

POSTAL LAWS AND REGULATIONS

OF THE

UNITED STATES OF AMERICA

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UNDER THE DIRECTION OF

HARRY S. NEW
POSTMASTER GENERAL



WASHINGTON
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CONTENTS.

TITLE ONE:

Post Office Department and Postal Service—

| | Page. |
|--|--------------|
| Chapter 1..... | 1 |
| Establishment and organization of the Post Office Department..... | 1 |
| Establishment: Officers..... | 1 |
| Duties of the Postmaster General..... | 2 |
| Regulations..... | 3 |
| Organization..... | 3 |
| Postmaster General..... | 3 |
| First Assistant Postmaster General..... | 7 |
| Second Assistant Postmaster General..... | 8 |
| Third Assistant Postmaster General..... | 10 |
| Fourth Assistant Postmaster General..... | 12 |
| Comptroller, Bureau of Accounts..... | 14 |
| General Accounting Office..... | 14 |
| Chapter 2..... | 14 |
| Clerical organization of the department..... | 14 |
| Classification: Appointments: Assignments: Efficiency ratings: Transfers..... | 14 |
| Hours of service: Leaves of absence..... | 17 |
| Chapter 3..... | 18 |
| Post-office inspectors..... | 18 |
| Chapter 4..... | 20 |
| Miscellaneous provisions relating to the personnel of the department and Postal Service..... | 20 |
| Oath of office: Administration of oath..... | 20 |
| Restrictions on holding other offices..... | 22 |
| Compensation in case of disability or death..... | 22 |
| Retirement..... | 23 |
| Removals..... | 24 |
| Leaves of absence of employees in Postal Service..... | 24 |
| Leaves of absence of employees of Mail Equipment Shops..... | 25 |
| Military duty: Other obligations as citizens: Leave and reinstatement privileges..... | 25 |
| Reinstatements..... | 26 |
| Political conduct: Assessments and contributions..... | 27 |
| Special prohibitions: Loss of or damage to Government or private property..... | 28 |
| Gifts to superiors..... | 30 |
| Travel expenses..... | 30 |
| Chapter 5..... | 31 |
| Orders, contracts, bonds, and official bonds..... | 31 |

TITLE FOUR—Continued.

Mail matter—Continued.

Chapter 1—Continued.

Domestic mail matter—Continued.

| | Page. |
|---|-------|
| Matter liable to damage the mails or injure the person; preparation and packing where admissible; plant quarantine..... | 190 |
| Unmailable matter..... | 205 |
| Free matter in the mails..... | 210 |
| Matter to be franked..... | 210 |
| Official matter..... | 211 |
| Reports and bulletins of agricultural colleges and experiment stations..... | 213 |
| Publications for copyright..... | 216 |
| Reading matter for the blind..... | 218 |
| Chapter 2..... | 219 |
| Foreign mail matter: Classification and rates of postage..... | 219 |
| Postal conventions..... | 219 |
| Free matter..... | 222 |
| International parcel-post service..... | 222 |
| Exchange of mails with foreign countries..... | 222 |
| Unmailable matter..... | 222 |

TITLE FIVE:

Treatment of Mail Matter in Post Offices; Navy Mail Service; Loss or Improper Treatment; Undeliverable Mail Matter—

| | |
|--|-----|
| Chapter 1..... | 224 |
| The privacy and safeguarding of the mails..... | 224 |
| Chapter 2..... | 227 |
| Treatment of domestic mail matter at post offices of mailing and at post offices in transit..... | 227 |
| Receipt of matter at mailing offices..... | 227 |
| Canceling and postmarking at mailing offices..... | 232 |
| Short-paid and unmailable matter at mailing offices.. | 233 |
| Withdrawal and recall of mail matter at mailing offices.. | 237 |
| Distribution and dispatch of mails at mailing offices.... | 239 |
| Exchange of mails at catcher post offices..... | 242 |
| Mail matter at offices in transit..... | 243 |
| Chapter 3..... | 244 |
| Treatment of domestic mail matter at receiving post offices.. | 244 |
| Opening of mails..... | 244 |
| Matter insufficiently paid and collection of postage due.. | 246 |
| Forwarding of mail matter..... | 249 |
| Undeliverable and unmailable matter at receiving post offices..... | 252 |
| Delivery of mail..... | 254 |
| Advertisement of nondelivered matter..... | 263 |
| Return and disposal of unclaimed matter..... | 265 |
| Undeliverable second-class matter..... | 271 |
| Chapter 4..... | 272 |
| Treatment of foreign mails..... | 272 |
| At mailing offices..... | 272 |
| At exchange offices..... | 274 |
| Dispatch of matter to foreign countries..... | 274 |
| Foreign mails received..... | 274 |

TITLE FIVE—Continued.

Treatment of Mail Matter in Post Offices, etc.—Continued.

Chapter 4—Continued.

Treatment of foreign mails—Continued.

| | Page. |
|---|-------|
| At delivering offices..... | 276 |
| Joint regulations adopted by the Secretary of the Treasury and the Postmaster General governing the treatment of mail matter received from foreign countries involving the customs revenue..... | 278 |
| Chapter 5..... | 286 |
| Navy mail service..... | 286 |
| Chapter 6..... | 287 |
| Losses of and damage to mail matter; Complaints and investigations..... | 287 |
| Chapter 7..... | 292 |
| Dead mail matter..... | 292 |
| Where to be sent..... | 292 |
| Making returns from post offices..... | 292 |
| Treatment..... | 297 |
| Disposition of valuable inclosures and letters containing them..... | 297 |
| Disposition of letters without valuable inclosures: Printed and unmailable matter..... | 299 |
| Disposition of foreign dead matter..... | 300 |

TITLE SIX:

Delivery Service—

| | |
|---|-----|
| Chapter 1..... | 301 |
| City delivery..... | 301 |
| Establishment and supervision..... | 301 |
| Letter carriers and substitute carriers..... | 302 |
| Uniforms for city letter carriers..... | 305 |
| For winter wear..... | 306 |
| For summer wear..... | 307 |
| Hours of service..... | 308 |
| Conduct: Discipline..... | 310 |
| Leaves of absence..... | 311 |
| Delivery and collection of mail by carriers..... | 311 |
| Letter boxes..... | 313 |
| Chapter 2..... | 316 |
| Village delivery..... | 316 |
| Chapter 3..... | 317 |
| Rural delivery..... | 317 |
| Establishment of service..... | 317 |
| Carriers: Substitute and temporary carriers..... | 318 |
| Delivery and collection of mail..... | 328 |
| Supply of intermediate offices..... | 334 |
| Vehicular and other equipment and stamp supplies..... | 335 |
| Rural stations..... | 337 |
| Patrons' boxes..... | 338 |
| United States collection boxes..... | 341 |
| Chapter 4..... | 342 |
| Special delivery..... | 342 |
| Establishment: Rate: Dispatch..... | 342 |
| Record and delivery..... | 344 |
| Special-delivery messenger service..... | 348 |

