—Chicago, Ill.

Sec. 1501. Defective mail pouches of all styles and sizes from post-offices and railway post-office lines in the States of Michigan, Wisconsin, Minnesota, Illinois, Iowa, North Dakota, South Dakota, Nebraska, Utah, Montana, Idaho, Nevada, Washington, Oregon, and California shall be sent promptly, by ordinary mail, to the submail-bag repair shop, Chicago, Ill.

—Washington, D. C.

2. All defective mail sacks from the States mentioned in the preceding paragraph, and all defective mail bags (both pouches and sacks) from other States shall be forwarded promptly, by ordinary mail, to the mail-bag repair shop, Washington, D. C. Under no circumstances

shall serviceable mail pouches or sacks be included in bundles of defective pouches and sacks.

3. Mail bags which have been mutilated as a consequence of depredation upon the mails, however, shall accompany the report made to the nearest post-office inspector in charge, after which, when the case has been closed, or when the inspector has no further use for them, they shall be forwarded to the proper repair shop. (See secs. 291 and 487.)

4. Mail bags sent to either repair shop shall be covered by plainly addressed labels, the reverse side of which shall bear a distinct imprint of the postmarking stamp of the dispatching office.

Sec. 1502. Any serviceable mail bag not actually required for the regular dispatch of mails is surplus equipment.

2. Surplus mail bags shall not be held in any post office to meet possible emergencies unless specially authorized by the Railway Mail Service.

3. Mail bags shall not be held in small post offices until a full sack of empties shall have accumulated.

4. Surplus mail bags shall be dispatched daily, by ordinary mail, and by the following schedule:

(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 mail-bag storehouse, Washington, D. C.

(d) From post offices in Georgia, Florida, Alabama, and Mississippi, and all post offices in Louisiana excepting Alexandria, Monroe, La Fayette, and Shreveport, to the postmaster at Atlanta, Ga.

From the excepted offices in Louisiana, above indicated, to the postmaster at New Orleans, La.

(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, Washington, Oregon, and Alaska, and from

post offices supplied by the Ogden and San Francisco railway post office in California east of Sacramento, to the postmaster at Chicago, Ill.

(g) From post offices in Minnesota, North Dakota, and Montana, to the postmaster at Saint Paul, Minn.

(h) From post offices in Missouri, Arkansas, Texas with exceptions indicated below, Oklahoma, Kansas, Colorado, New Mexico, and Arizona, and from the following counties in California: Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura, to the postmaster at Saint Louis, Mo.

From the post office at Fort Worth, Tex., to the postmaster at New Orleans, La.

From the post offices at Amarillo, Beaumont, El Paso, Houston, Palestine, and San Antonio, Tex., to the postmaster at Galveston, Tex.

(i) From all post offices in California not referred to in paragraphs (f) and (h) of this section, to the postmaster at San Francisco, Cal.

—properly labeled.

5. Each bag containing empty bags shall be properly labeled, the reverse side of label to bear the postmark of the dispatching office and the name of the employee having the matter in immediate charge.

—defective.

6. Defective pouches and sacks shall not be included in these dispatches, but shall be disposed of as directed in section 1501.

Mail bag and lock depositories.

Sec. 1503. Postmasters whose offices are designated as depositories for mail bags and locks shall receive each day all mail equipment addressed to them, and render to the Second Assistant Postmaster General, Division of Railway Mail Service, at the end of every month an account, on Form 2303, giving the information indicated thereon.

—to make monthly reports.

Equipment, how kept.

2. Mail bags and locks received for deposit shall be kept separate and apart from the equipment in use for the current needs of a depository post office.

—to be distributed on orders.

3. Mail bags and locks in the several depositories shall be distributed on orders of the Second Assistant Postmaster General, Division of Railway Mail Service. Postmasters in charge of depositories, however, may withdraw equipment, without special instructions, to meet the needs of their respective offices, and to meet emergency calls from other post offices which admit of no delay.

Exceptions.

Cord fasteners and label cases.

Sec. 1504. Cord fasteners and label cases which become detached from mail bags shall be forwarded by ordinary

mail to the Fourth Assistant Postmaster General, Division of Supplies.

Sec. 1505. Postal employees shall prevent, when possible, any improper use or abuse of mail bags and mail locks, and shall report every instance, of which they may be aware, of theft or illegal use of such equipment. Improper use of bags and mail locks.—to be reported.

II.—MAIL LOCKS.

Sec. 1506. The term "mail locks" includes—

(a) The double-star lock in general use in the postal service for locking pouches in which first-class mail matter is conveyed. Term "mail locks." What it includes.—double star.

(b) The rotary registry lock used for locking through register pouches and inner register sacks containing registered mail matter only. This lock registers the next higher number with each turn of the key. This lock shall be used only at the post offices and by postal employees specially authorized to use it by the Third Assistant Postmaster General. —rotary registry.

(c) The brass registry lock, used only where specially authorized by the Third Assistant Postmaster General, its principal use being at designated post offices on star routes to lock mail bags containing registered mail and ordinary through mail. —brass registry.

(d) The letter-box lock for United States collection boxes used in connection with the free-delivery systems and for United States collection boxes which may be specially authorized by the department. —letter box.

(e) Special mail locks, of which but a few of a kind are required, for some particular and limited use in the postal service. —special.

For care of registry locks and keys, see sec. 1004, registry system.

Sec. 1507. Mail locks shall be used exclusively in the postal service and shall not be diverted to private or other uses, nor shall they be sold or otherwise disposed of to private persons. Use of locks restricted.—never sold.

Sec. 1508. Application for mail-pouch locks shall be addressed to the Second Assistant Postmaster General, Division of Railway Mail Service, and state why they are needed. If needed for a star route, the application should be made by the postmaster at the head of the route, who shall state the terminal offices of the route and route number. (See sec. 1439.) If needed for a pouch deliv- Applications for locks.—how to address.

ered by a rural or special carrier, the name of the post office supplied shall be stated.

Repairs forbidden.

Sec. 1509. Mail locks shall not be repaired nor shall oil or grease be applied to them.

Brass locks. —unauthorized use.

Sec. 1510. Brass registry locks shall not be used on pouches dispatched to post offices to which the brass-lock system of exchange has not been extended.

—how treated when so used.

2. A postmaster, whose office is without a brass-lock exchange, receiving a pouch addressed to his office and secured with a brass registry lock shall be guided by section 1512. Should it be necessary to forward the pouch unopened to the next office on the route, as provided for in section 1512, a letter of advice shall be transmitted therewith by each dispatching office.

Pouch without lock. —how treated.

Sec. 1511. When a pouch of mail, in transit without lock, is received at an office and the postmaster has no mail lock to put on it, he should 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, if he has no mail lock, shall use the same padlock on the pouch and forward the key in the same manner.

—supplying of lock.

2. The first postmaster who has a mail lock shall attach it to the pouch and immediately return the padlock to its owner.

—credit for, if purchased by postmaster.

3. If a postmaster has no mail lock or private lock and key with which to secure the mail, he should purchase an inexpensive padlock and key. The bill for such lock and key should 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 should be promptly forwarded, after discontinuance of its use, to the Fourth Assistant Postmaster General, Division of Supplies.

Defective locks on pouches. —how treated.

Sec. 1512. When a lock attached to a pouch can not be opened, the lock staple may be cut and another pouch and lock, if available, placed in service. If no other pouch is at hand, a new staple should be affixed to the old pouch, to which a good mail lock, if available, can be attached, or, if necessary, a padlock, which may be purchased in accordance with section 1511.

2. In case the foregoing provision can not be complied with at an intermediate office on a star or other route, the pouch shall be passed unopened to the next office on the route, and so on, if necessary, until it reaches a terminal office, where the postmaster shall release the mail by cutting the lock staple, and either provide a new staple and lock or another bag and lock, as above provided.

Sec. 1513. Whenever a mail lock of any kind is found to be defective in the slightest degree it shall be withdrawn immediately from service and forwarded with a letter of advice to the Fourth Assistant Postmaster General, Division of Supplies, the double-star locks by ordinary mail and all other kinds of mail locks by registered mail.

2. Defective mail locks which are returned to the department are not replaced unless accompanied with a requisition for good locks in lieu of those defective.

Sec. 1514. Any serviceable double-star or rotary registry lock not actually required for the regular dispatch of mails is surplus equipment, and shall not be held by any postmaster or transfer clerk to meet possible emergencies of the service without special permission from the department.

2. Surplus double-star locks shall be sent daily by ordinary mail, and the rotary registry locks daily by registered mail, by the following schedule, the pouch or package inclosing them in each case to show by postmark the name of the dispatching office:

(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 Railway Mail Service, 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, Washington, Oregon, and Alaska, and from post offices supplied by the Ogden and San Francisco railway post office in California east of Sacramento, to the postmaster at Chicago, Ill.

(g) From post offices in Minnesota, North Dakota, and Montana, to the postmaster at Saint Paul, Minn.

(h) From post offices in Missouri, Arkansas, Texas, Oklahoma, Kansas, Colorado, New Mexico, and Arizona, and from the following counties in California: Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura, to the postmaster at Saint Louis, Mo.

(i) From all post offices in California not referred to in paragraphs (f) and (h) of this section, to the postmaster at San Francisco, Cal.

Surplus brass registry locks. Sec. 1515. Surplus brass registry locks shall be forwarded promptly, by registered mail, to the Second Assistant Postmaster General, Division of Railway Mail Service.

Locks.
—to be reclaimed. Sec. 1516. Postal employees shall reclaim, when possible, and transmit to the Second Assistant Postmaster General, Division of Railway Mail Service, all mail locks found to be in improper hands or applied to any other than their lawful use.

Letter-box locks.
—combination to be stated. Sec. 1517. Each application for letter-box locks shall be addressed to the Fourth Assistant Postmaster General, Division of Supplies, and shall state explicitly the combination and number of locks wanted and why they are needed.

Letter-box locks.
—receipt and inventory. Sec. 1518. When letter-box locks are sent to an office, the card form of receipt and inventory forwarded therewith shall be filled in carefully and verified, and then returned to the Fourth Assistant Postmaster General, Division of Supplies.

—accounts to be kept. 2. Postmasters shall keep an accurate and separate account of each combination of letter-box locks issued to their respective offices. The inventory submitted by a postmaster shall account for every letter-box lock of the combination to which said inventory refers with which his

office is charged, and any discrepancy must be explained by letter accompanying the inventory.

Sec. 1519. Postmasters at free-delivery offices shall ^{Letter-box locks.} keep on hand such letter-box locks in excess of the number of collection boxes in actual use as may be authorized by the department.

2. Surplus letter-box locks shall be kept in a safe, or ^{—surplus allowed.} other secure place, in the post office, and when any of them are issued to replace defective ones, the latter shall be returned to the department promptly in accordance with section 1513.

Sec. 1520. All letter carriers should be expressly ^{Letter-box locks.} instructed (through the superintendent of carriers) that ^{—care of.} it is forbidden (1) to put oil or grease in mail locks, (2) to pry open the case of such locks, (3) to injure a letter box in order to remove a defective lock.

2. The shackle of a letter-box lock may be pried when ^{—shackle may be pried.} it is on a letter box and can not be opened with a key, but not until the carrier has reported the matter to the postmaster, or such subordinate as the postmaster may indicate, and a new key from the post office has been tried on the lock.

3. In cold climates, where trouble is experienced from water freezing in locks, alcohol or gasoline may be injected into the locks to prevent freezing or cause the ice to thaw. ^{—alcohol and gasoline inserted.}

Sec. 1521. In case of theft or loss of a letter-box lock, ^{Locks.} or theft of any other kind of mail lock, a report, stating ^{—thefts and loss to be reported.} the facts and circumstances relating to such theft or loss, shall be made immediately to the Chief Inspector, Post Office Department, and also to the Fourth Assistant Postmaster General, Division of Supplies.

III.—MAIL KEYS AND SAFETY CHAINS.

Sec. 1522. The term "mail keys" includes all keys ^{Term "mail keys."} issued by the department for use in connection with the ^{—what it includes.} mail locks referred to in section 1506. The ordinary mail key in general use has two stars stamped on the thumb-piece, and is known as the "double-star" key.

2. Application for mail keys and safety key chains ^{—application for.} shall be addressed to the Fourth Assistant Postmaster ^{—how to address.} General, Division of Supplies, and prompt request shall

be made for new keys which may be needed to replace broken, lost, or damaged ones.

—how to return keys. 3. When a mail key of any kind is returned to the department it shall be addressed to the Fourth Assistant Postmaster General, Division of Supplies, and be forwarded by registered mail, accompanied with a letter of advice. Broken, defective, and stray mail keys shall be forwarded without delay.

—defectives, strays, etc. —key number. 4. A mail key which is the subject of correspondence should be referred to by its number.

—safety chains. 5. Safety key chains which are badly worn and endanger the safety of mail keys shall not be used.

—receipts for keys. 6. The form of receipt which accompanies every mail key issued for service shall be filled in and signed by the proper person and immediately returned to the Fourth Assistant Postmaster General, Division of Supplies.

Mail keys. —to whom furnished. Sec. 1523. Mail keys shall be furnished to postmasters, postal clerks, and post-office inspectors, and such other subordinates of the postal service as may be authorized by the department to use them.

Mail keys. —safe-keeping of. Sec. 1524. Mail keys shall be kept with special care and shall not be exposed to public observation nor allowed to pass into the hands of mail contractors, drivers, mail messengers, or other unauthorized persons.

—on safety chains. 2. Every mail key, excepting those furnished as extras, shall be kept attached to a safety key chain until the key is returned to the Fourth Assistant Postmaster General, Division of Supplies.

—the double-star key in use at post offices. 3. The double-star mail key in use at post offices shall be attached by means of a long safety chain and screw-eye to the receiving table or other fixture, having in view the safety of the key.

—losses, etc., to be reported. 4. Postmasters and other postal employees shall report to the Fourth Assistant Postmaster General, Division of Supplies, all instances of loss or accident to, or of any unlawful or improper use of, mail keys which come to their knowledge. In case of letter-box keys, the combination, as well as number of key, should be indicated.

Extra keys. —use and care of. Sec. 1525. When extra mail keys are furnished, for use in cases of emergency, they shall be locked in a safe place in the post office, accessible to only the postmaster and his assistant.

Sec. 1526. Mail keys and locks shall not be sent to the Post Office Department in the same package.

Keys and locks.
—not inclosed in same package.
Mail keys.

Sec. 1527. Each mail key bears a different number. Every postmaster or employee to whom such keys are intrusted shall 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 and the number of the key. In case of letter-box keys the combination should be shown on the record.

—charged by number.
—record to be kept.

2. Postmasters shall obtain and file in their offices receipts from letter carriers for mail keys issued to them.

—receipts to be obtained from carriers.

Sec. 1528. No mail key shall be transferred or exchanged except to a successor in office, nor loaned without special instructions from the department.

Mail keys.
—not to be transferred, except.

Sec. 1529. Postmasters shall acquaint themselves with the mail keys charged to their respective offices; and any other mail keys coming into their possession from discontinued post offices, or other source, shall be forwarded promptly, by registered mail, to the Fourth Assistant Postmaster General, Division of Supplies, accompanied by a letter of advice.

Mail keys.
—from discontinued offices, etc.

Sec. 1530. No attempt shall be made to have a mail key repaired.

Mail keys.
—not to be repaired.

2. If the only mail key in an office supplied by star, rural, or special route be broken, or is so defective as not to open the mail locks, the bags should be passed unopened to the next postmaster on the route with a written request that the letters for said office be delivered in a sealed package, by the mail carrier, until a new key can be obtained from the department.

—bags to be passed unopened.

Sec. 1531. The failure of a mail key in apparently good condition to open the mail-pouch lock for which designed indicates that the lock is defective, and the postmaster shall be guided by section 1512.

Mail keys.
—proof of defective locks.

IV.—MISCELLANEOUS PROVISIONS—EQUIPMENT—REPAIR SHOPS—STOREHOUSE.

Sec. 1532. Postmasters at offices of the first, second, and third classes shall forward on the first day of January, March, May, July, September, and November of each year to the Second Assistant Postmaster General, Division

Equipment in post offices.
—reports to be made.

of Railway Mail Service, complete statements of all mail pouches, sacks, and locks, and to the Fourth Assistant Postmaster General, Division of Supplies, complete statements of all letter-box locks, keys, and key chains in their offices, specifying the number in use and the surplus of every size and kind.

—surplus. 2. If a statement shows surplus equipment it shall be accompanied with a letter explaining why such surplus has been permitted to accumulate.

—reports in department. 3. The Second Assistant Postmaster General, Division of Railway Mail Service, shall submit to the Fourth Assistant Postmaster General, Division of Supplies, when requested, periodically such data as may be desired relative to mail pouches, sacks, and locks in the service.

Repair shops. Sec. 1533. A mail-bag repair shop, a mail-bag storehouse, and a mail-lock shop will be maintained in Washington, D. C., and in connection therewith a submail-bag repair shop in Chicago, Ill.

Waste material. —at subrepair shop. Sec. 1534. Waste material accumulating at the submail-bag repair shop, Chicago, Ill., shall be disposed of by the postmaster at Chicago, pursuant to instructions of the Fourth Assistant Postmaster General.

Proceeds of sale. 2. The proceeds obtained from the sale of such materials shall be accounted for as postal funds.