TITLE SEVEN:

| | Page. |
|---|-------|
| Registry System: Insurance and Collect-on-delivery Services— | |
| Chapter 1..... | 350 |
| Registration of domestic mail matter..... | 350 |
| Establishment of system of registration..... | 350 |
| Preparation of matter for registration..... | 350 |
| Registration of unofficial matter..... | 351 |
| Registration of penalty and free matter..... | 354 |
| Chapter 2..... | 356 |
| Treatment of matter at post offices of mailing and in transit..... | 356 |
| Preparation of matter for dispatch..... | 356 |
| Billing of matter for dispatch..... | 357 |
| Iron and brass lock pouch and registered pouch and jacket services..... | 358 |
| Iron and brass lock pouches..... | 358 |
| Registered jackets, sacks, and pouches..... | 361 |
| General provisions..... | 361 |
| Registered jackets..... | 362 |
| State pouches, sacks, and jackets, and split paper jackets..... | 364 |
| Lead-sealed sacks..... | 365 |
| Rotary-lock pouches and sacks..... | 365 |
| Dispatching and routing..... | 369 |
| Station dispatches..... | 372 |
| Navy mail..... | 372 |
| Losses and discrepancies in connection with dispatches..... | 373 |
| Withdrawals or recall of matter..... | 374 |
| Registered matter in transit..... | 375 |
| Articles missent, misdirected, damaged, unsealed, or without cover..... | 377 |
| Chapter 3..... | 382 |
| Treatment of matter at post offices of delivery..... | 382 |
| Opening and examination of mail..... | 382 |
| Chapter 4..... | 393 |
| Registered foreign matter..... | 393 |
| Preparation and dispatch..... | 393 |
| Receipt and delivery of foreign registered matter..... | 394 |
| Forwarding, recall, and return of foreign registered matter..... | 396 |
| Registry exchange offices..... | 397 |
| Chapter 5..... | 399 |
| Handling of registered matter by city, village, and rural carriers..... | 399 |
| General provisions..... | 399 |
| Registration by carriers..... | 399 |
| Treatment at post offices of matter registered by carriers..... | 402 |
| Delivery of registered mail by carriers..... | 403 |
| Chapter 6..... | 405 |
| Miscellaneous provisions..... | 405 |
| General..... | 405 |
| Records, forms, and reports..... | 406 |
| Chapter 7..... | 407 |
| Indemnity for losses..... | 407 |

TITLE SEVEN—Continued.

Registry System—Continued.

| | Page. |
|---|-------|
| Chapter 8..... | 410 |
| Insurance and collect-on-delivery services, including special insured service with Canada: Indemnity..... | 410 |
| General provisions..... | 410 |
| Insured mail..... | 412 |
| Collect-on-delivery mail..... | 413 |
| Indemnity for loss, rifling, or damage..... | 414 |
| Insured mail service with Canada..... | 415 |

TITLE EIGHT:

Money-order System—

| | |
|--|-----|
| Chapter 1..... | 417 |
| General provisions..... | 417 |
| Establishment of service..... | 417 |
| Allowances for clerical services at money-order offices..... | 417 |
| Miscellaneous provisions..... | 418 |
| Chapter 2..... | 419 |
| Issue of domestic money orders..... | 419 |
| General provisions..... | 419 |
| Fees and limitations..... | 420 |
| Application and issue..... | 421 |
| Errors and changes..... | 423 |
| Advices..... | 424 |
| Money-order dating stamps and signatures to money orders..... | 424 |
| Money-order forms..... | 425 |
| Chapter 3..... | 426 |
| Payment of domestic money orders..... | 426 |
| General provisions..... | 426 |
| Payment of orders to other than payee..... | 432 |
| When orders shall not be paid..... | 434 |
| Coupons and advices at paying offices..... | 435 |
| Chapter 4..... | 436 |
| Repayment of money orders: Duplicate orders: Payment of invalid orders by warrant..... | 436 |
| Repayment of domestic orders..... | 436 |
| Duplicate orders: Application and issue..... | 437 |
| Payment and repayment of duplicate orders..... | 441 |
| Invalid orders payable by warrant..... | 442 |
| Chapter 5..... | 444 |
| International money-order service..... | 444 |
| General provisions..... | 444 |
| Direct and indirect exchange: Exchange office..... | 444 |
| Issue of International orders..... | 445 |
| Payment of International money orders..... | 450 |
| Advices at paying offices..... | 451 |
| Repayment of International orders..... | 452 |
| Duplicate International orders: Invalid orders..... | 453 |
| Chapter 6..... | 454 |
| Money-order funds, accounts, and records..... | 454 |
| General provisions..... | 454 |
| Transfers of money-order funds..... | 454 |
| Money-order drafts and credits with the Treasurer of the United States..... | 456 |
| Temporary deposits of money-order funds..... | 457 |

TITLE EIGHT—Continued.

Money-order System—Continued.

Chapter 6—Continued.

| | Page. |
|---|-------|
| Money-order funds, accounts, and records—Continued. | |
| Deposits of surplus funds: Remittances: Reserves..... | 458 |
| Depositories and depository offices for money-order funds | 460 |
| Money-order records and accounts..... | 461 |
| Change of postmaster at money-order office..... | 462 |
| Chapter 7..... | 462 |
| Money-order business on rural routes..... | 462 |
| Conduct of business at rural stations..... | 462 |
| Purchase of money orders through rural carriers..... | 463 |
| Payment of money orders through rural carriers..... | 465 |

TITLE NINE:

Postal Savings System—

| | |
|---|-----|
| Chapter 1..... | 466 |
| Establishment of system..... | 466 |
| Chapter 2..... | 467 |
| Deposits and issue of certificates..... | 467 |
| Deposits and accounts..... | 467 |
| Issue of certificates..... | 469 |
| Blank certificates and stamps..... | 471 |
| Correction of errors..... | 473 |
| Certificates lost, stolen, destroyed, or more than 10 years old | 473 |
| Interest..... | 474 |
| Postal savings cards and stamps..... | 475 |
| Deposit of funds in banks..... | 476 |
| Apportionment of bank deposits..... | 480 |
| Chapter 3..... | 481 |
| Payment of certificates and interest..... | 481 |
| Withdrawals..... | 481 |
| Withdrawals through a representative or by mail..... | 486 |
| Death, legal disability, or change in name of a depositor..... | 487 |
| Postal-savings bonds..... | 489 |
| Chapter 4..... | 492 |
| Accounts, records, reports, and correspondence..... | 492 |
| At stations and branch offices..... | 494 |
| Transfer of accounts between offices..... | 497 |
| Miscellaneous provisions..... | 497 |

TITLE TEN:

Transportation of the Mails—

| | |
|---|-----|
| Chapter 1..... | 500 |
| Post roads and establishment of mail service..... | 500 |
| Chapter 2..... | 501 |
| Government monopoly of mail transportation..... | 501 |
| Private express: Carrying of letters outside of mail by common carriers, vessels, mail carriers, etc..... | 501 |
| Chapter 3..... | 505 |
| Transportation of mails by railroads..... | 505 |
| Authorization, rates, and requirements of service..... | 505 |
| Receipt and delivery of mails..... | 516 |
| Temporary service..... | 520 |
| Miscellaneous provisions..... | 520 |

TITLE TEN—Continued.