Leaves of absence for employees of repair shops. 1890, Oct. 1; 26 Stat., 648. Sec. 1535. * * * The employees of the mail-bag repair shops reconnected 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.

—not till in service a year. 2. The employees of the mail-bag repair shop in Washington, District of Columbia, and Chicago, Illinois, and the employees of the mail-lock repair shop in Washington, District of Columbia, may be allowed thirty days' annual leave of absence.

—increased to 30 days. 1912, Aug. 24; 37 Stat., 546. 3. Leave of absence of employees of the mail-bag repair shop and mail-lock shop at Washington, D. C., shall be granted in accordance with the provisions of paragraphs 1, 2, 5, 6, and 7 of section 28. Extension of leave with pay on account of sickness shall not be granted employees of the mail-bag repair shops and mail-lock shop.

—rules governing.

TITLE ELEVEN.
RAILWAY MAIL SERVICE.

CHAPTER 1.

ORGANIZATION OF RAILWAY MAIL SERVICE.

I.—OFFICERS AND CLERKS.

Sec. 1536. Authority to appoint the following-named ^{Authority to} officers of the Railway Mail Service may be found in the ^{appoint.} statutes cited:

General Superintendent, R. S., 4020; June 17, 1878 (20 Stat., 140); June 2, 1900 (31 Stat., 258), appropriation act.

Assistant general superintendent, April 16, 1890 (26 Stat., 56).

One chief clerk (to be employed in the Post Office Department), April 16, 1890 (26 Stat., 56).

Nine division superintendents, June 17, 1878 (20 Stat., 140).

Two division superintendents, February 29, 1888 (25 Stat., 43).

One division superintendent (to be assigned to duty at New Orleans, La.), May 27, 1908 (35 Stat., 413).

One division superintendent (thirteenth), March 1, 1909 (35 Stat., 660), and subsequent appropriation acts.

One division superintendent (fourteenth), March 4, 1911 (36 Stat., 1335), and subsequent appropriation acts.

One division superintendent (fifteenth), August 24, 1912 (37 Stat., 548), and subsequent appropriation acts.

Assistant superintendents, R. S., 4017; June 2, 1900 (31 Stat., 259), and subsequent appropriation acts.

Assistant division superintendents, June 2, 1900 (31 Stat., 259), and subsequent appropriation acts.

One assistant division superintendent (to be assigned to duty at New Orleans, La.), May 27, 1908 (35 Stat., 406).

Chief clerks, June 2, 1900 (31 Stat., 259), and subsequent appropriation acts.

intendent, the designation of each division, the territory or lines assigned to it, and the headquarters of the superintendent to be as follows:

Division.	Territory or lines.	Headquarters of superintendent.
First.....	New England States.....	Boston, Mass.
Second.....	New York, New Jersey, Pennsylvania, Delaware, the Eastern Shore of Maryland, Accomac and Northampton Counties, Va., and Porto Rico.	New York, N. Y.
Third.....	Maryland (excluding the Eastern Shore), Virginia (excepting Accomac and Northampton Counties), West Virginia, North Carolina, and the District of Columbia.	Washington, D. C.
Fourth.....	South Carolina, Georgia, Florida, Alabama, and Tennessee.	Atlanta, Ga.
Fifth.....	Ohio, Indiana, and Kentucky.....	Cincinnati, Ohio.
Sixth.....	Illinois and Iowa.....	Chicago, Ill.
Seventh.....	Missouri and Kansas.....	Saint Louis, Mo.
Eighth.....	California, Nevada, Arizona, Utah, and Hawaii.	San Francisco, Cal.
Ninth.....	Main lines of the New York Central & Hudson River Railroad and the Lake Shore & Michigan Southern Railway between New York, N. Y., and Chicago, Ill., and the Lower Peninsula of Michigan.	Cleveland, Ohio.
Tenth.....	Wisconsin, Northern Peninsula of Michigan, Minnesota, North Dakota, and South Dakota.	Saint Paul, Minn.
Eleventh.....	Arkansas, Oklahoma, Texas, and New Mexico.	Fort Worth, Tex.
Twelfth.....	Louisiana and Mississippi.....	New Orleans, La.
Thirteenth.....	Oregon, Washington, Idaho, Montana, and Alaska.	Seattle, Wash.
Fourteenth.....	Nebraska, Colorado, and Wyoming.....	Omaha, Nebr.
Fifteenth.....	Main lines of the Pennsylvania Railroad System from New York, N. Y., via Pittsburgh, Pa., to Chicago, Ill., and Saint Louis, Mo., and collateral lines that may be designated.	Pittsburgh, Pa.

Sec. 1541. The division superintendent shall supervise the operation of the service and clerks assigned to his division; see that the Postal Laws and Regulations and all departmental orders are complied with; prepare schemes of distribution and schedules for use as guides to the correct dispatch of the mails; make investigations ordered by the department, and of irregularities occurring within his territory, except losses (see sec. 1662), taking corrective action when necessary; and report upon all essential matters to the General Superintendent.

Division superintendent.—duties of.

Sec. 1542. The assistant division superintendent shall aid the superintendent in the conduct of all work incident to the division, perform such duties as may be assigned to him by the division superintendent, and, in the absence of the latter, shall be in charge as acting superintendent.

Assistant division superintendent.—duties of.

Sec. 1543. The Postmaster General may appoint railway postal clerks in such manner and of such respective grades and salaries as may be provided for in the annual appropriation acts for the service of the Post Office Department, for the purpose of sorting and distributing the

Appointment and grades of railway postal clerks. 1912, Aug. 24, § 7; 37 Stat., 555.

Traveling expenses of officers, Railway Mail Service.
1881, Mar. 1; 21 Stat., 374.
1890, Apr. 16; 26 Stat., 56.
1912, Aug. 24; 37 Stat., 549.

Sec. 1537. The general superintendent, Railway Mail Service, the assistant general superintendent, Railway Mail Service, and the chief clerk, Railway Mail Service, shall be paid their necessary and actual expenses while traveling on the business of the department.

2. The division superintendents, assistant division superintendents, and chief clerks, Railway Mail Service, and railway postal clerks, shall be paid their actual and necessary expenses while actually traveling on business of the Post Office Department and away from their several designated headquarters.

Note.

NOTE.—This act applies to the current fiscal year only, but other appropriation acts for recent years have contained similar provisions. 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.

Per diem allowance to assistant superintendents.
1901, Mar. 3, ch. 851; 31 Stat., 1105.
1904, Apr. 28, ch. 1759; 33 Stat., 441.

3. Assistant superintendents, 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 home, their official domicile, and their headquarters.

Note.

NOTE.—The appropriation act for the current fiscal year limited the per diem for assistant superintendents to \$3 per day for this year only.

Travel allowances, railway postal clerks.
1911, Mar. 4; 36 Stat., 1336.

Sec. 1538. In addition to the salaries by law provided the Postmaster General is hereby authorized to make travel allowances, not exceeding in the aggregate the sum annually appropriated, to railway postal clerks assigned to duty in railway post-office cars for actual expenses incurred by them while on duty, after ten hours from the time of beginning their initial run, under such regulations as he may prescribe, and in no case shall such an allowance exceed one dollar per day.

Travel allowances in lieu of actual expenses.
1912, Aug. 24; 37 Stat., 548.

2. In addition to the salaries by law provided, the Postmaster General is hereby authorized to make travel allowances in lieu of actual expenses, at fixed rates per annum, not exceeding in the aggregate the sum annually appropriated, to railway postal clerks, acting railway postal clerks, and substitute railway postal clerks, including substitute railway postal clerks for railway postal clerks granted leave with pay on account of sickness, assigned to duty in railway post office cars, while on duty after ten hours from the time of beginning their initial run, under such regulations as he may prescribe, and in no case shall such an allowance exceed one dollar per day.

Duties of General Superintendent.—management of service.

Sec. 1539. The General Superintendent of the Railway Mail Service is charged with the general management and supervision of the Railway Mail Service and the employees thereof.

See sec. 12, as to other duties of General Superintendent; secs. 471 to 474, as to preparation of matter for mailing, to be under direction of General Superintendent; and secs. 1327 and 1335, as to establishment of new or additional railroad and railway post-office car service.

Divisions of the Railway Mail Service.

Sec. 1540. The Railway Mail Service shall be divided into 15 divisions, each in charge of a division super-

mail in railway post offices, railway post-office terminals and transfer offices, and for service in the offices of division superintendents and chief clerks, and as transfer clerks and such other services as may pertain to the Railway Mail Service. Such clerks shall be designated as railway postal clerks and shall be divided into the following grades, with corresponding salaries per annum not exceeding the following rates:

- Grade one, at not exceeding nine hundred dollars.
- Grade two, at not exceeding one thousand dollars.
- Grade three, at not exceeding one thousand one hundred dollars.
- Grade four, at not exceeding one thousand two hundred dollars.
- Grade five, at not exceeding one thousand three hundred dollars.
- Grade six, at not exceeding one thousand four hundred dollars.
- Grade seven, at not exceeding one thousand five hundred dollars.
- Grade eight, at not exceeding one thousand six hundred dollars.
- Grade nine, at not exceeding one thousand seven hundred dollars.
- Grade ten, at not exceeding one thousand eight hundred dollars.
- Chief clerks, at not exceeding two thousand dollars.

Salary on entering service, 1908, May 27; 35 Stat., 413.

Railway postal clerks appointed by Postmaster General under civil-service rules.

Vacancies filled by appointment of substitute.

Vacancies in substitute force.

All appointments to be in class 1 for probationary period of six months.

Certain preference given in the assignment or transfer from the Railway Mail Service.

1906, June 26; 34 Stat., 474.

Sec. 1544. Railway postal clerks on entering the service shall receive the salary of the lowest grade * * *.

2. All original appointments to the position of railway postal clerk will be made by the Postmaster General under the civil-service rules and regulations.

3. One substitute may be appointed for every eight clerks in each State, and any vacancy in the regular force of clerks shall be filled by the appointment of the first substitute in the State entitled by proper apportionment to the appointment.

4. All vacancies in the substitute force shall be filled by certification of the Civil Service Commission from the Railway Mail Service register of the State in which the vacancy exists.

5. All appointments to the regular force shall be in grade one. The first six months under this appointment shall be a probationary period. If, and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond six months confirms his absolute appointment.

Sec. 1545. In the assignment or transfer of clerks from the Railway Mail Service, however, preference shall be given to the persons honorably discharged from the military or naval service who served in the Civil War and who are now serving as clerks on the railway mail cars in order that they may be transferred to clerical service in the department or in the post offices and relieved from service on said cars as

rapidly as practicable, provided they are found to possess the business capacity necessary for the proper discharge of the duties of the offices to which they may be transferred.

Sec. 1546. Ex-railway postal clerks who were separated from the service without delinquency or misconduct or against whom no charges were pending and whose records were good—free from all objectionable features and who had evinced a disposition to readily comply with all instructions of the department—may be considered for reinstatement within one year, at the discretion of appointing officer. Reinstatement may be made only within the successive promotion limit of classes A, B, or C, and at a salary not exceeding that which the applicant received at the time of separation from the service, if he possess all the necessary qualifications to warrant such salary on the run to which it is proposed to assign him; otherwise reinstatement shall be made at such salary, within the above stated limitations, as his qualifications warrant.

Reinstatement.

—to be considered within one year.

2. The limitation upon the period of eligibility for reinstatement does not operate against honorably discharged soldiers and sailors of the Civil or Spanish-American War, provided they are found to possess the business capacity necessary for the proper discharge of the duties required.

—honorably discharged soldiers and sailors of Civil or Spanish-American War excepted.

Sec. 1547. Resignations shall 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. Clerks transferred to another branch of the service shall submit resignation from the Railway Mail Service.

Resignations, —how tendered.

Sec. 1548. Railway postal clerks shall give bond to the United States, with good and approved security, in the sum of \$1,000 each, drawn in accordance with the form prescribed by the department. Each clerk shall pay the premium chargeable to himself promptly when due. Bonds shall be filed with the Second Assistant Postmaster General.

Railway postal clerks' bonds.

NOTE.—This will not apply to railway postal clerks who are assigned to clerical duties in which they do not have access to registered mail. See sec. 78, as to renewal of bonds.

Note.

Sec. 1549. The Postmaster General shall classify and fix the salaries of railway postal clerks, under such regulations as he may prescribe, in the grades provided by law; and for the purpose of organization and of establishing maximum grades to which promotions may be

Classification of railway post offices. 1912, Aug. 24, § 7; 37 Stat., 555.

- made successively as hereinafter provided, he shall classify railway post offices, terminal railway post offices, and transfer offices with reference to their character and importance in three classes, with salary grades as follows: class A, nine hundred dollars to one thousand two hundred dollars; class B, nine hundred dollars to one thousand three hundred dollars; and class C, nine hundred dollars to one thousand five hundred dollars. He may assign to the offices of division superintendents and chief clerks such railway postal clerks as may be necessary and fix their salaries within the grades provided by law without regard to the classification of railway post offices.
- Assignment of clerks to offices.** After September thirtieth, nineteen hundred and twelve, clerks in class A shall be promoted successively to grade three, clerks in class B shall be promoted successively to grade four, and clerks in class C shall be promoted successively to grade five, at the beginning of the quarter following the expiration of a year's satisfactory service in the next lower grade. Promotions above these grades within the maximum grades of the classification may be made in the discretion of the Postmaster General for meritorious service. No promotion shall be made except upon evidence satisfactory to the Post Office Department of the efficiency and faithfulness of the employee during the preceding year.
- Successive promotions.** A clerk of any grade of any classification of railway post offices, terminal railway post offices, transfer offices, or in the office of a division superintendent or chief clerk, may be transferred and assigned to any classification of railway post offices, terminal railway post offices, transfer offices, or to an office of a division superintendent or chief clerk under such regulations as the Postmaster General may deem proper.
- Promotions for meritorious service.** Clerks assigned as clerks in charge of crews consisting of more than one clerk shall be clerks of grades five to ten, inclusive, and may be promoted one grade only after three years' continuous, satisfactory, and faithful service in such capacity.
- Transfers.** A clerk who fails of promotion because of unsatisfactory service may be promoted at the beginning of the second quarter thereafter or any subsequent quarter for satisfactory and faithful service during the intervening period.
- Clerks in charge.—promotion.** Clerks in the highest grade in their respective lines or other assignments shall be eligible for promotion to positions of clerks in charge in said lines or corresponding positions in other assignments, and clerks assigned as assistant chief clerks and clerks in charge of crews consisting of more than one clerk, either assigned to the line, the transfer service, or to a terminal railway post office, and clerks in the highest grades in offices of division superintendents in their respective divisions, shall, after two years of continuous service in such capacity, be eligible for promotion to positions of chief clerks in said division for satisfactory, efficient, and faithful service during the preceding two-year period, under such regulations as the Postmaster General shall prescribe.
- failure to secure promotion.** Whenever a clerk shall have been reduced in salary for any cause he may be restored to his former grade or advanced to an intermediate grade at the beginning of any quarter following the reduction, for satisfactory and faithful service during the intervening period.
- Promotion to position of clerk in charge.** In filling positions below that of chief clerk no clerk shall be advanced more than one grade in a period of a year.
- to position of chief clerk.**
- Restoration of clerk reduced.**
- No clerk advanced more than one grade.**

2. Factors in determining the efficiency and faithfulness of a clerk are readiness and willingness in the performance of duty; capability, as shown by amount and accuracy of work done; familiarity with and observance of rules and regulations; regularity in keeping up runs; and knowledge of distribution and connections. Factors determining efficiency, etc.

3. Eligibility for promotion under the foregoing paragraphs shall in addition to conditions imposed be established by a satisfactory case examination record on a study requirement. A clerk must have passed on that portion Eligibility for promotion. of his examination requirement allotted to the year next —clerk. preceding promotion period with a standing of 95 per cent or better, but he will not be deemed delinquent on a new study requirement for 90 days. His record must also meet requirements of the efficiency system.

4. Eligibility for promotion to clerk in charge shall include all requirements of paragraphs 2 and 3 of this section, and the clerk must be especially adapted to the assignment and competent to direct a crew to the best advantage. —clerk in charge.

5. Eligibility for promotion to the position of chief —chief clerk. clerk will be based upon the following factors: Experience, record, efficiency, faithfulness, adaptability, impartiality, and capacity as a supervisory officer.

Sec. 1550. The General Superintendent may assign Chief clerks, duties. chief clerks of Railway Mail Service at such points as he may deem advisable, and place them in charge of one or more lines or offices constituting a district. Orders from a chief clerk to clerks under his charge shall be obeyed as though emanating from the division superintendent.

2. There may be assigned to the office of a chief clerk one clerk to be known as the assistant chief clerk and such additional clerks as may be found necessary.

3. Chief clerks shall see that clerks under their charge perform all duties required of them promptly and thoroughly, that schemes and Book of Instructions furnished are kept corrected, and that all orders from the department and division superintendent are promptly executed. All irregularities, insubordination, inefficiency, and lax morality coming to their attention shall be reported to the division superintendent. They will examine mailing clerks in post offices of the first and second classes where there are no superintendents of mails and

perform such other duties as may be specifically delegated to them.

Terminal railway post offices.

Sec. 1551. Terminal railway post offices may be established at points where mails can be advantageously distributed or combined. The force at a terminal railway post office may include the transfer clerks employed to supervise the handling of the mails or to transfer registered matter, and such other clerks as may be necessary.

Clerks on steamboat lines.

Sec. 1552. Railway postal clerks on steamboat lines (except joint employees) shall be of such grades as the classification of run to which they may be assigned and the promotion requirements warrant.

Assignment of clerks.

Sec. 1553. All assignments of railway postal clerks to duty upon lines and in offices shall be made by the General Superintendent.

—emergency.

2. When emergencies arise, division superintendents may make any assignment of clerks in their respective divisions which will be for the benefit of the service; but such assignments shall not be for a longer period than 30 consecutive days, and shall be promptly reported to the General Superintendent.

Emergency assignments.

Sec. 1554. When 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 shall be presented to the clerk in charge of the railway post office to which the clerk is assigned. This order shall be accepted as authority to admit the clerk to the car and assign him to duty. When it is impossible to give a written order, an order by telegraph, or telephone, or an oral one shall be accepted.

—to be made by written order.

—order to be accepted as authority to assign clerk to duty.

—telegraphic or oral order must be accepted, when.

Runs not to be extended.

—on extensions or new lines.

Sec. 1555. Division superintendents shall not extend the runs of clerks over extensions of railroads, or place them upon new lines, without authority from the General Superintendent.

Uniform. 1879, Mar. 3; 20 Stat., 357.

Sec. 1556. (Railway) postal clerks * * * shall not be required to wear uniform other than a cap or badge.

Badge.

2. The railway postal clerk's badge shall be in such form as may be prescribed by the Postmaster General.

—where worn.

3. Every railway postal clerk, except those assigned to clerical duty in offices of superintendents and chief clerks, must wear this badge on the outside of the outer garment, over the left breast, during the entire time he is on duty.

4. Clerks shall keep their badges in good condition and—care.
turn them in with other Government property when
leaving the service. A record of all badges, with the—record.
names of the clerks holding them, shall be kept by each
division superintendent.

Sec. 1557. All clerks appointed to the Railway Mail Service and to **Residence of**
perform duty on railway post offices shall reside at some point on the **postal clerks.**
route to which they are assigned; but railway postal clerks appointed **1895, Feb. 28,**
prior to February twenty-eighth, eighteen hundred and ninety-five, **Ch. 140; 23 Stat.,**
and now performing such duty shall not be required to change their **691.**
residences, except when transferred to another line. **1912, Aug. 24,**
§ 7; 37 Stat., 556,
—to be on route.
—exception.

Sec. 1558. The Postmaster General may withhold pro- **Offenses.**
motion from, suspend, reduce, or remove any railway **—discipline for.**
postal clerk for dereliction of duty or misconduct.

2. Violations of the regulations by, or misconduct of, **—reports.**
railway postal clerks shall be reported to the division
superintendent, who will if necessary transmit such re-
port, with his recommendation thereon, to the General
Superintendent.

3. Whenever a clerk commits an offense of such a **—serious.**
serious character as seems to warrant immediate removal,
the division superintendent may temporarily suspend him
and submit the case to the General Superintendent.

4. Superintendents shall not suspend clerks, except in **Suspensions,**
cases referred to, without the approval of the General **approval of.**
Superintendent.

II.—ABSENCES FROM DUTY, LEAVES, ETC.

Sec. 1559. The Postmaster General may allow railway postal **Annual vaca-**
clerks whose duties require them to work six days or more per week, **tion.**
fifty-two weeks per year, an annual vacation of fifteen days, with pay. **1901, Mar. 3; 31**
Stat., 1105.

2. Leaves of absence for 15 days will be granted to all **—when granted.**
railway postal clerks who run 6 days or more per week, 52
weeks per year, with the following exceptions: **—exceptions.**

(a) Clerks who have not been assigned to a run entitling
them to the benefits of this section at least one year pre-
ceding 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 Depart-
ment and railroad, steamboat, or express companies.

3. Sundays and holidays will not be counted in vacation
leaves of absence.

Application of section.

4. This section shall apply also to clerks assigned to transfer offices, terminal railway post offices, and in the offices of the division superintendents, and chief clerks.

Leave with pay.—duties to be kept up without expense to the Government. 1913, Mar. 4; 37 Stat., 798.

5. That hereafter the Postmaster General may, in his discretion, under such regulations as he may provide, allow any railway postal clerk who is not entitled to annual leave under other provision of law leave of absence with pay for a period not exceeding thirty days, with the understanding that his duties will be performed without expense to the Government during the period for which leave is granted, he to provide a substitute at his own expense.

Employment to be evidenced in writing.

6. The employment of a substitute by a clerk granted leave of absence with pay as provided in paragraph 5, shall be evidenced in writing, and the payment of compensation shall be made as provided in section 1560, paragraph 2.

Sick leave with pay. 1909, Mar. 1; 35 Stat., 667.

Sec. 1560. That the Postmaster General may hereafter, in his discretion, under such regulations as he may provide, allow a (railway postal) clerk who is sick leave of absence with pay, his duties to be performed without expense to the Government during the period for which he is granted leave, not exceeding thirty days in any fiscal year.

Employment to be evidenced in writing.

2. Leave of absence with pay for a period not exceeding 30 days in any fiscal year may be granted a clerk on account of sickness, as indicated by physician's certificate; the clerk to furnish a suitable and competent substitute at his own expense to perform his duties during the time he is absent. The employment of a substitute by a clerk who is sick and the terms thereof shall 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 division superintendent shall notify the paying postmaster of the substance of such memorandum. The paying postmaster will withhold settlement for the period in question from the clerk granted such leave until the postmaster has satisfactory evidence that the terms of the agreement have been fulfilled, and will take the clerk's receipt for the full amount of his salary during the period covered by the leave.

Clerks not to be absent without permission.

Sec. 1561. A railway postal clerk shall 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

Not to leave home during rest period without notice.

division superintendent or chief clerk of his exact whereabouts, so that he can be reached by letter or telegram.

2. Leaves of absence without pay may be granted by the division superintendent for periods not exceeding 30 consecutive days and not exceeding 60 days in any one fiscal year. Should further leave be desired, special authority must be obtained from the General Superintendent. A division superintendent may employ a substitute vice a clerk on leave without pay for a period not exceeding the time for which the leave is granted, but in no case exceeding 30 consecutive days, without special authority. Monthly reports must be made to the General Superintendent of all leaves of absence granted and substitutes employed.

See sec. 307 for authority to employ substitutes.

Sec. 1562. New appointees shall be responsible for their runs from the date they commence to draw pay.

Sec. 1563. Division superintendents shall 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 for any cause a clerk has been absent from duty without pay.

Sec. 1564. A substitute or acting clerk shall be paid at the rate of \$900 per annum; and if he runs more than one tour of duty and protects the run during the intervening lay off, he shall be paid for the entire time.

Sec. 1565. No person who has been discharged from the service for causes affecting his character and standing as a clerk or a citizen shall be employed as a substitute or in any other capacity.

Sec. 1566. (The Postmaster General may employ) * * * acting clerks in place of (railway postal) clerks or substitutes injured while on duty, who shall be granted leave of absence with full pay during the period of disability, but not exceeding one year, then at the rate of fifty per centum of the clerk's annual salary for the period of disability exceeding one year, but not exceeding twelve months additional.

NOTE.—This act applies to the fiscal year 1914, but the appropriation acts for recent years have contained similar provisions.

2. Whenever a railway postal clerk or substitute railway postal clerk is injured while on duty 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.

—to be forwarded.

Leave, when granted.

Additional leave, application for.

3. The division superintendent shall forward the certificate, with his recommendation, to the General Superintendent; and if the facts warrant, leaves of absence may be granted such disabled clerk for periods of not exceeding 60 days each, in accordance with the provision of paragraph 1 of this section.

4. A certificate from the attending physician under oath shall accompany every application for additional leave.

Payment to representative of clerk or inspector killed
1913, Mar. 4; 37 Stat., 798.

Sec. 1567. * * * to enable the Postmaster General to pay the sum of two thousand dollars, which shall be exempt from payment of debts of the deceased, to the legal representatives of any railway postal clerk, substitute railway postal clerk, or post-office inspector, who shall be killed while on duty or who, being injured while on duty, shall die within one year thereafter as the result of such injury, * * *.

Note.

NOTE.—This act applies to the fiscal year 1914, but the appropriation acts for recent years have contained similar provisions.

Clerks subpoenaed as witnesses in United States court.
—salary to continue.
—expenses of, to be paid.

Sec. 1568. When a railway postal clerk is subpoenaed to attend a United States court, as a witness for the Government, his salary shall 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.

Acting clerk may be employed.

3. While clerks are in attendance at court as witnesses for the Government, acting clerks may be employed to keep up their runs.

—pay of.

4. A recommendation for the payment of an acting clerk in place of a regular clerk subpoenaed by a United States court shall be accompanied with an official certificate of the clerk or other qualified officer of the court issuing the subpoena, showing the number of days and dates on which the clerk was in attendance on the court.

Clerks exempt from arrest on civil process, when.

Sec. 1569. Railway postal clerks are exempt from arrest on civil process while on duty.

See sec. 161, as to militia duty.

III.—EXAMINATIONS.

Sec. 1570. Railway postal clerks shall be examined Case examinations. 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; also at least once a year as to their knowledge of the Book of Instructions.

2. After surrendering the case to the examiner the Review of case; examination by examiners. clerk shall not be allowed to make any changes, but will, if possible, remain while the distribution is being reviewed. On the completion of each examination the clerk shall be given a statement showing the result thereof and the subject of the next examination.

3. Clerks volunteering for examination shall be given Voluntary examination. every reasonable facility for that purpose and such examinations will be encouraged.

4. Clerks during their probationary period shall be Probationary appointees.—examination of examined as often as practicable. Such examinations shall cover knowledge of instructions, railroad connections, and distribution that may be assigned them. The result —permanent appointment based on examination, etc. of these examinations, together with a statement of the clerk's general qualifications and capacity, will be forwarded by the division superintendent to the General Superintendent, before the expiration of the clerk's probationary period, and upon this report will depend his retention in the service.

5. Substitute clerks shall be examined upon the Substitute clerks.—examination. Book of Instructions, the distribution assigned them, and railroad connections.

6. At each examination of either a clerk or a substitute Equipment presented for inspection. he shall present for inspection his current registry records, mail keys, badge, commission, Book of Instructions, and schemes of distribution assigned him.

7. Sickness or injury shall not relieve a clerk from Sickness or injury no excuse from examinations.—except. case examinations unless the nature of the sickness or injury, as shown by physician's certificate, renders the clerk unable to study.

8. A record of all examinations will be kept in the Record of examinations. office of division superintendents, 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. 1571. All railway postal cars and mail apartments in cars and steamboats in use for the distribution of mail matter in transit shall be designated as railway post offices.

Clerk in charge.
 —duties.
in Sec. 1572. Where two or more railway postal clerks are assigned to duty in a crew, one shall be designated as clerk in charge. He shall have charge of the car (or cars); be accountable for all property belonging in or pertaining thereto; require each clerk of crew to comply with all instructions, regulations, and orders relating to the service; have all reports made; see that all mails are properly made up and dispatched, special care being given to local exchanges, and that registered matter is carefully handled and safeguarded; that the clerks use their utmost endeavor to complete the distribution. The remaining clerks of the crew shall obey the orders of the clerk in charge.

—correspondence.
2. Correspondence relative to service performed by the crew will, when practicable, be sent to the clerk in charge for attention and report.

Examination of postal cars.
 —no mail to be left therein.
Sec. 1573. Railway postal clerks shall 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 shall not be left in postal cars, except to secure drawers and closets or the car itself when this is a matter of necessity.

Absence from postal cars.
Sec. 1574. Clerks shall not leave their cars during a run except for meals, or for purposes of urgent necessity in the interests of the service, and then only for brief periods.

—locking of doors.
2. Clerks shall keep the doors of their cars locked, especially end doors, and particularly at nighttime. They shall not leave the car without locking it unless another clerk is left on duty therein, except for the purpose of collecting from letter boxes which are in full view of the car door.

Night lines.
 —part of clerks may sleep when work is done.
Sec. 1575. When there is any mail to be distributed or work to be done on night lines, every clerk shall 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 shall always be awake and on duty. This rule shall apply also to cases in which it is essential on long lines for some of the clerks to sleep during the daytime.

One clerk always to be on duty during day or night.

Sec. 1576. When an accident occurs to a mail train, the clerk in charge shall at once make full report through the chief clerk to the division superintendent. The report shall include the following: Extent of injury to clerks and mail, place of occurrence, date, hour, cause, extent of delay, speed, number, and consist of train, class of each car, whether storage end of mail car is run next to engine, to what extent each car in train was damaged; in case of fire state how and where it originated, and if practicable the origin or destination and character of any mail that may have been lost, damaged, or destroyed—this report to be in addition to notation on trip report.

Accidents to mail trains,—how to be reported.

2. In case of loss of life or serious injuries to clerks, or if mails are destroyed, a brief telegraphic report thereof shall be made to the division superintendent and chief clerk, but this shall not relieve such clerk from making a full report in writing to the division superintendent.

Death, serious injury, destruction of mail, etc., to be reported by wire.

3. When circumstances warrant, the division superintendent shall make telegraphic report to the General Superintendent.

When division superintendent to wire General Superintendent.

Sec. 1577. Whenever a railway postal clerk becomes unable from any cause to discharge his duties the nearest clerk available may be called upon for assistance and he should promptly respond; but such cases must be confined to those of absolute necessity, the occurrence noted on trip report, and special report also made.

Illness of clerk while on run.

Sec. 1578. All employees shall use the utmost vigilance in protecting the mails under their charge, especially where there are transfers involving considerable trucking between depots, wagons, or trains. Mail must not be exposed to inclement weather or depredation, day or night.

Guarding the mails, vigilance in.

2. Whenever clerks become aware that the mails are so exposed they shall safeguard them if possible, and note the fact upon their trip reports.

Report of exposure.

See secs. 1351 and 1352, as to care of mails arriving and departing at late hour of night, etc., by railroad companies.

Sec. 1579. The railway postal clerk who takes charge of the registered mail shall accompany the same to and

Accompanying mails to and from post offices.

—clerks to watch bags in wagons.

from initial and terminal post offices of his run unless otherwise instructed by his division superintendent after due authorization. When accompanying the mail on regulation wagon he should see that it is securely locked, and on other than regulation wagons he shall sit in such a position as to be able instantly to detect the loss of a pouch or sack. (See sec. 1655.)

—crossing ferry, delayed by street blockade, etc.

2. In event of crossing a ferry, being caught in street blockade, or other hindrance, or while mail is being trucked between office and wagon, or wagon and train, clerk should alight and keep mail under constant surveillance.

Care of cars.

Sec. 1580. Railway postal clerks shall not deface or injure the postal cars or other property of the railroad company. Cars shall be kept clean and orderly. Waste paper or twine shall not be thrown upon the floor or permitted to lie about. Clerks shall not expectorate upon floor or walls of car or in the waste sack, nor deposit any foreign matter in the latter; nor use the water cooler for refrigerating purposes.

Use of lights.

2. Care and economy shall be exercised in the use of lights.

Records of arrivals and departures.
—to be kept at points designated by superintendent.
—how signed.

Sec. 1581. A record of arrivals and departures of railway postal clerks will be kept at some convenient place (to be designated by division superintendent) at each terminus of a run. Each railway postal clerk shall personally sign the records, 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 wherein the record is kept. No clerk shall sign for another. When there is a delay the cause should be noted in the column of remarks. Record of arrivals should be signed promptly; record of departures should not be signed in advance of the time designated. Clerks will not be required to record their arrival on a deadhead trip.

—to be kept in office of each division superintendent, etc.

2. A record of arrivals and departures of clerks shall be kept in the office of each division superintendent, chief clerk, terminal railway post office, and transfer office.

Substitutes, how to sign when working.

3. A substitute shall sign his own name and that of the clerk for whom he is working, thus:

Samuel Smith, clerk,
By Theodore Handy, substitute.

4. When substitutes are running with clerks for the purpose of instruction they shall sign the record thus: —when under instruction.

Thomas Shultz, sub., under instruction.

Sec. 1582. The person in charge of the record of arrivals and departures shall fill up the blank spaces at the head of each page before signatures are placed thereunder. He shall also report to the chief clerk or division superintendent all failures of clerks to record arrivals and departures. Record book of arrivals and departures. —how kept.

2. When a railway postal clerk fails to sign record of arrival and departure because of no service performed, the report thereon shall be made promptly, so that if deduction is involved due notice may be immediately sent to the paying postmaster. Report of failures.

3. When a railway postal clerk does not perform duty over the whole length of the route, the portion over which he performed duty shall be noted on the record and on trip report. Partial performance of duty.

Sec. 1533. Clerks in charge shall not admit unauthorized persons to railway post offices, transfer offices, and terminal railway post offices. Admission to railway post offices. —unauthorized persons not to be admitted. —who may be.