Transportation of the Mails—Continued.

| | Page. |
|---|-------|
| Chapter 4..... | 521 |
| Transportation of mails by electric railway common carriers..... | 521 |
| Chapter 5..... | 525 |
| Mail-messenger service..... | 525 |
| Chapter 6..... | 529 |
| Service by pneumatic tubes or similar devices..... | 529 |
| Chapter 7..... | 530 |
| Air mail service..... | 530 |
| Chapter 8..... | 531 |
| Star, steamship, and steamboat routes and vehicle service in cities..... | 531 |
| Establishment of service..... | 531 |
| Advertisements and proposals for service..... | 532 |
| Contracts for service..... | 535 |
| Assignment of contracts for services: Subletting of contracts..... | 538 |
| Performance of service..... | 540 |
| General..... | 540 |
| Changes in service: Additional service..... | 543 |
| Temporary service..... | 545 |
| Chapter 9..... | 546 |
| Foreign mail service..... | 546 |
| Contracts: General provisions..... | 546 |
| Delivery into and taking letters from post offices by masters of foreign vessels..... | 548 |
| Postal agencies..... | 548 |
| Transportation by Postal Union countries of the mails of other countries..... | 549 |
| Sea post offices..... | 549 |
| Chapter 10..... | 550 |
| Examination of reports of service performed: Deductions and fines..... | 550 |
| Examination of reports: General provisions..... | 550 |
| Deductions and fines..... | 552 |
| General service..... | 552 |
| Railroad, electric, and cable car service..... | 553 |
| Star service..... | 553 |
| Boat service..... | 553 |
| Vehicle service in cities..... | 553 |
| Mail-messenger service..... | 553 |
| Chapter 11..... | 554 |
| Mail equipment..... | 554 |
| Mail bags..... | 554 |
| Mail locks..... | 558 |
| Mail keys and safety chains..... | 561 |
| Miscellaneous provisions..... | 563 |
| TITLE ELEVEN: | |
| Railway Mail Service— | |
| Chapter 1..... | 564 |
| Organization and supervision..... | 564 |

TITLE ELEVEN—Continued.

Railway Mail Service—Continued.

| | Page. |
|---|-------|
| Chapter 2..... | 566 |
| Railway postal clerks..... | 566 |
| Appointment, grades, and salaries..... | 566 |
| Assignment to duty..... | 569 |
| Absences from duty, leaves, etc..... | 570 |
| Separations from service and reinstatements..... | 571 |
| Chapter 3..... | 573 |
| Railway post offices..... | 573 |
| Management and care of railway post offices and mails..... | 573 |
| Care of mail equipment and other property..... | 576 |
| General provisions..... | 577 |
| Chapter 4..... | 579 |
| Treatment of mail matter in the Railway Mail Service..... | 579 |
| Receipt of mail at postal cars..... | 579 |
| Opening, distribution, and dispatch of mail..... | 581 |
| Unmailable, short-paid and unpaid, improperly addressed matter and nixies..... | 585 |
| Foreign and dutiable matter..... | 587 |
| Delivery of mail from cars..... | 588 |
| Transfer service..... | 589 |
| Loss of or damage to mail matter..... | 590 |
| Registered matter in the Railway Mail Service..... | 590 |
| Chapter 5..... | 591 |
| Full and apartment railway post-office cars: Construction, equipment, and sanitation..... | 591 |

TITLE TWELVE:

Crimes and offenses—

| | |
|---|-----|
| Prosecution of offenses under postal laws: Jurisdiction of courts..... | 595 |
| Offenses against the Government and the revenues..... | 596 |
| Offenses against property belonging to, or in use by, the Post Office Department..... | 603 |
| Offenses against the mails..... | 604 |
| Offenses in connection with the transportation of the mails..... | 607 |

CONCORDANCE:

| | |
|----------------------------------|---------|
| Sections numbers, 1913-1924..... | 611-616 |
| Sections numbers, 1924-1913..... | 617-622 |

REFERENCE INDEX:

| | |
|---|---------|
| Revised Statutes of the United States referred to or cited..... | 623-628 |
|---|---------|

| | |
|------------|---------|
| INDEX..... | 629-706 |
|------------|---------|

TITLE ONE.

POST OFFICE DEPARTMENT AND POSTAL SERVICE.

CHAPTER 1.

ESTABLISHMENT AND ORGANIZATION OF THE POST OFFICE DEPARTMENT.

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.

See sec. 286 as to establishment of post offices; sec. 1246 as to established post roads.

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. Solicitor for the Post Office Department, act of July 16, 1914 (38 Stat. 497).

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

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

Comptroller, Bureau of Accounts, Post Office Department, act of June 10, 1921 (42 Stat. 24).

Special Assistant to the Attorney General, act of July 28, 1916 (39 Stat. 413).

Other officers and employees, annual appropriation acts.

NOTE.—See sec. 1471 as to officers of the Railway Mail Service; sec. 27 as to post-office inspectors. Note.

Sec. 4. The Postmaster General may employ, when the service requires it, the Assistant Postmasters General and superintendents in his department as special agents (duly accredited agents or officers of the Post Office Department), and he may allow them therefor not exceeding the amount expended by them as necessary traveling expenses while so employed. Department officers may be duly accredited agents. R. S. § 4019. Travel expenses.

See sec. 61 as to limitation on allowance for travel expenses.

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

—of bureaus.
R. S. § 178.

—named by Pres-
ident.
R. S. § 179.

—in Post Office
Department.
Executive or
der Jan. 6, 1893.

Sec. 5. In case of the death, resignation, absence, or sickness of the head of any department, the first or sole assistant thereof shall, unless otherwise directed by the President, as provided by section one hundred and seventy-nine (see par. 3 below), perform the duties of such head until a successor is appointed, or such absence or sickness shall cease.

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.

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.

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.

DUTIES OF THE POSTMASTER GENERAL.

General duties
of P. M. G.
R. S. § 396.
1921, June 10;
42 Stat. 24.

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.

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

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

Fifth. To control, according to law, and subject to the settlement of the Auditor for the Post Office Department (General Accounting Office), all expenses incident to the service of the department.

Sixth. To superintend the disposal of the moneys of the department.

Seventh. To * * * issue warrants to cover money into the Treasury and to pay out the same.