2. Only the following persons shall be permitted to enter railway post offices: The Postmaster General, Assistant Postmasters General, officials of the Railway Mail Service, and post-office inspectors upon the presentation of their commissions or proper credentials, clerks actually on duty, transfer clerks and terminal railway post-office clerks in the performance of their official duties only, such as supervising the loading and unloading of mails, and receiving and delivering registered matter, conductors and other railroad employees in the performance of their official duties only, and those presenting admits properly signed. Such admits are good only during the period for which issued. If an admit is presented which has become void it should be taken up and forwarded to the division superintendent. Admits. —duration of.

3. Admits 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. An admit will not entitle the holder to transportation. When any person is riding in a railway post office upon an admit the clerk in charge shall notify the conductor of the train. —not good for transportation.

—annual, to be noted on trip report.

5. Annual admits will not be taken up, but their number and the full name of the holder and the points between which he rode should be noted on the trip report.

Clerks off duty not to be admitted.

6. Railway postal clerks not on duty, though accredited to the line over which they are passing, are not entitled to enter or ride in the railway post office without special authority. However, clerks who work one way only and are deadheading back to initial point of run and credited half time therefor, shall be permitted to ride in mail cars and their names shall be noted on the trip report.

—except.

Extra duty required of clerks deadheading to and from their homes, when.

7. In actual emergencies clerks who are deadheading to and from their homes may be called upon to perform extra duty by the clerk in charge, and in such cases their names shall be noted on the trip report, showing the points between which duty was performed. (See sec. 1577.)

II.—CARE OF MAIL EQUIPMENT AND OTHER PROPERTY.

Care of mail keys.

Sec. 1534. Railway postal clerks when carrying a mail key shall always wear it securely attached to their clothing by the safety chain. (See sec. 1524.)

Mail keys in possession of clerks. —to be held while in same division.

2. Every railway postal clerk shall hold his mail key so long as he shall continue to be connected with the same division, unless otherwise directed.

—not to be transferred, etc., except.

3. Mail keys shall not be transferred or exchanged except as provided by regulations, nor loaned without special instructions from the division superintendent or chief clerk.

—to be turned in when clerk absent over 60 days.

4. When a railway postal clerk makes application for leave of absence for 60 days, he shall turn in his mail key and badge to the division superintendent or chief clerk, who will give a receipt therefor and take charge thereof while the clerk is absent from duty.

Worn and defective keys. —report of, to superintendent. —new key to be furnished.

Sec. 1535. When a mail key is worn and becoming defective timely notice should be given of the fact, stating the number of the key. A new key will be furnished to the clerk, who shall return the old one to the division superintendent.

Damaged mail keys. —clerks not to have repaired. —keys, or broken parts, to be returned to division superintendent.

2. Railway postal clerks shall promptly send all damaged or defective mail keys with broken parts, if any, to the division superintendent with an explanatory letter.

See secs. 1509 and 1530 prohibiting repairs to mail locks and keys.

Disposition of keys not received in regular manner.

Sec. 1536. Mail keys received from discontinued post offices or elsewhere shall not be retained, but shall be

promptly forwarded to the division superintendent with a full report of the facts in relation thereto; when known, the name and address of the person from whom the key was received shall be given.

Sec. 1587. When a pouch or sack becomes damaged in transit to such an extent as to jeopardize the safety of the mails, the contents should be transferred to another bag and the damaged bag forwarded to the mail-bag repair shop, the clerk noting on trip report cause of the damage if known. If the sack is of foreign origin both the sack and contents shall be inclosed in a domestic sack labeled to the exchange office through which the mail is due to be dispatched. Mail bags becoming damaged in transit.

Sec. 1588. Railway postal clerks must not carry an excessive amount of equipment and shall promptly dispose of all surplus. The use of damaged equipment is prohibited. Surplus equipment.

2. All surplus pouches, sacks, and locks shall be forwarded to the depository designated by the division superintendent. Pouches and sacks shall be carefully examined to see that no mail is left therein, and be properly labeled to show by whom made up, and the number and kind of pouches or sacks inclosed. If possible, the different sized sacks and pouches shall be packed separately. —disposition of.

3. Empty equipment in transit to a depository or mail-bag storehouse shall be forwarded intact to the place of address, unless it becomes necessary to use it. If only a portion of a bundle is used the clerk shall forward the remainder under his own label. Equipment in transit not to be interfered with.

4. Railway postal clerks shall note on trip report the receipt from any local office or other source of an excessive amount of equipment, especially catcher pouches. Report of excessive amount of equipment.

Sec. 1589. The use of hooks in handling mail bags is forbidden. Use of hooks forbidden.

See secs. 1495 and 1499, as to use and mutilation of mail bags.

Sec. 1590. Card slide labels shall only be used for labeling rotary-lock pouches and sacks and brass-lock pouches. Under no circumstances shall they be mutilated or destroyed, but shall be returned by first mail under official cover addressed to the office of origin. Card labels.—use of. —not to be defaced.

Sec. 1591. Waste paper and twine shall be preserved and turned in at the terminal post office in a special sack Waste paper and twine.

furnished for that purpose. Before being dispatched it shall be carefully examined and labeled "Waste," using a slip of clerk in charge, properly postmarked.

Economy in use of twine.

2. Due economy shall be observed in the use of twine. When conditions permit it shall be reused. When any is left in car it shall be locked in a drawer or other receptacle.

Mail keys, supplies, and other property. —to be turned in upon resignation, removal, etc.

Sec. 1592. On the resignation or removal of a railway postal clerk he shall turn over to the division superintendent or chief clerk, the mail keys, photograph commission, badge, and all other property and records belonging to the Post Office Department, in his possession (including all records of registered matter). In case of extended suspension he shall in like manner turn in his keys, commission, and badge. (See secs. 1696 and 1698.)

III. — INSTRUCTIONS — CORRESPONDENCE — CONDUCT — MISCELLANEOUS.

Instructions, schemes, etc. —clerks to carry copy of.

Sec. 1593. Every railway postal clerk, when on duty, shall carry photograph commission, the Book of Instructions, copies of any special orders issued for his guidance, schemes of his distribution, and copies of such schedules of mail trains as may be necessary. The clerk in charge of the train, and clerk in charge of each car, when there is more than one car on a train, will in addition to the above carry the Annual Postal Guide for the current year and the latest monthly guide. Railway postal clerks will see that letter cases and paper racks are labeled in accordance with official diagrams.

—clerks in charge, in addition.

—letter cases and paper racks properly labeled.

Changes and errors in schedules and guides. —report of, to superintendent.

Sec. 1594. Railway postal clerks shall notify their division superintendent or chief clerk of all changes in schedules or running of trains upon their respective lines, or of errors in published schedules and Postal Guides.

Order books at terminals to be examined.

Sec. 1595. A file of division general orders, as well as special orders, will be kept at certain designated points, in which nothing but official matter shall be posted. Clerks immediately before departure and after arrival shall examine these order books and obtain all communications addressed to them.

Official notices. —where posted.

2. Official notices only may be posted in postal cars, transfer offices, and terminal railway post offices.

Sec. 1596. Whenever there is doubt as to the meaning of any regulation, the division superintendent or chief clerk should be consulted. Constructing regulations.

Sec. 1597. Each railway postal clerk shall date and sign with his official signature and promptly dispatch replies to all official inquiries and other communications. Official communications, —replies to. The name of his line is a part of the clerk's official signature. The signature should be made thus:

John Doe,
Clerk, N. Y. & Chi. R. P. O.

—signature to.

Sec. 1598. Clerks shall make official telegrams as brief as may be consistent with clearness. The following form is illustrative: Official telegrams.

CHESTER, VT., February 1, 1913. —form of.

ROE, Superintendent,
Boston, Mass.:

Alburg-Boston train ten derailed near Ludlow noon to-day. Johnson severely, Sheffield slightly, injured; car badly damaged; mail safe.

DOE, Clerk.

Official business.

Collect, Government rate.

2. Telegrams shall not be sent except in urgent cases, and when of a personal nature shall be prepaid. Telegrams asking that runs be provided for or leave of absence granted and replies thereto are personal and shall be paid for by applicant at commercial rates. —to be sent only in urgent cases. —personal telegrams to be prepaid.

Sec. 1599. The compensation paid to railway postal clerks is for daily service whether they are on duty or not, and their entire time is subject to the control of the Post Office Department. Lay-off periods are granted for rest and recuperation, for correcting schemes, preparation for and work incidental to study upon distribution assignment, the checking up of registry records, attention to official correspondence, preparation for next tour of duty, or any other matter pertaining to their assignments. The time shall not be utilized by clerks for the purpose of engaging in business for profit either as principal or as agent for others, nor should they overtax their physical strength so as to prevent their being in a refreshed condition when resuming active duty. Time of clerks —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.

Smoking.

Sec. 1600. Clerks shall not smoke while receiving mail from the public or while loading or unloading mail or visiting letter boxes. Smoking on duty is a privilege and not a right, and shall not be indulged in to the detriment of a clerk's work or the discomfort of non-smoking employees.

Clerks to remain on duty during entire run.
—to protect vacant runs.

Sec. 1601. Railway postal clerks shall remain on duty the whole length of their allotted runs and shall not exchange runs without authority. When off duty they are expected to protect any run that they are advised is vacant.

Conduct of clerks.
—must be courteous.

Sec. 1602. Railway postal clerks shall observe, in their official intercourse with the public and with one another, the strictest courtesy, and endeavor, by active and intelligent effort, to promote the interest of the service. Discussion and loud talking when at work shall be avoided.

Intoxicating liquors.
—use of, on duty prohibited.
—excessive use of, off duty.

Sec. 1603. Railway postal clerks shall not use intoxicating liquors when on duty, and the frequent and excessive use of the same while off duty will be sufficient cause for dismissal from the service.

Debts of postal clerks.

Sec. 1604. Railway postal clerks are required to pay their just and honest debts. When a complaint regarding indebtedness of a clerk is received, the division superintendent or chief clerk shall acknowledge its receipt to complainant and then advise the clerk thereof, ascertaining his intended action in the matter, and inform the complainant accordingly. Should a dispute arise as to the validity of the claim the matter must be adjusted between the interested parties or by a court. (See sec. 171.)

Post-office inspectors.
—to be given assistance.

Sec. 1605. Post-office inspectors presenting proper credentials shall be given such official assistance as they may require, and the fact that a post-office inspector is on the train or has ridden thereon shall not be communicated by a railway postal clerk to any person whatever at any time, either during or after the run. Entry of the fact shall not be made on the trip report or the record of the arrivals and departures.

—presence of, on train not to be reported.

Supervisory officer of Railway Mail Service, presence of, on train to be reported.
—except.

2. The presence of a supervisory officer of the Railway Mail Service in the car shall be noted on trip report unless instructions are given to the contrary.

Information concerning mail matter.

Sec. 1606. No information shall be imparted concerning mail matter passing through the hands of railway

postal clerks in the discharge of their duties, except to persons who are entitled thereto under the regulations. (See sec. 523.)

—not to be given except to persons entitled thereto.

Sec. 1607. Railway postal clerks shall keep on hand a supply of 1-cent and 2-cent postage stamps for the accommodation of the public at the car; and such stamps shall not be sold for more than their face value.

Postage stamps.—clerks to keep supply for sale.

Sec. 1608. The rules and regulations of the railroad companies over whose lines a railway postal car passes, not in conflict with these regulations, shall be respected and obeyed.

Rules of railroad companies.—to be observed when not in conflict with these regulations.

CHAPTER 3.

TREATMENT OF MAIL MATTER IN THE RAILWAY MAIL SERVICE.

I.—RECEIPT OF MAIL AT POSTAL CARS.

Sec. 1609. Mail shall not be placed in a postal car unless there is a clerk on duty to care for it.

Delivery of mail to railway post offices.

Sec. 1610. Railway postal clerks may accept from a postmaster or sworn assistant loose mail matter on which the stamps have been canceled, but matter bearing canceled stamps shall not be accepted from mail messengers or the public, except matter of the first class readdressed for forwarding. (See sec. 568.)

Mail railway postal clerks may accept.—from a postmaster or assistant.

2. Railway postal clerks shall accept from the public, unless otherwise ordered, all mail matter except that of the fourth class upon which the proper rate of postage is paid; all matter in penalty envelopes or 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.

—from the public.

Sec. 1611. Railway postal clerks shall 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.

Matter received under strap of pouch, etc.—report of. to superintendent.

Sec. 1612. A correct list of pouches due to be received and dispatched shall be kept, and checked as the pouches are delivered from or received into the car, except at local offices where not more than one pouch is

List of pouches to be received and dispatched.

exchanged. When a railway post office or a post office makes up two or more pouches for the same address, the pouch label shall indicate the sequence of the pouch in the series, numbers to be used in regular order for that purpose; thus, the first pouch "1," the second "2," the third "3," and so on, the label of the last pouch to bear in addition to its proper number a cross, thus, "X," to indicate the last pouch of the series. In case of failure to receive any regular pouch, a shortage slip explaining the cause of failure shall 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 shall be notified by telegraph. A clerk receiving a shortage slip in lieu of a pouch addressed to his line shall inclose it with his trip report.

Shortage slips
in lieu of missing
pouches.

Irregular or
emergency
pouches.

2. If irregular or emergency pouches are received or dispatched, entry thereof shall be noted on the record and proper check made. (See also sec. 1653.)

Second-class
matter.
R. S., § 3889.
Postmaster
General may pro-
vide for receipt
and delivery of
by postal clerks.

Sec. 1613. The Postmaster General may provide by order the terms upon which route agents (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 ac-
cepted by clerks
when accompa-
nied by certificate
of postmaster.

2. Railway postal clerks may receive newspapers and periodicals from publishers and news agents only when accompanied with a certificate from the postmaster at the office of publication that the postage has been paid.

—outside delivery
to news agents
only.

3. Second-class matter marked to be delivered outside the mails shall be so delivered only when addressed to news agents, and should be treated according to instructions upon the package.

—notice on wrap-
per.

4. Publishers shall have printed in bold type on wrapper of mail packages for outside delivery the words, "U. S. mail for outside delivery at publisher's risk."

—on trains to
which no railway
postal clerk is as-
signed.

5. When newsdealer packages are forwarded on trains upon which no railway postal clerk is assigned, the baggageman shall deliver the packages outside of the mail at place shown in the address, and while in his custody they will be considered as mail matter.

—baggagemen
not to receive, di-
rect from publish-
ers.
—except.

6. Baggagemen shall not receive second-class mail directly from the publisher on postmasters' certificates unless specially authorized to do so by the department through the division superintendent.

7. Packages for delivery outside of the mail when handled and delivered by railroad baggagemen will be duly weighed and credited to the railroad company carrying them, the same as other mail matter. —credit to railroad company carrying packages.

Sec. 1614. When railway postal, transfer, or terminal railway postal clerks are authorized to receive second-class matter direct from publishers, accompanied with a certificate signed by the postmaster, they must insist on a certificate with each load offered, showing number of sacks, the weight of the mail, and that the postage has been paid thereon; otherwise the matter shall not be accepted for mailing. Second-class matter. —received from publishers at depots. —certificate required.

2. When matter is offered without a certificate that fact shall be communicated to the publisher or the postmaster, if time will permit, with request that a certificate be furnished; if not done, the matter shall be refused. —in case no certificate is offered.

3. In case of apparent discrepancy in either the weight or number of sacks, the papers shall be weighed at the time of receipt by the clerks and proper correction noted on the accompanying certificate, being careful not to deface the original as furnished by the postmaster. The certificate, together with report, shall then be mailed to the postmaster and also report made to the division superintendent, in addition to proper notation on trip or daily report. —in case of discrepancies in weight or number of sacks.

II.—CANCELING, DISTRIBUTING, AND MAKING UP MAIL.

Sec. 1615. Postage stamps affixed to mail matter and all stamped envelopes, newspaper wrappers, and postal cards deposited in railway post offices shall be immediately and effectually canceled by the use of black ink. The postmarking portion of the postmarking and canceling stamp shall not be used to cancel postage stamps. (See sec. 576.) Cancellation of stamps. —on matter deposited in railway post office. —use of postmarking stamp for, forbidden.

Sec. 1616. All mail matter except that of the second class deposited in a car for mailing shall be legibly postmarked. Postmarking. —of mail deposited in car for mailing.

See secs. 540 and 541, as to manner of postmarking.

2. On trains running in more than one day the postmarking stamp during the entire trip shall show the date the train is scheduled to start. —to show date of starting trip, when.

Failure of post-masters to post-mark matter to be reported.

3. The continued violation by a postmaster of section 540, requiring the legible postmarking of all matter of the first class before dispatch, shall be reported to the division superintendent.

Mail for States where no distribution. —to be made up "by States."

Sec. 1617. All mail not distributed to routes shall be put up "by States," and facing slips used in accordance with section 1630. Letter and circular mail for each State shall be made up in packages when there are 10 or more pieces for the State, and when second, third, and fourth class matter is not excessive it should be pouched with the first-class matter; in other cases in canvas sacks. When letter circulars are placed in sacks, the sack label should so indicate.

—circulars in sacks.

Mail for delivery and distribution. —to be in separate packages, except as otherwise ordered.

Sec. 1618. Mail for delivery and mail for distribution at a post office shall 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 shall bear the name of the post office and State, followed by the letters "D. & D."

Direct packages.

—what are.

—how made.

—slip on.

—circular mail in, how made.

Sec. 1619. A "direct package" is made 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 slip covering the back of the package. The slip shall be postmarked and bear the name of the clerk making the package. When necessary to include circular mail in a direct letter package, a letter shall be tied on the outside of the package.

See sec. 853, as to making up special-delivery letters.

Long and short letters.

—tie out separate.

Sec. 1620. When in sufficient quantity, long and short letters for the same office or route shall be tied in separate packages, but if tied in the same package the long letters shall be placed at the back in such manner as to prevent injury to them.

See sec. 854, as to canceling special-delivery stamps; sec. 853, as to facing slips on and dispatching such matter.

Letters and circulars.

—to be properly tied.

Sec. 1621. Letters and circular mail shall be made up in packages and not placed in the pouch or sack loose. The twine used shall be tied in a hard knot, and no more used than necessary to make package secure.

Official matter. —to be treated as first class, except.

Sec. 1622. All official matter emanating from any of the departments or officers of the Government shall be treated as first-class matter, unless the wrapper or envelope distinctly states that the inclosures are printed matter.

Sec. 1623. All weather reports from the United States Weather Bureau shall be treated as first-class matter. Weather reports.—to be treated as first class.

Sec. 1624. Newspapers and periodicals sent to regular subscribers shall be promptly dispatched to destination. Such matter shall not be withdrawn from its wrapper except to ascertain its destination, or, if necessary, the name and date. Second-class matter to be treated as carefully as letter mail.—not to be opened except to learn destination.

Sec. 1625. Railway postal clerks shall carefully distribute mails by the official schemes furnished, which must be kept corrected to conform to changes published in general orders. Official schemes.—mails to be distributed by.

2. Only such pouches as may be ordered by the division superintendent or chief clerk shall be made up, except when necessary to make an emergency pouch to advance mails, in which event note thereof must be made on trip report. —pouches to be made up and exchanged as ordered.

Sec. 1626. Railway postal clerks shall complete the distribution of the contents of one pouch or sack before opening another. Distribution of mail in one pouch to be completed before opening another.

2. The address slip shall be removed from a pouch or sack when it is opened. Slips to be removed from sack when opened.

Sec. 1627. After emptying and before using a pouch or sack care must be taken that no mail is left therein; it must be held so that the whole interior can be seen and examined. Examination of pouches.—to be made on emptying, etc.

Sec. 1628. Special reports shall be made of serious irregularities in the transmission of mails. Exact postmarks should be given, as also the source, date, place, and time of receipt and from what train if known, also if all one publication the name and date thereof. If mail is first class, indicate origin and give other information desired. Note must also be made on trip report, and slips upon mishandled mail inclosed. Irregularities in transmission of mail. Special report required.

Sec. 1629. Mail matter shall not be carried outside of the regular mail bags, except second-class matter marked for outside delivery, as provided in section 1613, or matter the form of which prevents it from being carried in the mail bag. Matter to be carried in mail bags.—except certain second-class and bulky matter.

Sec. 1630. Facing slips shall be placed upon all packages of letters and circulars, and in the label holder of all pouches and sacks, with proper address indicated thereon, except that the address shall be omitted from slips used on direct letter packages. When used as a Facing slips.—when and how used.

label for a pouch the name of the railway post office of dispatch should also be shown. When used for paper sacks the line "from ——" may be omitted, except on those used for daily papers. Train numbers may be omitted from paper-sack labels by authority of the division superintendent. All slips must bear the postmark showing number of train and date the trip was scheduled to start and full name of clerk as indicated in the diagram below. Where connection is made with any line at a point distant from the office making up the pouch or sack, the name of the junction or other point at which the connection is made shall also be shown on the address label.

—size.

2. Facing slips shall be of uniform size, 5 by $3\frac{3}{16}$ inches, and be prepared before going on duty.

—not to be used second time.
—clerks to report violations.

3. Facing slips shall not be used a second time. Railway postal clerks shall note every instance of a violation of this rule, inclosing the slips as evidence.

—economy in use.

4. Blank facing slips shall not be wasted, and but one slip placed upon a package.

Diagram.

Diagram of slip for R. P. O. package, pouch, or sack.

N. Y. AND WASH. R. P. O., Tr. 1. VA.-B., VIA PHILADELPHIA. FROM BOST., SPRING. & N. Y. R. P. O., Tr. 3.
(Postmark.)
HENRY SMITH.

Diagram of slip for direct pouch or sack.

CINCINNATI, OHIO.
FROM NASH. & ST. LOUIS R. P. O., TR. 4.
(Postmark.)
SAMUEL JONES.

Sec. 1631. The proper routing and expeditious dispatch of the mails is of the utmost importance; therefore the noting of all errors is required. Every railway postal clerk is bound to perform this duty and must loyally and conscientiously comply with rules governing the same. Errors of distribution and dispatch.—checking of.

2. An error shall be charged when a piece of mail is not dispatched in accordance with the scheme, schedule, or special instructions, but nixie matter dispatched with State where "exception schemes" are used shall not be charged. —when charged.

3. Errors shall be noted on reverse side of slip, giving name of the post office and State, slip postmarked with date and be signed with full name of clerk noting the error. Such notation shall include the entire number of pieces of mail erroneously distributed, in the following form: —how noted.

LETTERS.	PAPERS.
1 Omaha, Nebr.	1 N. Y., N. Y.
2 So. Bend, Ind.	1 Phila., Pa.
1 St. Louis, Mo.	1 Balto., Md.
	2 Wash., D. C.
	1 Richmond, Va.
W. Brown.	C. J. Smith.
(Postmark.)	(Postmark.)

—report of.

4. Slips upon which errors have been noted shall be inclosed with trip reports to chief clerk or superintendent as may be directed.

Missent packages.

5. A missent package of letters and papers shall be checked on the slip covering the package, as follows:

—how checked and reported.

Missent pkg.
of letters (or papers),
all for
Frank Jackson.
(Postmark.)

and the slip, with the label of the pouch or sack, shall be forwarded to the division superintendent, with the trip report. If there is no slip on the package, check on a blank slip and forward as above. When checking errors found in a package made up for a post office and bearing an unaddressed slip, the office shall be noted at the foot of the slip over the signature of the clerk, as follows: "Found in package for ——." In this connection a package of papers is construed to mean a tie out under a separate label of more than one piece of separately wrapped and addressed mail matter other than letters.

Misdirected packages.
—how checked and reported.

6. Misdirected packages of letters or papers shall be checked in the same manner as a missent package, except the word "misdirected" shall be substituted for "missent" and the label in the pouch or sack shall not be forwarded.

Missent and misdirected pouches.
—how reported.

7. Missent or misdirected pouches or sacks shall be reported as above. The labels shall be forwarded in all cases. In relabeling a missent or misdirected pouch or sack the new label should contain the correct destination as well as the name of the post office or railway post office by which originally made up, and the slip shall bear the postmark of the railway post office to which missent.

Report to be made when there are no slips on packages.

8. When there are no slips on packages or in pouches or sacks, reports shall be made thereof, stating if possible the line with train number or post office from which the mail was received.

When no errors slips treated as waste.

9. All slips on which no errors have been noted, after being counted, shall be disposed of as waste, unless otherwise instructed.

Missent matter to be stamped.

Sec. 1632. Each letter or paper missent to a line shall be plainly stamped on the face, "Missent," and the postmark of the line also stamped thereon.

Sec. 1633. In counting mail worked each letter slip shall be counted as a package of letters, and each label on sacks of papers as a sack of paper mail. Packages and sacks merely opened for the purpose of consolidating or verifying the contents shall not be counted. The count shall include only matter actually distributed, but report should be made of mails received unworked or left undistributed.

Counting mail worked.

—what to include.

2. Each clerk in crew shall furnish to the clerk in charge a memorandum in writing over his signature at the end of trip of the amount of mail distributed, number of registers handled, also the number of errors checked. The slips should be attached. The clerk in charge shall use such record in preparing the trip report and retain the memoranda for at least 30 days thereafter.

Each clerk to furnish statement of amount of mail distributed, etc.

—basis for trip report of clerk in charge.

Sec. 1634. Trip reports, together with all slips upon which errors have been noted, shall be properly filled out and promptly sent to the division superintendent or chief clerk (as may be directed) at the end of each trip; but clerks upon lines under a chief clerk located away from division headquarters must send copy of report to both chief clerk and superintendent.

Trip reports. —to be promptly made out and sent to superintendent.

—and chief clerk.

2. All the information called for by trip report shall be given, and a duplicate or triplicate, as may be necessary, of each report must be kept for one year. Trip reports shall bear the postmark of the date on which the trip was due to start.

—to be retained one year.

Sec. 1635. A monthly report of mail distributed, registered matter handled, and errors checked shall be sent to the division superintendent, 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. 1636. Railway postal clerks whose runs cover more than one contract route shall note on trip report the time of arrival and departure at termini of each. In noting irregularities or delays indicate on which route they occurred and cause thereof.

Runs covering more than one contract route. —record of arrival and departure on each, etc.

III.—UNMAILABLE, UNPAID, AND IMPROPERLY ADDRESSED MATTER—NIXIES.

Sec. 1637. Railway postal clerks shall detain and turn in at the terminal offices of their runs all domestic matter collected from station boxes or deposited in the car for

Unmailable matter. —to be withdrawn from mails and turned in at terminal office.

—wholly unpaid matter.
—insufficiently paid first-class matter.

—special-delivery matter.

—matter bearing invalid stamps.

—insufficiently paid third-class matter.

—matter bearing parcel-post stamps.

Parcel-post matter to be turned into terminal office.

—marked "For examination and rating," etc.

What to be turned in.

—liquids, explosives, poisons, etc.

—matter without addresses

—articles found loose in the mails.

—identical money found loose in the mails.

Certain matter not to be detained.

Matter received in bad order to be so stamped.

mailing on which postage is wholly unpaid (see sec. 545); all matter of the first class on which less than one full rate of postage is paid (see sec. 405); all matter except letters bearing a special-delivery stamp on which no other postage is paid (see sec. 852); all matter bearing stamps that have been previously used or cut from stamped envelopes or wrappers (see sec. 537); all matter of the third class not fully prepaid; and any mail weighing more than 4 ounces covered by parcel-post stamps only (see par. 2).

2. Parcel-post matter weighing more than 4 ounces received by railway postal clerks from station boxes or deposited in their car shall be turned into the terminal office of the run. Such package shall be covered by a slip of the clerk, marked "For examination and rating; deposited in postal car at ——."

3. Railway postal clerks shall also withdraw from the mail all liquids not admissible to the mails under sections 472 and 474, gunpowder and other explosives, live animals (except queen bees and their attendant bees), 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 (see sec. 472), and matter relating to lotteries, as described in section 482 (see sec. 519), and turn the same into the terminal post office accompanied with 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 make a special report of the matter to the division superintendent or chief clerk.

All matter on which the addresses have been detached or erased and all articles found loose in any pouch or sack shall be forwarded under cover to the postmaster at headquarters of the division superintendent, accompanied with the pouch or sack label and a special report giving the name of the post office or other source from which such matter was received. Articles of apparent value of 25 cents or more shall be registered.

4. When money is found loose in the mails the identical notes or coins found shall be turned in.

5. Matter which should have been detained at the mailing office as "held for postage," "excess of weight or size," shall not be stopped in transit. (See sec. 549.)

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 shall be sealed.

7. Railway postal clerks shall report to the division superintendent 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 and any injury caused by the admission of such matter which may come to their knowledge, which reports shall be forwarded to the General Superintendent.

Sec. 1638. Railway postal clerks on steamboat routes to whom prepaid letters are delivered shall place the same in the mails. Letters wholly unpaid shall not be accepted, but if they come into the possession of a clerk they shall be deposited in the post office at the terminal of the route.

See sec. 1409, as to treatment of such letters on steamboats.

Sec. 1639. Under the general term "nixies" 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, indefinitely, or insufficiently addressed that it can not be transmitted. Such matter, dispatched from a post office or mailed upon the cars, shall be withdrawn from the mail and sent to the postmaster at the headquarters of the division superintendent or to such office as the division superintendent may designate. Nixies must be postmarked on the back and covered by a slip addressed as heretofore instructed, with the word "Nixies" in the upper left corner.

2. The following exceptions, however, will be observed:

(a) Mail addressed to military or naval posts and stations of the Weather Bureau and Life-Saving Service which are not post offices shall be sent to the proper post office, if known.

(b) Mail addressed to discontinued post offices shall be sent as directed in the order of discontinuance. Mail, etc., addressed to offices whose names have been changed shall be sent to the office of the new name. Mail addressed to watering places and summer resorts which are not post offices shall be sent to the nearest post office known.

Report of matter liable to injure mails.

Loose letters on steamboat routes.—how treated.

Nixies.—meaning of term.

—where to be sent.

—to be postmarked, etc.

Exceptions to rule.

—matter for military and naval posts, etc.

—matter for discontinued, resort, etc., offices.

—matter from department to "new office."

(c) Mail addressed from the Post Office Department to new post offices, marked on the envelope "New office," will be sent to destination in the best manner practicable, in the absence of definite instructions.

—nixies sent by inadvertence which can be delivered.

(d) Nixies which reach a line from which they can be delivered shall be delivered to the proper post office.

—nixies addressed to local to line on which mailed.

(e) Nixies mailed upon a line addressed to a local to that line shall be delivered to the post office which has been designated to receive mail so addressed.

—matter without State, when 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, shall 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 shall be examined by a clerk on a line making distribution of that State by general scheme. If then not known it shall be forwarded to the county seat of the county addressed.

Treatment of matter not addressed to but via a post office.

(h) 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 shall be sent to the post office indicated.

Mail of foreign origin same as domestic.

(i) Mail of foreign origin addressed to persons in the United States is to be treated in the same manner as domestic mail.

Matter improperly treated as nixies.

(j) Mail shall not be treated as nixies on account of incorrect spelling when the destination is undoubted.

Nixie to be verified with Guide and general orders.

(k) All matter supposed to be nixies must be verified with the latest annual and monthly Postal Guide and general orders.

Change of address or indorsement on matter forbidden.

(l) When second-class matter improperly directed is received clerks must not change the address or course of the package, but shall treat it in accordance with the regulations and note the facts on trip report. The division superintendent shall notify the publisher.

Errors to be noted.

3. When mail matter is treated as nixies and the address thereon is found in the latest annual or monthly Postal Guide or in the general orders, it shall be noted as an error on the slip accompanying the same and charged against the clerk.

Change of address or indorsement on matter forbidden.

Sec. 1640. Railway postal clerks shall not change the address upon any mail matter nor make any unauthorized indorsement upon a letter or addition to the address.

IV.—FOREIGN AND DUTIABLE MATTER.

Sec. 1641. When mail matter addressed to foreign countries is specially addressed to go by way of a particular steamship line, railway postal clerks shall forward the same accordingly, as far as practicable.

Foreign mail addressed via particular routes.—to be sent when practicable.

Sec. 1642. When mail matter addressed to foreign countries other than Canada is received in mails from Canadian offices made up for distribution, postal clerks shall forward such mails in accordance with the foreign scheme applicable to mails of domestic origin for the foreign countries involved.

Matter for foreign countries in mails from Canada.—to be forwarded in accordance with foreign scheme.

Sec. 1643. Clerks in railway post offices exchanging mail with Canada shall carefully examine all Canadian mails, and turn into the nearest exchange post office where there is a customhouse 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.

Dutiable matter in mails from Canada.—to be sent to exchange office.

Musical compositions.

Sec. 1644. Closed mails for foreign countries made up at United States exchange post offices, and those of foreign origin and destination in transit through the United States, and diplomatic pouches dispatched from Washington, D. C., shall be accompanied with waybills showing the number, origin, and address of the sacks. Closed mails from abroad for domestic post offices beyond the ports of arrival shall not be accompanied with waybills.

Closed foreign mails.—to be accompanied with waybill.

—for domestic offices not to be accompanied with waybill.

2. This section shall 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 shall be accompanied with waybills.

Waybill not to accompany mails exchanged with Canada and Mexico.

3. Waybills shall be prepared by the first United States post office of receipt (see sec. 653), and when furnished the mails shall be checked therefrom by all railway postal clerks who handle them and any shortage reported, but where such waybills are not furnished by a postmaster the clerks in charge or transfer clerks handling the mail shall note such failure on trip or daily report and state total number of sacks received by the dispatch.

Waybills to be prepared by clerks, when.

—failure to supply waybills to be reported.

Foreign sealed
sacks, etc.

4. All foreign sealed sacks made up abroad and labeled to United States post offices, and direct sacks made up in sea post offices and addressed to a United States post office, shall be forwarded intact to their destination, to be opened only in the post office to which they are addressed. This paragraph does not apply to mails from foreign countries for the United States received by ocean steamers on which sea post service is maintained.

—forwarded intact when in-

States post office, shall be forwarded intact to their destination, to be opened only in the post office to which they are addressed. This paragraph does not apply to mails from foreign countries for the United States received by ocean steamers on which sea post service is maintained.

V.—DELIVERY OF MAIL FROM CARS.

Exchange of letter mail.
—to be by locked pouches.
—except with Canada and Mexico.

Sec. 1645. Letter mail shall be forwarded in locked pouches except that exchanged with Canada and Mexico, which shall be inclosed in sealed sacks. A pouch duly locked shall be exchanged if due at each local and terminal office whether or not there is any letter mail.

Pouch not made up.
—label for.
—report.