Eighth. To superintend generally the business of the department, and execute all laws relative to the postal service.

Note.
Miscellaneous
duties not con-
nected with pos-
tal service.

NOTE.—As to certain duties of the Postmaster General not directly connected with the postal service, see Title One, ch. 11 (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).

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

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.

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.

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 of rules and regulations; the consideration of claims for damage done to persons or property by or through the operation of the Post Office Department and 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.)

Office of Postmaster General.
—matters assigned to.
Superintendence of department.
—of postal service.
Appointments.

Regulations, orders.

Seal.
Special duties.

2. The Chief Clerk of the Post Office Department and Superintendent of Post Office Department buildings, the Special Assistant to the Attorney General, the Appointment Clerk, the Disbursing Clerk, the Traffic Manager, the Solicitor, the Purchasing Agent, and the Chief Inspector shall be attached to the office of the Postmaster General.

Officers attached to office of Postmaster General.

3. The Chief Clerk of the Post Office Department is charged with the general superintendence and assignment to duty of the clerical and subclerical forces of the department, the consideration of applications for leave of absence and all evidence affecting the discipline of such employees, and the review at frequent intervals of the efficiency ratings of employees; the supervision and administration, subject to the approval of the Postmaster General, of the provisions of the Reclassification and Retirement Laws; the supervision of the preparation of estimates of appropriations for the departmental and postal service; and 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 and supplies for the departmental service; the consideration and signing of requisitions upon the Public Printer for

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

Supervision of expenditures.

Custody of journals and records.

the printing and binding required in the postal service and the department; the receiving, and inspecting on receipt of, blanks required in the Post Office Department; the supervision of the receipt and inspection of supplies for the department and the postal service, which are delivered in Washington; the 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, and miscellaneous correspondence of the department not assigned to other offices; the care, maintenance, and operation of the department and other buildings used in connection therewith; the care of all furniture and public property located in these buildings; and the performance of such other duties as may be required by the Postmaster General.

Preparation of Official Postal Guide.

Miscellaneous business correspondence.

Supervision of buildings and property therein.

Special Assistant to the Attorney General.

—duties.

—defense of certain suits.

—assistance in matters affecting postal revenues.

—conduct of proceedings before Interstate Commerce Commission.

4. The Special Assistant to the Attorney General is charged with the duty of assisting in the defense of cases against the United States arising out of the transportation of the mails, and in other matters affecting the postal revenues. These include suits in the Federal courts involving claims of the railroads and other contractors for the carriage of the mails; the representation of the Postmaster General and the preparation and presentation of the department's cases in proceedings before the Interstate Commerce Commission for the determination by the commission of the basis for adjustment of railroad mail pay and the fixing of fair and reasonable rates for the transportation of the mails and for services in connection therewith by railroads and urban and interurban electric railway common carriers, and in other matters of petition by the Postmaster General to the commission; the representation of the Postmaster General in hearings before the department on orders changing the mode of transporting periodical mail matter in connection with reviews of such orders by the Court of Appeals of the District of Columbia; and the conduct of such matters as may be specially assigned by the Postmaster General.

—special assignments.

Appointment Clerk.

—duties.

5. 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 envelope agency, 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.

Disbursing Clerk.

—duties.

6. 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, printing and binding, postage on the department's foreign correspondence, and such other expenditures as may be authorized; the sale of post route maps, the custody of all Liberty bonds

submitted to the Post Office Department by contractors in lieu of surety bonds, and the keeping of accounts of expenditures. The Disbursing Clerk shall give bond in the sum of \$25,000 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.

7. The Solicitor 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 claims for damage done to persons or property by or through the operation of the Post Office Department, and of all claims of postmasters for losses by fire, burglary, or other unavoidable casualty, and of all certifications by the Comptroller General 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 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; with the enforcement of laws making unmailable matter containing any advertisement of intoxicating liquors or solicitation of an order for such liquors when addressed to places where it is unlawful to advertise or solicit orders for such liquors; with the legal work incident to the enforcement of those provisions of the espionage law which concern the Post Office Department; and with such other like duties as may from time to time be required by the Postmaster General.

(a) The assistant attorneys for the Post Office Department are assigned to the office of Solicitor. The senior assistant attorney will have general supervision of the work of the office under the Solicitor and in his absence will discharge the duties regularly

Bond.

*Solicitor for
the Post Office
Department.*
—duties.
Opinions on
questions of law.

Claims.

Compromises,
remissions.

Pardons.

Appeals to
Postmaster Gen-
eral.

Frauds, lot-
teries.

Contracts.

Assistant at
tornes.
—duties.

devolving upon that officer; and in the absence of both, the assistant attorneys in the order of their standing will act in their stead.

Purchasing Agent for the Post Office Department.
—duties.

8. 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.

Traffic manager.
—duties.

9. The Traffic Manager, who shall have charge of the Division of Traffic, shall supervise and direct the freight and express traffic activities of the Post Office Department and the postal service; advise shipping and receiving clerks as to the proper nomenclature to use in describing property for shipment, methods of packing and loading to insure proper classification; issue instructions relative to excess, loss or damage or special service; designate routing for freight shipments; have custody of and distribute bills of lading; conduct all of the transportation accounting relative to freight and express shipments; and conduct all correspondence on traffic matters with the various officers of the department and service and with the carriers and other departments of the Government.

Division of Post-office Inspectors.
Chief Inspector.
—duties.
Supervision of post-office inspectors.

10. 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 supervision of the administrative duties assigned to the post-office inspectors in charge under section 30; with the preparation and issue of all cases for investigation by post-office inspectors; with all matters relating to deprecations 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 634, 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 involving international mail where some form of return receipt is required which has not been received; consideration of complaints and correspondence relative to criminal offenses against the postal service; claims for rewards and correspondence relative to the department's interest in the prosecution of offenders against the postal laws; and

with the performance of such other duties as may from time to time be required by the Postmaster General.

11. The Postmaster General designates an official of the department as Budget Officer therefor. (See sec. 175.) Budget Officer.

See sec. 28 as to grades, salaries, and travel allowance of post-office inspectors; sec. 31 as to duties of post-office inspectors; sec. 30 as to duties of inspectors in charge.

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 establishment, discontinuance, and changes of sites and names of post offices; the authorization of allowances for rent, light, and fuel, for clerk and city and village carrier hire and vehicle hire, and other expenses connected with post offices; and the conduct of the city delivery, village delivery, special delivery, screen wagon, pneumatic tube and vehicle services in cities, and the treatment of all unmailable and undeliverable mail matter.

Office of the First Assistant Postmaster General.

—duties.
Management of post offices.
Allowances.
City, village, and special delivery.

Vehicle and pneumatic tube services.
Unmailable and undeliverable matter.