2. When a pouch due to a connecting line is not made, the label shall be indorsed "Not made up," with reasons therefor, and sent in with trip report on which notation under proper heading must be made.

Local stations where trains do not stop.
—delivery of mail at.

Sec. 1646. At local stations where train does not stop for exchange of mails and no special facilities have been provided either for making the delivery or for receipt of the mail by roadside device, it must not be merely pushed over sill of door, but shall be thrown off downward and outward to a distance sufficient to be clear of the train. Catcher pouches only will be used, except in cases of emergency. The clerk shall notify postmaster by return mail where there has been a failure to catch or deliver, also serve written notice on the engineer when he fails to sound the whistle.

—notice to postmaster of failure to catch or deliver.
—notice to engineer of failure to sound whistle.

2. Division superintendents shall issue special instructions regarding the point of delivery of mails at catcher or local stations to prevent accidents.

—point of delivery at.

Care in delivery from moving trains.

3. Mail must not be thrown on a station platform from a train in motion, except by special instructions of the division superintendent. The utmost care shall be taken in deliveries to avoid injury to person, mail, equipment, or property. When the amount of mail is greater than one clerk can deliver with safety, it must be divided and put out from different doors.

4. Registered boxes and fragile or other parcel-post matter for local stations, the size or form prohibiting it being thrown from a moving train, should be put off at a point where the train does stop, for delivery by a local train. (See sec. 900.)

Registered boxes, fragile or certain parcel-post matter, put off at point where train does stop.

Sec. 1647. Mail shall not be delivered at any place not a regularly established post office.

Mails not to be delivered except at post offices.

Sec. 1648. Railway postal clerks shall 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, except as provided in sections 600, 1613, and 1656.

Delivery of mail in transit.—clerks must not make.

Sec. 1649. When a request is received by a railway postal clerk from a postmaster, post-office inspector, division superintendent, or chief clerk to withdraw certain unregistered matter from the mails and return it to the office of origin, as provided in section 553, such request shall be complied with, and a record thereof, giving the address on the letter or other matter, return card, post-mark, etc., be made on the trip report, and the original telegram or letter requesting the withdrawal be transmitted with the report. If the matter requested is not in the office, a telegram to that effect shall be sent and the proper record made on the trip report.

Withdrawal of matter from mails.—when may be made.

—record of.

Sec. 1650. Railway postal clerks shall visit letter boxes maintained at railroad stations (see sec. 1345) and collect mail therefrom at the last moment practicable before the departure of their respective trains unless such duty is performed by a transfer clerk. Care must be taken to lock the box after collection is made. Letter boxes at local stations shall be conveniently located with respect to the operation of the railway mail service.

Letter boxes in railroad depots.—mail to be collected from.

Sec. 1651. Boxes in letter cases in railway post offices should never be overfilled.

Letter boxes not to be overfilled.

VI.—TRANSFER SERVICE.

Sec. 1652. The General Superintendent may assign railway postal clerks, when necessary, to perform duty at important junctions, to be designated "transfer clerks."

Transfer clerks.

2. Transfer clerks shall supervise the handling and transfer of mails at railroad depots where they are stationed; inform themselves thoroughly relative to the routes over which mails should pass that are transferred

—duties of.

—to inform themselves about routes.

at that point; keep themselves correctly informed of the hour of arrival and departure of all trains upon which mails are carried; notify their chief clerk or division superintendent in writing of any changes of schedules which affect mail connections, and perform such other work (such as filling runs, furnishing supplies, etc.) as may be directed.

—about arrival and departure of mails.

Record of pouches handled.
—labels on mails to be verified on receipt.
—except.

Sec. 1653. A record shall be kept by transfer clerks of all pouches handled, and all pouches shall be verified at the time of receipt or dispatch, except that they shall not check pouches transferred from one mail train to another where direct connection is made; or where direct transfer is made to or from postal car into or out of a screen wagon; or where pouches are exchanged between terminals or postal stations and railway postal cars in the same depot. The labels upon all pouches must be closely examined upon receipt and before delivery. In cases of failure to receive any pouch due a shortage slip shall 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 shall be immediately notified by wire.

—report of failure to receive pouches.

Irregular pouches received, etc.
—record of.

2. Transfer clerks shall also keep a permanent record of all the irregular pouches received and disposition made thereof.

See secs. 567, 1342, 1387, and 1612, as to record of pouches to be kept at post offices, by railroad companies, by mail messengers, and by railway postal clerks.

Errors by transfer and terminal railway post-office clerks.

Sec. 1654. Division superintendents shall keep a record of all errors in forwarding mail made by transfer and terminal railway post-office clerks.

Guarding the mails.

Sec. 1655. 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. 1578 and 1579.)

Delivery of mail to parties addressed.
—when may be made.

Sec. 1656. Transfer clerks when specially instructed by the General Superintendent may deliver mail to the party addressed.

Mail-messenger service.

Sec. 1657. Transfer and terminal railway post-office clerks shall carefully observe the manner of performance of messenger and wagon service and the handling of mails by railroad employees, and report to the division superintendent every irregularity therein which comes to their knowledge.

—irregularities in, to be reported to superintendent.

2. Wagons delivering mail shall not be allowed to depart until they have been carefully inspected to ascertain whether any mail has been left therein, and departing wagons containing mails shall be examined to see that they are securely locked.

Wagons delivering mail to be examined.

Sec. 1658. Transfer and terminal railway post-office clerks shall keep a record and make a daily report to the division superintendent or chief clerk, as may be directed, of all failures of railroad trains to make their regular mail connections, and all irregularities in the transmission of the mails.

Daily reports.—transfer clerks to make.

—what to contain.

2. When there are no failures in any class of service, a daily report with the statement "No failures" shall be made.

—when no failures.

Sec. 1659. Transfer and terminal railway post-office clerks shall 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 should be conversant, connections as shown in the current schedules of mail trains, Book of Instructions, and orders relating to the service.

Examination of transfer and terminal railway post-office clerks.—what to include.

See sec. 1570, as to case examinations.

Sec. 1660. The rooms assigned for use of transfer offices and terminal railway post offices shall be kept clean and orderly. Economy in the use of water and lights shall be exercised. Government and other property shall be kept in good order. Locks, equipment, and supplies must not be allowed to lie about promiscuously.

Government and railroad property.—transfer clerks to care for.

Sec. 1661. In addition to these special instructions for transfer and terminal railway post-office clerks they shall also be governed by the general instructions to railway postal clerks, when applicable.

Transfer and terminal clerks to be guided by general instructions.

VII.—LOSSES OF MAIL MATTER.

Sec. 1662. Division superintendents, Railway Mail Service, shall not investigate cases of loss of mail matter.

Investigation of losses of mail matter.

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 shall at once discontinue the investigation and forward the papers, together with all the information obtained by him, to the inspector in charge of the proper division. If in the

—cases involving losses to be reported to inspector.

—when may notify inspector.

judgment of the division superintendent immediate action should be taken, he may show the papers to the local post-office inspector and, if necessary, give him a copy thereof.

Reports, how made.

3. When losses are reported to a division superintendent, he shall immediately refer the same to the inspector in charge of the proper division and, if in his judgment necessary, notify the local post-office inspector.

Damage to mail matter.—division superintendents to investigate.

4. Division superintendents shall investigate the damage to mail matter in the exchange of mails by railway postal clerks reported to them under section 487. The report of the investigation or a copy thereof shall be forwarded to the inspector in charge of the proper division, and should show the name of the clerk at fault, the amount and kind, whether registered or ordinary, and a complete description, if registered, of mail damaged, and whether all of it was delivered. The report should also show the kind and quantity of equipment damaged.

—report to inspector in charge.

See sec. 487, as to report of losses and damages to mail matter.

VIII.—REGISTERED MATTER IN THE RAILWAY MAIL SERVICE.

General registry regulations.

Sec. 1663. Railway postal clerks must carefully study and become fully conversant with the regulations pertaining to the handling of registered matter. (See Title Six.) These shall be strictly complied with except where clearly inapplicable.

—to be followed, when.

Duty of member of crew assigned as registry clerk.

Sec. 1664. The member of a crew assigned as registry clerk shall have the care and custody of all registered mail received and dispatched from his car, and shall be in waiting when pouches containing ordinary mail are opened to take charge of any registered matter that may be contained therein. If he is compelled to leave the car temporarily, or before the end of the run, he shall have permission to do so from the clerk in charge, his chief clerk, or superintendent; and before leaving the car he shall turn over the registered matter to the person designated by the clerk in charge, or his superior officers, taking a receipt for the same.

Transfer of registered matter.—when and how to be made by transfer clerks.

Sec. 1665. Transfer clerks shall receipt for, transfer, and deliver registered matter. When such delivery is made, the registered articles shall 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 articles are delivered.

TITLE TWELVE.
CRIMES AND OFFENSES.

I.—PROSECUTION OF OFFENSES UNDER POSTAL LAWS—JURISDICTION OF COURTS.

Sec. 1666. The district courts (of the United States) shall have original jurisdiction as follows:

Courts having jurisdiction of postal offenses.
District courts United States.
R. S., § 563.
1911, Mar. 3; 36 Stat., 1091.

Second. Of all crimes and offenses cognizable under authority of the United States.

Sixth. Of all cases arising under the postal laws.

Ninth. Of all suits and proceedings for the enforcement of penalties and forfeitures incurred under any law of the United States.

2. * * * 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.

State courts, etc.
R. S., § 3833.

3. The crimes and offenses defined in this title (Criminal Code) shall be cognizable in the district courts of the United States, as prescribed in sections five hundred and sixty-three and six hundred and twenty-nine of the Revised Statutes.

Jurisdiction of circuit and district courts.
R. S., §§ 563, 629.
1900, Mar 4, ch. 321, § 340; 35 Stat., 1153.

See sec. 212, as to jurisdiction of courts in civil cases under the postal laws.

Sec. 1667. 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 witness is imprisoned, seasonably to issue, and of the marshal to execute, a warrant for his removal to the district where the trial is to be had.

Preliminary proceedings.
R. S., § 1014.
—before whom.

Removals.

Reports of vio-
lations of laws,
—how made.

Sec. 1668. Postmasters and all other employees of the postal service shall report to the Chief Inspector 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.

Depredation
on mails.

Sec. 1669. If a postmaster has reason to believe that any mail has been stolen in the vicinity of his post office, and that the person who stole it can be arrested by speedy action, he shall at once report all the facts and evidence to the nearest United States marshal or deputy marshal, as well as to the Chief Inspector and inspector in charge of the division in which his office is located.

—special reports
of.

See sec. 291, as to report of robbery of post office; sec. 487, as to reports of loss, damage, delay, wrong delivery, nondelivery, or improper handling of mail matter.

Arrests for vio-
lations of postal
laws.
—when made at
instance of post-
master.

Sec. 1670. 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.

—preliminary
hearings in case of.

2. Persons arrested for mail depredations or other violations of the postal laws should be taken before a United States commissioner or district or circuit judge for examination or commitment.

Hearing before
whom.

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 1667.

Report of ar-
rests made by
other than
United States
officers.

Sec. 1671. 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 should be promptly informed of the facts, and his advice and, if necessary, his personal attention be obtained.

II.—OFFENSES AGAINST THE GOVERNMENT AND THE REVENUES.

Sec. 1672. Whoever 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 fined not more than five thousand dollars, or imprisoned not more than five years, or both.

Embezzling public moneys, etc.
1875, Mar. 3; 18 Stat., 479.
1909, Mar. 4, § 47; 35 Stat., 1097.
Punishment.

Sec. 1673. Any officer connected with, or employed in, the Internal Revenue Service of the United States, and any assistant of such officer, who shall embezzle or wrongfully convert to his own use any money or other property of the United States, and 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 fined not more than the value of the money and property thus embezzled or converted, or imprisoned not more than ten years, or both.

Embezzlement of money or property not otherwise punishable.
1879, Feb. 3, ch. 42; 20 Stat., 280.
1909, Mar. 4, ch. 321, § 97; 35 Stat., 1106.

Punishment.

Sec. 1674. Whoever shall receive, conceal, or aid in concealing, or shall 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 by any other person, knowing the same to have been so embezzled, stolen, or purloined, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both; and such person may be tried either before or after the conviction of the principal offender.

Receiving, etc., stolen public property.
1875, Mar. 3, ch. 144, § 2; 18 Stat., 479.
1909, Mar. 4, ch. 321, § 48; 35 Stat., 1098.

Punishment.

Sec. 1675. Whoever, being a postmaster or other person employed in or connected with any branch of the postal service, shall loan, use, pledge, hypothecate, or convert to his own use, or shall deposit in any bank, or exchange for other funds or property, except as authorized by law, any money or property coming into his hands or under his control in any manner whatever, in the execution or under color of his office, employment, or service, whether the same shall be the money or property of the United States or not; or shall fail or refuse to remit to or deposit in the Treasury of the United States or in a designated depository, or to account for or turn over to the proper officer or agent, any such money or property, when required so to do by law or the regulations of the Post Office Department, or upon demand or order of the Postmaster General, either directly or through a duly authorized officer or agent, shall be deemed guilty of embezzlement; and every such person, as well as every other person advising or knowingly participating therein, shall be fined in a sum equal to the amount or value of the money or property embezzled, or imprisoned not more than ten years, or both. Any failure to produce or to pay over any such money or property, when required so to do

Misappropriating postal funds or property.
R. S., §§ 4046, 4053.
1909, Mar. 4, ch. 321, § 225; 35 Stat., 1133.

Punishment.

Prima facie evidence. as above provided, shall be taken to be prima facie evidence of such 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 account books of the Auditor for the Post Office Department. But nothing herein 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 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 so to do by the Postmaster General, for the purpose of remitting surplus funds from one post-office to another.

Deposits, etc., permitted.

See sec. 363, as to deposit of postal funds; sec. 1239, as to deposit of money-order funds; secs. 332, 1683, and 1684, as to offenses concerning postage stamps, etc.

Receipting for larger sums than are paid.
 R. S., § 5483.
 1909, Mar. 4, ch. 321, § 80; 35 Stat., 1105.

Sec. 1676. Whoever, being an officer, clerk, agent, employee, or other person charged with the payment of any appropriation made by Congress, shall pay to any clerk or other employee of the United States a sum less than that provided by law, and require 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 imprisoned not more than two years.

Punishment.

Failure of officer to render accounts.
 R. S., § 5491.
 1909, Mar. 4, ch. 321, § 90; 35 Stat., 1105.

Sec. 1677. 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 imprisoned not more than ten years.

Punishment.

Custodian failing to keep, etc., public moneys.
 R. S., § 5490.
 1909, Mar. 4, ch. 321, § 89; 35 Stat., 1105.

Sec. 1678. Every officer or other person charged by any act of Congress with the safe-keeping of the public moneys, who shall loan, use, or convert to his own use, or shall deposit in any bank or exchange for other funds, except as specially allowed by law, any portion of the public moneys intrusted to him for safe-keeping, shall be guilty of embezzlement of the money so loaned, used, converted, deposited, or exchanged, and shall be fined in a sum equal to the amount of money so embezzled and imprisoned not more than ten years.

Punishment.

See secs. 358 and 359, as to deposits of postal funds in banks; sec. 1239, as to deposit of money-order funds in banks; sec. 1680, as to penalty where bankers receive unlawful deposits.

Failure to deposit as required.
 R. S., § 5492.
 1909, Mar. 4, ch. 321, § 91; 35 Stat., 1105.

Sec. 1679. Whoever, having money of the United States in his possession or under his control, shall fail to deposit it with the Treasurer, or some assistant treasurer, or some public depository 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 fined in a sum equal to the amount of money embezzled and imprisoned not more than ten years.

Punishment.

Sec. 1680. Every banker, broker, or other person not an authorized depository of public moneys, who shall knowingly receive 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 shall use, transfer, convert, appropriate, or apply 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 shall violate any provision of this section is guilty of embezzlement of the public money so deposited, loaned, transferred, used, converted, appropriated, or applied, and shall be fined not more than the amount embezzled, or imprisoned not more than ten years, or both.

Banker, etc.,
receiving unau-
thorized deposit
of public money.
R. S., § 5497.
1909, Mar. 4, ch.
321, § 96; 35 Stat.,
1106.

Punishment.

2. Whoever, being a disbursing officer of the United States, or a person acting as such, shall in any manner convert to his own use, or loan with or without interest, or deposit in any place or in any manner, except as authorized by law, any public money intrusted to him; or shall, for any purpose not prescribed by law, withdraw from the Treasurer or any assistant treasurer, or any authorized depository, or transfer, or apply, any portion of the public money intrusted to him, shall be deemed guilty of an embezzlement of the money so converted, loaned, deposited, withdrawn, transferred, or applied, and shall be fined not more than the amount embezzled, or imprisoned not more than ten years, or both.

Disbursing offi-
cers unlawfully
using, etc., public
money.
R. S., § 5488.
1909, Mar. 4, ch.
321, § 87; 35 Stat.,
1105.

Punishment.

See sec. 1678, as to unlawful deposits in banks; secs. 358 and 1239, as to authorized deposits of postal and money-order funds.

Sec. 1681. Whoever, being a postmaster or other person employed in any branch of the postal service, shall make, or assist in making, or cause to be made, a false return, statement, or account to any officer of the United States, or shall make, assist in making, or cause to be made, a false entry in any record, book, or account, required by law or the rules or regulations of the Post Office Department to be kept in respect of the business or operations of any post office or other branch of the postal service, for the purpose of fraudulently increasing his compensation or the compensation of the postmaster or any employee in a post office; or whoever, being a postmaster or other person employed in any post office or station thereof, shall induce, or attempt to induce, for the purpose of increasing the emoluments or compensation of his office, any person to deposit mail matter in, or forward in any manner for mailing at, the office where such postmaster or other person is employed, knowing such matter to be properly mailable at another post office, shall be fined not more than five hundred dollars, or imprisoned not more than two years, or both.

False returns
by postmasters
to increase com-
pensation.
1873, June 17,
ch. 259; 20 Stat.,
141.
1909, Mar. 4, ch.
321, § 206; 35 Stat.,
1128.

Punishment.

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 dol-

False returns of
special-delivery
business.
1886, Aug. 4, ch.
901, § 3; 24 Stat.,
220.

Punishment.

lars, 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. * * *

Records and ac-
counts.
1911, Mar. 4; 36
Stat., 1355.

3. Whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of keeping accounts or records of any kind, shall, with intent to deceive, mislead, injure, or defraud the United States or any person, make in any such account or record any false or fictitious entry or record of any matter relating to or connected with his duties, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing; or whoever, being an officer, clerk, agent, or other person holding any office or employment under the Government of the United States and, being charged with the duty of receiving, holding, or paying over moneys or securities to, for, or on behalf of the United States, or of receiving or holding in trust for any person any moneys or securities, shall, with like intent, make a false report of such moneys or securities, or whoever with like intent shall aid or abet any such officer, clerk, agent, or other person in so doing, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both.

--false entry.

--false report.

Collecting un-
lawful postage.
R. S., § 3899.
1909, Mar. 4, ch.
321, § 207; 35 Stat.,
1128.
Punishment.

Sec. 1682. Whoever, being a postmaster or other person authorized to receive the postage of mail matter, shall fraudulently demand or receive any rate of postage or gratuity or reward other than is provided by law for the postage of such mail matter, shall be fined not more than one hundred dollars, or imprisoned not more than six months, or both.

Counterfeiting,
etc., postage
stamps.
R. S., § 5464.
1909, Mar. 4, ch.
321, § 219; 35 Stat.,
1132.

Sec. 1683. Whoever shall forge or counterfeit any postage stamp, or any stamp printed upon any stamped envelope, or postal card, or any die, plate, or engraving therefor; or 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; or shall make, or knowingly use or sell, or have in possession with intent to use or sell, any paper bearing the watermark of any stamped envelope, or postal card, or any fraudulent imitation thereof; or 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 said department; or shall, after such postage stamp, stamped envelope, or postal card has been printed, with intent to defraud, deliver the same to any person not authorized by an instrument in writing, duly executed under the hand of the Postmaster General and the seal of the Post Office Department, to receive it, shall be fined not more than five hundred dollars, or imprisoned not more than five years, or both.

Punishment.

Secreting or em-
bezzling tools and
materials for
printing securi-
ties.
R. S., § 5463.
1909, Mar. 4, ch.
321, § 155; 35 Stat.,
1117.

2. Whoever, without authority from the United States, shall secrete within, embezzle, or take and carry away from any building, room, office, apartment, vault, safe, or other place where the same is kept, used, employed, placed, lodged, or deposited by authority of the United States, any bedpiece, bedplate, roll, plate, die, seal, type, or other tool, implement, or thing used or fitted to be used in stamping or printing, or in making some other tool or implement used or fitted to be used in stamping or printing, any kind or description of bond, bill, note, certificate, coupon, postage stamp, revenue stamp, fractional currency note, or other paper, instrument, obligation, device, or document,

now or hereafter authorized by law to be printed, stamped, sealed, prepared, issued, uttered, or put in circulation on behalf of the United States; or whoever, without such authority, shall so secrete, embezzle, or take and carry away any paper, parchment, or other material prepared and intended to be used in the making of any such papers, instruments, obligations, devices, or documents; or whoever, without such authority, shall so secrete, embezzle, or take and carry away any paper, parchment, or other material printed or stamped, in whole or part, and intended to be prepared, issued, or put in circulation on behalf of the United States as one of the papers, instruments, or obligations hereinbefore named, or printed or stamped, in whole or part, in the similitude of any such paper, instrument, or obligation, whether intended to issue or put the same in circulation or not, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both.

Punishment.

3. Whoever, with intent to defraud, shall pass, utter, publish, or sell, or attempt to pass, utter, publish, or sell, or shall bring into the United States or any place subject to the jurisdiction thereof with intent to pass, publish, utter, or sell, or shall keep in possession or conceal with like intent, any falsely made, forged, counterfeited, or altered obligation or other security of the United States, shall be fined not more than five thousand dollars and imprisoned not more than fifteen years.

Uttering, etc.,
forged obligations.R. S., § 5431.
1909, Mar. 4, ch.
321, § 151; 35 Stat.,
1116.

Punishment.

NOTE.—Act of Mar. 4, 1909, sec. 150 (35 Stat., 1116), prohibits the importation of counterfeit stamps.

Note.

Sec. 1684. Whoever shall forge, or counterfeit, or knowingly utter or use any forged or counterfeited postage stamp of any foreign Government shall be fined not more than five hundred dollars, or imprisoned not more than five years, or both.

Counterfeiting,
etc., foreign
stamps.R. S., § 5465.
1909, Mar. 4, §
220; 35 Stat., 1132.
Punishment.

Sec. 1685. Whoever, with intent to defraud, shall falsely make, forge, counterfeit, engrave, or print, or cause or procure to be falsely made, forged, counterfeited, engraved, or printed, or shall willingly aid or assist in falsely making, forging, counterfeiting, engraving, or printing, any order in imitation of or purporting to be a money order issued by the Post Office Department, or by any postmaster or agent thereof; or whoever shall 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; or 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; or 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; or shall issue any money order or 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, employee, or agent thereof, any sum of money whatever; or shall, with intent to defraud the United States, or

Counterfeiting,
etc., money or-
ders.R. S., § 5463.
1887, Jan. 3, ch.
13, § 2; 24 Stat.,
355.
1888, June 18,
ch. 394, § 2; 25
Stat., 187.
1909, Mar. 4, ch.
321, § 218; 35 Stat.,
1131.

any person, transmit or present to, or cause or procure to be transmitted or presented to, any officer or employee, 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 be fined not more than five thousand dollars, or imprisoned not more than five years, or both.

Punishment.

Issuing money orders without payment.

R. S., § 4030.
1909, Mar. 4, § 210; 35 Stat., 1129.

Punishment.
Forging bonds, bids, public records, etc.

R. S., §§ 5418, 5479.

1909, Mar. 4, ch. 321, § 28; 35 Stat., 1094.

Sec. 1686. Whoever, being a postmaster or other person employed in any branch of the postal service, shall issue a money order without having previously received the money therefor, shall be fined not more than five hundred dollars.

Sec. 1687. Whoever 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, contract, 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, or have in his possession with the intent to utter or publish as true, any such false, forged, altered, or counterfeited bond, bid, proposal, contract, 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 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, contract, 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 fined not more than one thousand dollars, or imprisoned not more than ten years, or both.

Transmitting forged, etc., papers.

Punishment.

Imitating securities or printing advertisements thereon.

R. S., § 3708.
1909, Mar. 4, ch. 321, § 177; 35 Stat., 1122.

Sec. 1688. 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, gold certificate, silver certificate, 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. Whoever shall violate any provision of this section shall be fined not more than five hundred dollars.

Punishment.

"Obligation or other security of the United States" defined.

R. S., § 5413.
1909, Mar. 4, ch. 321, § 147; 35 Stat., 1115.

2. The words "obligation or other security of the United States" shall be held to mean all bonds, certificates of indebtedness, national-bank currency, coupons, United States notes, Treasury notes, gold certificates, silver certificates, fractional notes, certificates of deposit, bills, checks, or drafts for money, drawn by or upon authorized officers

of the United States, stamps and other representatives of value, of whatever denomination, which have been or may be issued under any act of Congress.

3. Whoever, with intent to defraud, shall falsely make, forge, counterfeit, or alter any obligation or other security of the United States shall be fined not more than five thousand dollars and imprisoned not more than fifteen years.

Sec. 1689. Whoever 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 mail, with intent to cause an increase in the compensation of the railroad mail carrier over whose route such mail may pass, shall be fined not more than twenty thousand dollars, or imprisoned not more than five years, or both.

Sec. 1690. 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, each of the parties to such conspiracy shall be fined not more than ten thousand dollars, or imprisoned not more than two years, or both.

Sec. 1691. Whoever, with intent to defraud either the United States or any person, shall falsely assume or pretend 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 shall take upon himself to act as such, or 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 fined not more than one thousand dollars, or imprisoned not more than three years, or both.

Sec. 1692. Whoever, being elected or appointed a Member of or Delegate to Congress, or a Resident Commissioner, shall, after his election or appointment and either before or after he has qualified, and during his continuance in office, or being an officer or agent of the United States, shall directly or indirectly take, receive, or agree to receive, from any person, any money, property, or other valuable consideration whatever, for procuring, or aiding to procure, any contract, appointive office, or place, from the United States or from any officer or department thereof, for any person whatever, or for giving any such contract, appointive office, or place to any person whomsoever; or whoever, directly or indirectly, shall offer, or agree to give, or shall give or bestow, any money, property, or other valuable consideration whatever, for the procuring, or aiding to procure, any such contract, appointive office, or place, shall be fined not more than ten thousand dollars and imprisoned not more than two years; and shall, moreover, be disqualified from holding any office of honor, profit, or trust under the Government of the United States. Any such contract or agreement may, at the option of the President, be declared void.

2. Whoever, being elected or appointed a Member of or Delegate to Congress, or a Resident Commissioner, shall, after his election or appointment and either before or after he has qualified, and during his continuance in office, directly or indirectly, ask, accept, receive, or agree to receive, any money, property, or other valuable consideration,

Forging or counterfeiting securities.

R. S., § 5414.
1909, Mar. 4, § 148; 35 Stat., 1115.
Punishment.

Fraudulently increasing weight of mail.

1898, June 13, ch. 446; 30 Stat., 442.
1909, Mar. 4, ch. 321, § 228; 35 Stat., 1134.
Punishment.

Conspiring to commit offense against U. S.

R. S., § 5440.
1870, May 17, ch. 8; 21 Stat., 4.
1909, Mar. 4, § 37; 35 Stat., 1096.
Punishment.

Falsely pretending to be United States officer.

R. S., § 5438.
1884, Apr. 18, ch. 26; 23 Stat., 11.

1909, Mar. 4, ch. 321, § 32; 35 Stat., 1095.
Punishment.

Member of Congress taking consideration for procuring contract, etc.

R. S., § 1781.
1909, Mar. 4, ch. 321, § 112; 35 Stat., 1108.

Offering Member of Congress consideration to procure contract, etc.

1909, Mar. 4, ch. 321, § 110; 35 Stat., 1108.

Punishment.

Contracts voidable.

Accepting, etc., bribe by Member of Congress.

R. S., §§ 1781, 5450, 5502.

1909, Mar. 4, ch. 321, § 110; 35 Stat., 1108.

or any promise, contract, undertaking, obligation, gratuity, or security for the payment of money or for the delivery or conveyance of anything of value to him or to any person with his consent, connivance, or concurrence, for his attention to, or services, or with the intent to have his action, vote, or decision influenced, on any question, matter, cause, or proceeding, which may at any time be pending in either House of Congress or before any committee thereof, or which by law or under the Constitution may be brought before him in his official capacity, or in his place as such Member, Delegate, or Resident Commissioner, shall be fined not more than three times the amount asked, accepted, or received, and imprisoned not more than three years; and shall, moreover, forfeit his office or place, and thereafter be forever disqualified from holding any office of honor, trust, or profit under the Government of the United States.

Punishment.

Receiving pay by Senator or Member of Congress in matters affecting United States.

R. S., § 1782.
1909, Mar. 4, ch. 321, § 113; 35 Stat., 1109.

Sec. 1693. Whoever, being elected or appointed a Senator, Member of or Delegate to Congress, or a Resident Commissioner, shall, after his election or appointment and either before or after he has qualified, and during his continuance in office, or being the head of a department, or other officer or clerk in the employ of the United States, shall, directly or indirectly, receive, or agree to receive, any compensation whatever 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, shall be fined not more than ten thousand dollars and imprisoned not more than two years; and shall, moreover, thereafter be incapable of holding any office of honor, trust, or profit under the Government of the United States.

Punishment.

Officers interested in claims against United States.

R. S., § 5498.
1909, Mar. 4, ch. 321, § 109; 35 Stat., 1107.

Sec. 1694. Whoever, being an officer of the United States, or a 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, shall act 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 shall aid or assist in the prosecution or support of any such claim, or receive 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 be fined not more than five thousand dollars, or imprisoned not more than one year, or both.

Punishment.

III.—OFFENSES AGAINST PROPERTY BELONGING TO, OR IN USE BY, THE POST OFFICE DEPARTMENT.

Breaking into and entering post office.

R. S., § 5478.
1909, Mar. 4, ch. 321, § 192; 35 Stat., 1125.

Sec. 1695. Whoever 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 in such post office, or building, or part thereof, so used, any larceny or other depredation, shall be fined not more than one thousand dollars and imprisoned not more than five years.

Punishment.

Sec. 1696. Whoever shall steal, purloin, or embezzle any mail bag or other property in use by or belonging to the Post Office Department, or shall appropriate any such property to his own or any other than its proper use, or shall convey away any such property to the hindrance or detriment of the public service, shall be fined not more than two hundred dollars, or imprisoned not more than three years, or both.

Stealing post-office property.
R. S., § 5475.
1909, Mar. 4, ch. 321, § 190; 35 Stat., 1124.
Punishment.

Sec. 1697. Whoever 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 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 fined not more than five hundred dollars, or imprisoned not more than three years, or both.

Injuring mail bags, etc.
R. S., § 5476.
1909, Mar. 4, ch. 321, § 189; 35 Stat., 1124.
Punishment.

Sec. 1698. Whoever 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, or any key to any lock box, lock drawer, or other authorized receptacle for the deposit or delivery of mail matter; or whoever shall knowingly and unlawfully make, forge, or counterfeit, or cause to be unlawfully made, forged, or counterfeited, any such key, or 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 whoever, being engaged as a contractor or otherwise in the manufacture of any such mail lock or key, 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, unless the person receiving it is the contractor for furnishing the same or engaged in the manufacture thereof in the manner authorized by the contract, or the agent of such manufacturer, shall be fined not more than five hundred dollars and imprisoned not more than ten years.

Stealing or forging mail locks or keys.
R. S., § 5477.
1909, Mar. 4, ch. 321, § 191; 35 Stat., 1125.
Punishment.

Sec. 1699. Whoever shall willfully injure, tear down, or destroy any letter box, pillar box, lock box, lock drawer, or other receptacle established or approved by the Postmaster General for the safe deposit of matter for the mail or for delivery, or any lock or similar device belonging or attached thereto, or any letter box or other receptacle designated or approved by the Postmaster General for the receipt or delivery of mail matter on any rural free-delivery route, star route, or other mail route, or shall break open the same; or shall willfully injure, deface, or destroy any mail matter deposited in any letter box, pillar box, lock box, lock drawer, or other receptacle established or approved by the Postmaster General for the safe deposit of matter for the mail or for delivery; or shall willfully take or steal such matter from or out of any such letter box, pillar box, lock box, lock drawer, or other receptacle, or shall willfully and maliciously assault any letter or mail carrier, knowing him to be such, while engaged on his route in the discharge of his duty as such carrier, or shall willfully aid or assist in any offense defined in this section, shall be fined not more than one thousand dollars or imprisoned not more than three years, or both.

Injury to letter boxes, etc.
R. S., §§ 3860, 5466.
1903, Mar. 3, ch. 1009, § 3; 32 Stat., 1175.
1909, Mar. 4, ch. 321, § 198; 35 Stat., 1126.

Assault on letter carrier.
Punishment.

Special-delivery messenger deemed a carrier, etc.
1903, Mar. 3, ch. 1009, § 4; 32 Stat., 1176.

Sec. 1700. That every special-delivery messenger, when actually engaged in carrying or delivering letters or other mail matter under contract, directly or indirectly, with the Post Office Department, or employed by the Post Office Department, shall be deemed a carrier or person intrusted with the mail and having custody thereof within the meaning of sections thirty-eight hundred and sixty-nine, thirty-nine hundred and ninety-five, fifty-four hundred and seventy-two, and fifty-four hundred and seventy-three of the Revised Statutes of the United States.

Unlawfully entering post-office car, etc.
1903, Mar. 3, ch. 1009, § 5; 32 Stat., 1176.
1909, Mar. 4, ch. 321, § 193; 35 Stat., 1125.
Punishment.

Sec. 1701. Whoever, by violence, shall enter a post-office car, or any apartment in any car, steamboat, or vessel, assigned to the use of the mail service, or shall willfully or maliciously assault or interfere with any postal clerk in the discharge of his duties in connection with such car, steamboat, vessel, or apartment thereof, or shall willfully aid or assist therein, shall be fined not more than one thousand dollars, or imprisoned not more than three years, or both.