The divisions of this bureau shall perform duties as follows:

2. The Division of Post-office Service, under the supervision of the Superintendent of the Division of Post-office Service, is charged with the computing for annual adjustment of salaries of postmasters at presidential offices; the organization and management of post offices of the first and second classes; the appointment, disciplining, and fixing of salaries of assistant postmasters, supervisory officers, clerks, special clerks, watchmen, messengers, laborers, printers, mechanics, skilled laborers, and motor-vehicle employees at such offices, and of city and village letter carriers; the establishment, maintenance, supervision, and extension of city and village delivery and city collection service; the contract and Government-owned vehicle service in cities including the equipment of garage quarters; the preparation of advertisements inviting proposals for the transportation of mails by screen wagon, the drafting of orders awarding such service, and the preparation of contracts therefor; the fixing of rental of vehicles used in the delivery and collection service; the consideration of all matters pertaining to the pneumatic tube service; allowances for clerk hire at first, second, and third class offices, and for mail separations and "unusual conditions" at fourth-class offices, and for miscellaneous items at first and second-class offices, such as telephone and water rentals, laundry, towel service, and miscellaneous service items; and all matters concerning the special-delivery service, and the hours of business at presidential offices.

Division of Post-office Service.

Superintendent.

—duties.
Management of post offices.

Appointment and the fixing of salaries of post office employees.

Maintenance of city and village delivery and vehicle service in cities.

Pneumatic tube and special delivery services.

3. The Division of Postmasters' Appointments, under the supervision of the Superintendent of the Division of Postmasters' Appointments, is charged with the preparation of cases for the establishment, change of name, and discontinuance of post offices; the appointment of postmasters and keeping a record of such appointments; the obtaining, recording, and filing of bonds and oaths of office and issuance of postmasters' commissions; the

Division of Postmasters' Appointments.

Superintendent.

—duties.
Appointment of postmasters.

consideration of charges and complaints against postmasters; and the regulation of hours of business and change of site of post offices of the fourth class.

Division of Post-office and Garage Quarters.
Superintendent.

—duties.
Leasing and equipping quarters for presidential post offices and stations.
—post-office garages.

Allowances for rent, heat, and light.

Contract stations.

Division of Dead Letters.
Superintendent.

—duties.
Unmailable and undelivered matter.

4. The Division of Post Office and Garage Quarters, under the supervision of the Superintendent of the Division of Post Office and Garage Quarters, is charged with the selection, equipping, and leasing of quarters for presidential post offices and stations thereof (except those located in Federal buildings which are under the jurisdiction of the Supervising Architect of the Treasury Department); the leasing of post-office garages; the fixing of allowances for rent, light, and heat at post-office garages and presidential post offices and stations thereof; the fixing of allowances for janitor and cleaning service; and the establishment, maintenance, and discontinuance of contract stations.

5. The Division of Dead Letters, under the supervision of the Superintendent of the Division of Dead Letters, is charged with the treatment of all unmailable and undelivered mail matter which is sent to it or its respective branches, and to post offices at the several division headquarters of the Railway Mail Service, for disposition; the enforcement of the prompt sending of such matter according to the regulations; the correcting of errors of postmasters connected with the nondelivery of mail matter sent to the division of dead letters or its respective branches, and the investigation, by correspondence, of complaints made with reference thereto; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undelivered matter; the examination and forwarding or return of all letters which 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, both foreign and domestic, relating to these subjects.

SECOND ASSISTANT POSTMASTER GENERAL.

Office of the Second Assistant Postmaster General.
—duties.

Transportation of mails.
Mail lettings.

Contracts.

Deductions and fines.
Statements of amounts due.

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, star routes in Alaska, and airplanes; the preparation of advertisement for mail lettings for the transportation of mail by steamboats and on star routes in Alaska; the preparation of orders of awards thereon and the execution of contracts accordingly; the authorization of changes in schedules on steamboat routes and on star routes in Alaska where they 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 service, and the forwarding of such statements to the General Accounting Office for payment; the authorization of payment of salaries to railway postal clerks and making 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 (including the sea-post and the navy mail services), Air Mail Service, and other classes of transportation mentioned above; and the general supervision of the divisions of the bureau.

Salaries and travel allowances to railway postal clerks.
Distribution of pouches, sacks, and locks.
Mail distribution.
Railway Mail Service.
Foreign Mail Service.
Air Mail Service.

The divisions of this bureau shall perform duties as follows:

2. 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 on railroad, electric and cable car, mail messenger, steamboat, and Alaska star routes, and changing authorizations on such routes; passing upon claims of railroads for side and transfer service required of them in connection with the transportation of the mails; examining evidence of the performance of those services, and passing upon the application of the requirements and rates fixed by the Interstate Commerce Commission governing service on railroad and electric car routes, and preparing statements of accounts of the carriers for payment (except for mail messenger service), the consideration of cases of delinquencies in service and preparation of orders thereon of fines or deductions, and handling cases arising from the application of the private express statutes (Government monopoly of carrying letters).

Division of Railway Adjustments.
Superintendent.—duties.
Preparation of authorizations for mail transportation.
Side and terminal service.
Examination of evidence of performance of transportation service.
Fines and deductions.
Private express.

3. The Division of Foreign Mails, under the supervision of the superintendent division of foreign mails, is charged with the arrangement of all details connected with the exchange of mails with foreign countries, including the ocean transportation of mails from the United States; the preparation of postal conventions and agreements (except those relating to the money-order system) and the regulations for their execution; the preparation of instructions to postmasters in regard to the foreign mail service; the preparation of the general correspondence with foreign countries (except that assigned to the Third Assistant Postmaster General and the Chief Inspector); the consideration of and preparation of replies to inquiries relating to the international postal and parcel post services (except those addressed to the Third Assistant and Chief Inspector); the consideration and disposal of applications for the return to senders of, or change of address on, articles of mail contained in the mails exchanged with foreign countries; the conduct of all correspondence relating to the use of alleged fraudulent stamps on articles of mail from foreign countries; the translation of letters and documents in foreign languages received by the department (except those intended for the Third Assistant Postmaster General or the Chief Inspector); the preparation of the monthly foreign-mail steamship schedule; the preparation of the accounts of each vessel or line carrying

Division of Foreign Mails.
Superintendent.—duties.
Transportation of foreign mails.
Preparation of postal conventions.—except.

Sailings.

Certification for payment of mail transportation.

Transit rates. Sea-post and navy mail. International parcel post.

Assistant superintendent, New York.

Division of Railway Mail Service.

General superintendent.

—duties.

Regulations, etc.

Appointments, etc.

Conduct of service.

New service.

Car space.

Distribution and dispatch of mails.

Distribution of pouches, sacks, and locks.

Travel allowances.

Miscellaneous expenditures.

—duties.

Note.

Division of Air Mail Service.

General superintendent.

—duties.

Office of the Third Assistant Postmaster General.

—duties.

Finances.

Postal Savings System.

mails from the United States to foreign countries, to be forwarded to the General Accounting Office for audit and certification for payment; determination of the balances due from or to foreign countries on account of intermediary maritime and land transit of foreign mails, for forwarding to the General Accounting Office for settlement, as well as the preparation of instructions to govern the collection of the transit statistics on which these balances are based; and the supervision of the sea-post service, navy mail service, and the international parcel-post service.

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

4. 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; the general conduct of the mail service on railroad and inland steamboat routes; the investigation and report of the necessity for the establishment of new or additional service on railroads; reporting as to necessary changes in 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 other than those used exclusively in the city and rural delivery services; the designation and supervision of mail-bag depositories; the preparation of statements of allowances for travel expenses of railway postal clerks; and preparation of cases for the authorization of miscellaneous expenditures and credits for the incidental needs of the Railway Mail Service.

NOTE.—See Title Eleven for laws and regulations relative to the organization and conduct of the Railway Mail Service, sections 459 to 466, as to preparation of certain matter for mailing, and sec. 634 (pars. j and k) as to reports of missending of, damage, and delay to mail in transit.

5. The Division of Air Mail Service, under the supervision of the General Superintendent, Division of Air Mail Service, is charged with the management of all flying fields used, the airplane equipment, and all other equipment necessary in the conduct of the Air Mail Service; the preparation of cases for appointment, promotion, and removal of pilots and other employees of the service; the assignment of pilots and other employees; the arrangement of schedules; the preparation of requisitions for supplies and services, the examination of claims therefor, and the keeping of accounts of payments; and the supervision of the service generally; also with the conduct of radio service in connection with the Air Mail Service, including the transmission of messages and "broadcasting" for other departments.

THIRD ASSISTANT POSTMASTER GENERAL.

Sec. 13. To the Third Assistant Postmaster General are assigned the general supervision of the financial operations 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, both foreign and domestic; the insurance and collect-on-delivery services; the determination in complicated cases of responsibility for shortages of any kind in postmasters' accounts; and the preparation of the Postmaster General's reports to Congress in cases involving loss of Government funds or stamped paper through embezzlement or otherwise.

The divisions of this bureau shall perform duties as follows:

2. The Division of Finance, under the supervision of the Superintendent, Division of Finance, is charged with gathering and distributing 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; and the regulation of box-rent rates and deposits for keys of lock boxes in post offices.

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

(a) The bond required of the Superintendent of the Division of Finance is \$10,000.

4. 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, the preparation of correspondence and the keeping of records of accounts pertaining thereto.

5. 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.

6. 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 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 and terminal inspection acts; the requirements as to the name and address

Money-order System.
Classification of mail matter.
Penalty envelopes, etc.
Limit of weight.
Stamps, postal cards, etc.
—manufacture.
—distribution.
Registry system; insurance and C. O. D. services.

Preparation of special reports.

Division of Finance.
Superintendent.
—duties.

Bond of Superintendent.
1906, June 22;
34 Stat. 438.

Amount of bond, superintendent.

Division of Postal Savings.
Director.
—duties.

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

Division of Classification.
Superintendent.
—duties.
Classification of mail matter.
Second-class matter.

of the sender on mail and the addressing thereof; 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.

Penalty envelopes. —duties. —franking privilege. —collection of postage.

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

Adjustments.

Counterfeit stamps. Legitimacy of sales.

Division of Registered Mails. Superintendent. —duties. —insurance. —collect on delivery.

Indemnity.

7. The Division of Stamps, under the supervision of the Superintendent, Division of Stamps, is charged with the general supervision of the production of postage-stamp paper, including international reply coupons and postal-savings stamps; the examination, verification, and adjustment of the accounts of contractors for these supplies; the disposition of requisitions for stamped-paper supplies, the distribution of such supplies, the keeping of accounts of stamped paper issued to postmasters and on hand in post offices, and the audit and disposition of reports and inventories regarding the same; the distribution of internal-revenue stamps and Treasury savings certificates sold through the postal service and the accounting thereof; the adjustment of cases of loss, miscarriage, or detention of stamped supplies in transit; the receipt, examination, and disposition of stamped paper sent by postmasters to the department for redemption and the certification of credits 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.

8. 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 the insurance and collect-on-delivery features of the postal service, both foreign and domestic, and all instructions and correspondence in relation thereto, except that assigned to the Chief Inspector under sections 10 and 634 and the Second Assistant Postmaster General, Division of Foreign Mails; the authorization of all rotary-lock, brass-lock, lead-seal, and exceptional exchanges and dispatches of registered mail; the authorization of refunds of postage on registered, insured, and collect-on-delivery mail; the recovery and disposition of indemnity found to have been improperly paid; the adjustment of indemnity claims for registered mail and such claims for insured and collect-on-delivery mail as are not adjusted by postmasters.

FOURTH ASSISTANT POSTMASTER GENERAL.

Office of the Fourth Assistant Postmaster General. —duties. —supervision of Rural Mail Service. —distribution of supplies. —supervision of mail - equipment shops. —mail bags, etc.

Sec. 14. To the Fourth Assistant Postmaster General are assigned the general supervision of the Rural Mail Service, including rural-delivery routes, contract star routes (except those in Alaska), and Government-operated star routes, the custody and distribution of equipment and supplies for the postal service; the production and distribution of post-route maps and parcel-post zone keys; the general supervision of the mail-equipment shops and the manufacture and repair of mail bags, locks, keys, and key chains.

The divisions of this bureau shall perform duties as follows :

2. 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, the star-route contract service (except in Alaska), and the Government-operated star-route service; the appointment and discipline of rural carriers, the preparation of advertisements inviting proposals for the transportation of mails on star routes (except in Alaska), the drafting of orders awarding such service and the preparation of contracts therefor, the performance of service, the examination of monthly and special reports of postmasters, and the preparation of orders making deductions and imposing fines for nonperformance of service and other delinquencies on the part of contractors and carriers on star routes, and the preparation of monthly statements to the General Accounting Office of the amounts found upon administrative examination to be due contractors for the performance of such star-route service.

Division of Rural Mails.
Superintendent.
—duties.
Rural delivery and star-route services.
Rural carriers.
Reports of performance of service.
Deductions and fines.

3. The Division of Equipment and Supplies, under the supervision of the Superintendent, Division of Equipment and Supplies, is charged with the preparation of specifications for equipment (other than that assigned to the mail-equipment shops) and supplies for the postal service; the custody, distribution, and transportation of such equipment and supplies; the maintenance of a record of expenditures for equipment and supplies by appropriations; and the conduct of all correspondence pertaining thereto.

Division of Equipment and Supplies.
Superintendent.
—duties.
Specifications for equipment and supplies.
Record of expenditures.
Distribution of supplies.