IV.—OFFENSES AGAINST THE MAILS.

Postmaster or postal employee detaining, destroying, or embezzling mail matter.
R. S., §§ 3890, 3891, 5467.
1909, Mar. 4, ch. 321, § 195; 35 Stat., 1125.
Punishment.

Sec. 1702. Whoever, being a postmaster or other person employed in any department of the postal service, shall unlawfully detain, delay, or open any letter, postal card, package, bag, or mail 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 carrier, messenger, agent, or other person employed in any department of the postal service, or forwarded through or delivered from any post-office or station thereof established by authority of the Postmaster General; or shall secrete, embezzle, or destroy any such letter, postal card, package, bag, or mail; or shall steal, abstract, or remove from any such letter, package, bag, or mail, any article or thing contained therein, shall be fined not more than five hundred dollars or imprisoned not more than five years, or both. (See R. S., § 6468.)

Postmasters, etc., detaining or destroying newspapers.
R. S., § 5471.
1909, Mar. 4, ch. 321, § 196; 35 Stat., 1126.
By other persons.
Punishment.

Sec. 1703. Whoever, being a postmaster or other person employed in any department of the postal service, 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; or whoever 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; or whoever shall take or steal any mail or package of newspapers from any post-office or from any person having custody thereof, shall be fined not more than one hundred dollars, or imprisoned not more than one year, or both.

Stealing, secreting, embezzling, etc., mail matter.
R. S., §§ 3892, 5469.
1909, Mar. 4, ch. 321, § 194; 35 Stat., 1125.

Sec. 1704. Whoever shall steal, take, or abstract, or by fraud or deception obtain, from or out of any mail, post office, or station thereof, or other authorized depository for mail matter, or from a letter or mail carrier, any letter, postal card, package, bag, or mail, or shall abstract or remove from any such letter, package, bag, or mail, any article or thing contained therein, or shall secrete, embezzle, or destroy any such letter, postal card, package, bag, or mail, or any article

or thing contained therein; or whoever shall buy, receive, or conceal, or aid in buying, receiving, or concealing, or shall unlawfully have in his possession, any letter, postal card, package, bag, or mail, or any article or thing contained therein, which has been so stolen, taken, embezzled, or abstracted, as herein described, knowing the same to have been so stolen, taken, embezzled, or abstracted; or whoever shall take any letter, postal card, or package, out of any post office or station thereof, or out of any authorized depository for mail matter, or from any letter or mail carrier, or which has been in any post office or station thereof, or other authorized depository, 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 open, secrete, embezzle, or destroy the same, shall be fined not more than two thousand dollars, or imprisoned not more than five years, or both.

Punishment.

See sec. 1702, as to similar offenses by persons in postal service.

Sec. 1705. Whoever, except as otherwise expressly provided by law, being an accessory after the fact to the commission of any offense defined in any law of the United States, shall be imprisoned not exceeding one-half the longest term of imprisonment, or fined not exceeding one-half the largest fine prescribed for the punishment of the principal, or both, if the principal is punishable by both fine and imprisonment; or if the principal is punishable by death, then an accessory shall be imprisoned not more than ten years.

Punishment of accessories after the fact.
R. S., §§ 5533-5535.
1909, Mar. 4, ch. 321, § 333; 35 Stat., 1152.

Sec. 1706. Whoever shall assault any person having lawful charge, control, or custody of any mail matter, with intent to rob, steal, or purloin such mail matter or any part thereof, or shall rob any such person of such mail or any part thereof, shall, for a first offense, be imprisoned not more than ten years; and if in effecting or attempting to effect such robbery, he shall wound the person having custody of the mail, or put his life in jeopardy by the use of a dangerous weapon, or for a subsequent offense, shall be imprisoned twenty-five years.

Assaulting mail custodian with intent to rob, and robbing mail.
R. S., §§ 5472, 5473.
1909, Mar. 4, ch. 321, § 197; 35 Stat., 1126.
Punishment. Using weapon, etc.
Punishment.

See sec. 1699, as to injury to letter boxes, etc.

Sec. 1707. Whoever, having devised or intending to devise any scheme or artifice to defraud, or for obtaining money or property by means of false or fraudulent pretenses, representations, or promises, or to sell, dispose of, loan, exchange, alter, give away, distribute, supply, or furnish or procure for unlawful use any counterfeit or spurious coin, bank note, 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 article, or any scheme or artifice to obtain money by or through correspondence, by what is commonly called the "sawdust swindle," or "counterfeit-money fraud," or by dealing or pretending to deal in what is commonly called "green articles," "green coin," "green goods," "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 article, shall, for the purpose of executing such scheme or artifice or attempting so to do, place, or cause to be placed, any letter,

Using mails to promote frauds.
R. S., § 5480.
1889, Mar. 2, ch. 393, § 1; 25 Stat., 873.
1909, Mar. 4, ch. 321, § 215; 35 Stat., 1130.

Counterfeit money.

postal card, package, writing, circular, pamphlet, or advertisement, whether addressed to any person residing within or outside the United States, in any post office, or station thereof, or street or other letter box of the United States, or authorized depository for mail matter, to be sent or delivered by the post-office establishment of the United States, or shall take or receive any such therefrom, whether mailed within or without the United States, or shall knowingly cause to be delivered by mail according to the direction thereon, or at the place at which it is directed to be delivered by the person to whom it is addressed, any such letter, postal card, package, writing, circular, pamphlet, or advertisement, shall be fined not more than one thousand dollars, or imprisoned not more than five years, or both.

Punishment.

Using fraudulent fictitious address.
1889, Mar. 2, ch. 393, § 1; 25 Stat., 873.
1909, Mar. 4, ch. 321, § 216; 35 Stat., 1131.

2. Whoever, for the purpose of 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 section last preceding, 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, or station thereof, or any other authorized depository of mail matter, any letter, postal card, package, or other mail matter addressed to any such fictitious, false, or assumed title, name, or address, or name other than his own proper name, shall be punished as provided in the section last preceding.

Punishment.

See secs. 479, 482, and 485, as to nonmailability of green goods and fraudulent matter; sec. 486, as to identification of persons claiming mail bearing fictitious addresses, etc.

Sec. 1708. Whoever shall bring or cause to be brought into the

Importing and transporting obscene books, etc.
1897, Feb. 8, ch. 172; 29 Stat., 512.
1905, Feb. 8, ch. 550; 33 Stat., 705.
1909, Mar. 4, ch. 321, § 245; 35 Stat., 1138.

United States or any place subject to the jurisdiction thereof, from any foreign country, or shall therein knowingly deposit or cause to be deposited with any express company or other common carrier, for carriage from one State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, to any other State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, or from any place in or subject to the jurisdiction of the United States through a foreign country to any place in or subject to the jurisdiction thereof, or from any place in or subject to the jurisdiction of the United States to a foreign country, any obscene, lewd, or lascivious, or any filthy book, pamphlet, picture, paper, letter, writing, print, or other matter of indecent character, or any drug, medicine, article, or thing designed, adapted, or intended for preventing conception, or producing abortion, or for any indecent or immoral use, 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; or whoever shall knowingly take or cause to be taken from such express company or other common carrier any matter or thing, the depositing of which for carriage is herein made unlawful, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both.

Punishment.

Sec. 1709. Whoever, being an officer, agent, or employee of the Government of the United States, shall knowingly aid or abet any person engaged in violating any provision 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 producing abortion, or other article of indecent or immoral use or tendency, shall be fined not more than five thousand dollars, or imprisoned not more than ten years, or both.

Aiding in obscene literature trade, etc.
R. S., § 1785.
1897, July 24, ch. 11, § 17; 30 Stat., 209.
1909, Mar. 4, ch. 321, § 102; 35 Stat., 1107.

Punishment.

See sec. 480, as to obscene matter in the mails; sec. 1708, as to importation of obscene matter.

Sec. 1710. Whoever shall bring or cause to be brought into the United States or any place subject to the jurisdiction thereof, from any foreign country, for the purpose of disposing of the same, any paper, certificate, or instrument purporting to be or to represent a ticket, chance, share, or interest in or dependent upon the event of a lottery, gift enterprise, or similar scheme, offering prizes dependent in whole or in part upon lot or chance, or any advertisement of, or list of the prizes drawn or awarded by means of, any such lottery, gift enterprise, or similar scheme; or shall therein knowingly deposit or cause to be deposited with any express company or other common carrier for carriage, or shall carry, from one State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, to any other State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, or from any place in or subject to the jurisdiction of the United States through a foreign country to any place in or subject to the jurisdiction thereof, or from any place in or subject to the jurisdiction of the United States to a foreign country, any paper, certificate, or instrument purporting to be or to represent a ticket, chance, share, or interest in or dependent upon, the event of any such lottery, gift enterprise, or similar scheme, or any advertisement of, or list of the prizes drawn or awarded by means of, any such lottery, gift enterprise, or similar scheme, or shall knowingly take or receive, or cause to be taken or received, any such paper, certificate, instrument, advertisement, or list so brought, deposited, or transported, shall, for the first offense, be fined not more than one thousand dollars, or imprisoned not more than two years, or both; and for any subsequent offense shall be imprisoned not more than two years.

Importing, etc., lottery tickets, etc.
1895, Mar. 2, ch. 101, § 1; 28 Stat., 963.
1909, Mar. 4, ch. 321, § 237; 35 Stat., 1136.

Interstate, etc., carriage.

Punishment.

V.—OFFENSES IN CONNECTION WITH THE TRANSPORTATION OF THE MAILS.

Sec. 1711. It shall be unlawful to paint, print, or in any manner to place upon or attach to any steamboat or other vessel, or any car, stage-coach, vehicle, or other conveyance, not actually used in carrying the mail, the words "United States Mail," or any words, letters, or characters of like import; or to give notice, by publishing in any newspaper or otherwise, that any steamboat or other vessel, or any car, stagecoach, vehicle, or other conveyance, is used in carrying the mail, when the same is not actually so used; and every person who shall violate, and every owner, receiver, lessee, or managing operator thereof,

Vehicles, etc., claiming to be mail carriers.
R. S., § 3979.
1909, Mar. 4, ch. 321, § 188; 35 Stat., 1124.

Punishment. who shall cause, suffer, or permit the violation of any provision of this section, shall be liable, and shall be fined not more than one thousand dollars, or imprisoned not more than two years, or both.

Obstructing the mail. **Sec. 1712.** Whoever shall knowingly and willfully obstruct or retard the passage of the mail, or any carriage, horse, driver, or carrier, or car, steamboat, or other conveyance or vessel carrying the same, shall be fined not more than one hundred dollars, or imprisoned not more than six months, or both.

R. S., § 3995.
1909, Mar. 4, ch. 321, § 201; 35 Stat., 1127.

Punishment.

Ferryman delaying mail. **Sec. 1713.** Whoever, being a ferryman, shall delay the passage of the mail by willful neglect or refusal to transport the same across any ferry shall be fined not more than one hundred dollars.

R. S., § 3996.
1909, Mar. 4, § 202; 35 Stat., 1127.

Punishment.

Note.—Mail carriers are not exempt from the obligation to pay toll or ferriage.

Deserting the mail. **Sec. 1714.** Whoever, having taken charge of any mail, 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 employee in the postal service authorized to receive the same, shall be fined not more than five hundred dollars, or imprisoned not more than one year, or both.

R. S., § 5474.
1909, Mar. 4, ch. 321, § 199; 35 Stat., 1126.

Punishment.

Offenses against foreign mail in transit. **Sec. 1715.** Every foreign mail shall, while being transported across the territory of the United States under authority of law, be taken and deemed 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 or information for any such offense, the mail, or any part thereof, may be alleged to be, and on the trial of any such indictment or information it shall be deemed and held to be, a mail or part of a mail of the United States.

R. S., § 4013.
1909, Mar. 4, ch. 321, § 229; 35 Stat., 1134.

Punishment.

Indictments.

Postmaster illegally approving bond, etc. **Sec. 1716.** Whoever, being a postmaster, 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 postmaster; and shall also be fined not more than five thousand dollars, or imprisoned not more than one year, or both.

R. S., § 3947.
1874, June 23, ch. 456, § 12; 18 Stat., 235.
1909, Mar. 4, ch. 321, § 222; 35 Stat., 1133.

Punishment.

See sec. 1415, as to bond to accompany bids for transporting the mails; sec. 1416, as to swearing falsely as to responsibility of bidder.

Criminal statutes made applicable to postal-savings funds. **Sec. 1717.** All the safeguards provided by law for the protection of public moneys, and all statutes relating to the embezzlement, conversion, improper handling, retention, use, or disposal of postal and money-order funds and the punishments provided for such offenses are hereby extended and made applicable to postal-savings depository funds, and all statutes relating to false returns of postal and money-order business, the forgery, counterfeiting, alteration, improper use or handling of postal and money-order blanks, forms, vouchers, ac-

1910, June 25, ch. 386, § 15; 36 Stat., 818.

counts, and records, and the dies, plates, and engravings therefor, with the penalties provided in such statutes, are hereby extended and made applicable to postal-savings depository business, and the forgery, counterfeiting, alteration, improper use or handling of postal-savings depository blanks, forms, vouchers, accounts, and records, and the dies, plates, and engravings therefor.

Sec. 1718. If two or more persons in any State, Territory, or District conspire to prevent, by force, intimidation, or threat, any person from accepting or holding any office, trust, or place of confidence under the United States, or from discharging any duties thereof; or to induce by like means any officer of the United States to leave any State, Territory, District, or place, where his duties as an officer are required to be performed, or to injure him in his person or property on account of his lawful discharge of the duties of his office, or while engaged in the lawful discharge thereof, or to injure his property so as to molest, interrupt, hinder, or impede him in the discharge of his official duties, each of such persons shall be fined not more than five thousand dollars or imprisoned not more than six years, or both.

2. The words "postal service," wherever used in this chapter (Criminal Code, chapter eight, entitled "Offenses against the postal service"), shall be held and deemed to include the Post Office Department.

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:

- SEC. 21. Violation of law relating to efficiency ratings.
- SEC. 54. Member of Congress interested in public contracts.
- SEC. 57. Collusion among bidders.
- SEC. 88. Failure to make reports.
- SEC. 96. Expenditures in excess of appropriations.
- SEC. 163. Soliciting or receiving assessments or subscriptions for political purposes.
- SEC. 164. Soliciting or receiving assessments or subscriptions for political purposes in any public office, etc.
- SEC. 165. Making a political contribution to, or the receiving of a political contribution by, an officer or employee.
- SEC. 166. Discharging, promoting, degrading clerk or employee, or threatening so to do, for making or refusing to make a political contribution.
- SEC. 168. Official accepting bribe.
- SEC. 169. Postal employees interested in mail contracts.
- SEC. 193. Postmaster's neglect to render accounts.
- SEC. 232. Offenses for which penalty is recoverable by suit.
- SEC. 247. Conducting post office without authority.
- SEC. 290. Official acting as lottery agent.
- SEC. 292. False dating of pension vouchers by fourth-class postmasters.
- SEC. 332. Selling stamps, etc., for more or less than the lawful price chargeable therefor.
- SEC. 428. Submitting false evidence as to character of publication.
- SEC. 443. Failing to mark paid editorials.
- SEC. 460. Inclosing higher class in lower class matter.
- SEC. 472. Sending through the mails poisons, liquors, etc.
- SEC. 480. Depositing to be sent by mail or receiving obscene, lewd, or lascivious books, pamphlets, pictures, papers, writings, prints, or indecent publications, or any article or thing designed or intended to prevent conception or procure abortion, or adapted for any indecent

Conspiring to prevent officer from performing duties.
R. S., § 5518.
1909, Mar. 4, ch. 321, § 21; 35 Stat., 1092.

Definition.
1909, Mar. 4, ch. 321, § 231; 35 Stat., 1134.

Note.

Other statutes relating to offenses against the postal service.

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. 481. Depositing in or taking from the mails any letter or other matter bearing on its outside indecent, obscene, scurrilous, or threatening language, delineations, epithets, or terms.

SEC. 482. Depositing to be sent by mail or receiving letters or circulars concerning lotteries, etc.

SEC. 495. Unlawful use of official envelope, label, or indorsement to avoid payment of postage or registry fee.

SEC. 496. Using penalty envelope to avoid payment of postage on private matter.

SEC. 498. Using penalty indorsement for census matter to avoid payment of postage.

SEC. 537. Using canceled stamps.

SEC. 587. Failure to account for postage due.

SEC. 691. Unlawfully wearing the uniform of a letter carrier.

SEC. 878. Using registration indorsement for census matter to avoid payment of registry fee.

SEC. 972. False claims for indemnity for lost registered matter.

SEC. 1289. Conveying mail by private express.

SEC. 1292. Transporting persons unlawfully conveying mail.

SEC. 1293. Sending letters by private express.

SEC. 1294. Carrying letters out of the mail over post routes.

SEC. 1295. Illegal carrying of mail by carriers and others.

SEC. 1298. Vessel failing to deliver letters at post office.

SEC. 1299. Carrying letters out of mail on vessels.

SEC. 1404. Failure of master of vessel to deliver letter.

SEC. 1416. Swearing falsely as to responsibility of a surety on a bidder's bond, etc.

SEC. 1466. Foreign vessel carrying mail, failure to deliver into post office.

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