4. The Division of Topography, under the supervision of the Topographer, Division of Topography, is charged with the supervision of the production of post-route and rural-delivery maps; the distribution of post-route and rural-delivery maps and parcel-post zone keys; also the care and custody of lithographic stones and other similar property in the possession of contractors; and the conduct of correspondence pertaining thereto.

Division of Topography.
Topographer.
—duties.
Post-route and rural-delivery maps.
Zone keys.
Lithographic stones.

5. The Mail-Equipment Shops, under the supervision of the Superintendent, Mail-Equipment shops, is charged with the manufacture and repair of mail bags and other mail containers and attachments, mail locks, keys, chains, tools, dies, and such other equipment for the postal service as may be deemed expedient; the preparation of specifications for the articles named, the recommendation of award for purchase; the maintenance of a record of expenditures; the issuance of letter-box locks, mail keys, key chains, etc., to postmasters and other officials entitled thereto, and the maintenance of a record thereof.

Mail-Equipment Shops.
Superintendent.
—duties.
Manufacture and repair of mail bags, etc.
Preparation of specifications.
Locks, keys, chains, etc.

Sec. 15. The head of each office or division shall prescribe what duties shall be performed by assistant general superintendent, the assistant superintendent, the assistant director, or the chief clerk or assistant chief clerk of his office or division, and in the absence of the head of any office or division his duties shall be performed by the next ranking officer present.

Chief clerk, assistant chief clerk, assistant general superintendent, assistant superintendent, assistant director.
—duties.

COMPTROLLER, BUREAU OF ACCOUNTS.

**Comptroller,
Bureau of Ac-
counts.**
—duties.

Sec. 16. To the Comptroller, Bureau of Accounts, are assigned the administrative examination of all postal and money-order accounts of postmasters and foreign administrations; the instructions to postmasters relative to preparation and rendition of their accounts; the keeping of administrative appropriation and cost accounts; and the compilation of statistical reports, monthly operating statements, and other financial data for the information of the Postmaster General and other officers of the Post Office Department in connection with the administration of the service. (See sec. 227.)

GENERAL ACCOUNTING OFFICE.

**General Ac-
counting Office.**
—duties.

Sec. 17. The General Accounting Office audits and settles all accounts for 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 and foreign administrations; all accounts relating to the transportation of mails, and to all other business within the jurisdiction of the Post Office Department, and certifies the balances arising thereon to the Postmaster General for accounts of the postal revenue and expenditures therefrom and to the Secretary of the Treasury for other accounts; countersigns and registers the warrants upon the Treasury issued in liquidation of indebtedness; superintends the collecting of debts due the United States for the service of the Post Office Department and all penalties imposed; directs suits and all legal proceedings in civil actions, and takes all legal measures to enforce the payment of money due the United States for the service of the Post Office Department, and for this purpose has official relations with the Solicitor of the Treasury, Department of Justice, and receives and accepts, with the written consent of the Postmaster General, offers of compromise under sections 295 and 409 of the Revised Statutes. (See sec. 228.)

Note.

NOTE.—The General Accounting Office is an independent establishment and is not under the jurisdiction of the Post Office Department.

CHAPTER 2.

CLERICAL ORGANIZATION OF THE DEPARTMENT.

CLASSIFICATION : APPOINTMENTS : ASSIGNMENTS : EFFICIENCY RATINGS : TRANSFERS.

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

Sec. 18. 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. 19.)

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—

| | | |
|---|---------|----------|
| \$900 or more, but less than \$1,000----- | Class D | Classes. |
| \$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 | |

NOTE.—Annual appropriation acts for several years past have contained a provision authorizing the Postmaster General to fix the salary of any clerk in any class at \$100 below the salary fixed by law for such class and to use the unused portion of such salary to increase the salary of any clerk in any class entitled thereto by not more than \$100 above the salary fixed by law for such class.

Sec. 19. 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.

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

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. 20. 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;
22 Stat. 219.
—only as appropriated.

—contingent fund not to be used for, except.

Sec. 21. In making appointments to clerical and other positions in the executive branch of the Government in the District of Columbia or elsewhere preference shall be given to honorably discharged soldiers, sailors and marines and widows of such, and to the wives of injured soldiers, sailors and marines who themselves are not qualified and whose wives are qualified to hold such positions.

Soldiers, sailors, and marines.
R. S. § 1754.
1919, July 11;
41 Stat. 37.
—preferred for appointment.

—and widows and orphans of, to be retained in service.
1876, Aug. 15; 19 Stat. 169.

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

—preference shown honorably discharged soldier or sailor.

—penalty for violation of law.

Note.

Assignment of clerks.
R. S. § 166.
1896, May 28; 29 Stat. 179.

Details.

—renewal of.

Note.

Detail of clerks, etc., from postal to departmental service forbidden.
1898, Mar. 15; 30 Stat. 317.

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.

Sec. 22. 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 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.

2. 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.

NOTE.—By act of February 28, 1916 (39 Stat. 15), the division of efficiency of the Civil Service Commission was transferred from the Civil Service Commission and established as an independent office known as the Bureau of Efficiency, and by Executive order of October 24, 1921, the Bureau of Efficiency was directed to prescribe a uniform system of ratings for all departments to be used as a basis for changes of compensation of employees.

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.

NOTE.—The appropriation act of June 19, 1922 (42 Stat. 653), provides that the Postmaster General shall assign to the several bureaus, offices, and divisions of the Post Office Department in the District of Columbia such number of the employees * * * as may be necessary to perform the work required therein; and he shall submit a statement showing such assignments and the number employed at the various salaries in the Budget following the estimates for salaries in the Post Office Department. Similar provision has been carried in such acts since 1917.

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.

2. All details of civil officers, clerks, or other subordinate employees from places outside of the District of Columbia for duty within the District of Columbia, except temporary details for duty connected with their respective offices, * * * are * * * prohibited.

Details of employees from places outside the District of Columbia.

1882, Aug. 5; 22 Stat. 255.

3. Appropriations * * * made for the field service of the Post Office Department, except as otherwise provided, shall not be expended for any of the purposes * * * provided for on account of the Post Office Department in the District of Columbia.

—appropriations not to be expended, how.

1922, June 19; 42 Stat. 654.

NOTE.—The preceding paragraph is a provision of the "Act making appropriations for the Post Office Department for the fiscal year ending June 30, 1923." A similar provision has been carried in the appropriation acts for a number of years past.

Note.

HOURS OF SERVICE: LEAVES OF ABSENCE.

Sec. 25. 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: * * *.

Hours of service in department.

1898, Mar. 15; 30 Stat. 316.

—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. No money appropriated by this Act shall be used for expense of repairing recording clocks used for recording time of clerks or other employees in any of the Executive Departments at Washington, nor shall there hereafter be used in any of the Executive Departments at Washington any such recording clocks.

Restriction upon expenditure for time-recording clock.

1899, Feb. 24; 30 Stat. 864.

Sec. 26. 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; 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; 30 Stat. 652.

—exclusive of
Sundays and holi-
days.
1899, Feb. 24 ;
30 Stat. 890.

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.

Note.

NOTE.—Copies of special rules published from time to time, covering hours of service, leave of absence, etc., are furnished all employees. See sec. 45 as to leave of absence of employees in postal service; sec. 46 as to employees of Mail Equipment Shops; secs. 47 to 50 as to military duty.

CHAPTER 3.

POST-OFFICE INSPECTORS.

Authority for
appointment of
inspectors.

Sec. 27. Authority to appoint the following-named officers and employees may be found in the statutes cited:

Inspectors in charge, June 17, 1878 (20 Stat. 140) ; March 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.

See sec. 3 as to authority to appoint Chief Inspector.

Post-office in-
spectors.
1920, June 5 ;
41 Stat. 1052.
Grades and sal-
aries.
Promotion.

Sec. 28. Post office inspectors shall be divided into seven grades, as follows: Grade one—salary, \$2,300; grade two—salary, \$2,500; grade three—salary, \$2,700; grade four—salary, \$2,900; grade five—salary, \$3,200; grade six—salary, \$3,500; grade seven—salary, \$3,700; and there shall be fifteen inspectors in charge at \$4,200. Inspectors shall be promoted successively to grade five at the beginning of the quarter following a year's satisfactory and efficient service in the next lower grade, and to grade six at the beginning of the quarter following the expiration of one year's meritorious service in grade five, and not to exceed 20 per centum of the force to grade seven for specially meritorious service after not less than one year's service in grade six. The three grades of inspectors without per diem allowance and the three senior grades of field inspectors shall be considered on a parity in readjusting the inspectors to the grades provided.

Travel ex-
penses.

2. Inspectors shall be paid their actual expenses not to exceed \$5 per day while engaged on official business away from their homes and official domiciles.

See sec. 4 as to duly accredited agents or officers of the department.

Bonds of in-
spectors.
R. S. § 4018.
—when must be
given.
—amount of.

Sec. 29. 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.

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, but in lieu thereof corporate bond in the sum of \$5,000 may be furnished.

Inspectors in
charge.
—duties.

Sec. 30. To the post office inspectors in charge are intrusted the supervision of the post office inspectors assigned to their respective divisions and such clerks as may be allowed their offices; the administrative audit of the pay accounts of such post office inspectors; the consideration and investigation through cor-

respondence of such service complaints and inquiries as may be delegated by the department from time to time, also requests of all postmasters and post office inspectors within their respective divisions, and clerks at their division headquarters, for leave of absence, miscellaneous complaints against postmasters, employees, and the service at post offices of the second, third, and fourth classes, including delay and irregular handling of ordinary mail at such offices (see paragraph *j*, sec. 634, as to delay in transit and at first class offices), and requests from such offices for interpretations of the Postal Laws and Regulations, notices and orders relating to such laws and regulations published in the Official Postal Guide and the Postal Bulletin, except inquiries regarding registry, insured, or C. O. D. services, which should be addressed to the Third Assistant Postmaster General, Division of Registered Mails.

Sec. 31. 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.

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

—aid in prosecutions.

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.

Employees of service subordinate to inspectors.

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 cancellation of such commissions.

Commissions of inspectors to be exhibited.

NOTE.—See Official Postal Guide as to territory assigned to and headquarters of the several divisions of post-office inspectors.

See sec. 507 as to prohibition against breaking seals, etc.

Note.

CHAPTER 4.

MISCELLANEOUS PROVISIONS RELATING TO THE PERSONNEL OF THE DEPARTMENT AND POSTAL SERVICE.

OATH OF OFFICE: ADMINISTRATION OF OATH.

Oath of office. **Sec. 32.** 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 seven-

—general, as employed in Government.
1884, May 13; 23 Stat. 21.
—special, as employed in postal service.
R. S. § 391.
1874, Mar. 5; 18 Stat. 19.

teen hundred and fifty-seven of the Revised Statutes.

—form of.

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.

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:

R. S. § 1757.

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. § 391.
1874, Mar. 5; 18 Stat. 19.

I do further solemnly swear (or affirm) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control; and I also further swear (or affirm) that I will support the Constitution of the United States. So help me God.

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

Note.

NOTE.—Mail contractors, subcontractors, carriers, mail messengers, and other persons concerned in the transportation of the mails, except employees of railroads and steamboats, must take the special oath prescribed by the act of 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. 1363 and 1425.)

See sec. 1421 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.

Sec. 33. (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.

Oath.
—civil and military officers may administer.
R. S. § 392.
1874, Mar. 5;
18 Stat. 19.

NOTE.—The general oath of office prescribed by the act of May 13, 1884, which is combined in sec. 32 with the special oath required by the act of March 5, 1874, may be taken as provided in this section. The special oath is to be taken in practically the same manner; so that the combined oath may be taken before any of the officers named in this section. Postmasters, post-office inspectors, United States judges and district attorneys, United States commissioners, United States marshals, collectors of customs and internal revenue, and all other officers, civil or military, holding commissions under the United States, may administer the oath.

Note.
General and combined oath.

See sec. 233 as to jurat to postal accounts; sec. 38 as to oath to witness.

Sec. 34. 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.

Chief clerks of departments may administer oaths.
1890, Aug. 29;
26 Stat. 370.

Sec. 35. 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.

Clerks who are notaries public not to charge for administering oath.
1890, Aug. 29;
26 Stat. 370.

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 employe 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. 329.)

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

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.

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

Oaths to expense accounts.
—additional officers authorized to administer.
1912, Aug. 24;
37 Stat. 487.

—no charges allowed.

Sec. 36. Promptly upon the marriage of a female employee holding a classified position in the postal service, postmasters and other appointing officers shall report to the proper bureau of the department the name of such employee as officially indicated on their rosters, the date of the last day of service prior to marriage, the married name of the employee as she desires to be

Marriage of female employee to be reported.

officially known, and the date of the first day of service under her married name.

Report of marriage of woman postmaster.

2. A woman postmaster should immediately report to the Bureau of the First Assistant any change in her name by marriage, giving her new name, and failure to do so promptly shall be sufficient cause for removal. Such postmasters will not be required to furnish new bonds, and another appointment will not be necessary. She shall sign reports and official communications under her new name (using, however, her Christian name) after she has reported her marriage to the department.

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

Sec. 37. 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.

See sec. 44 as to removals from classified service.

Administration of oaths to witnesses in investigations.
R. S. § 183.
1901, Mar. 2;
31 Stat. 951.
—Officers and clerks may administer.

Sec. 38. 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.

RESTRICTIONS ON HOLDING OTHER OFFICES.

Holding two offices forbidden.
R. S. § 1763.
1894, July 31;
23 Stat. 205.
1916, May 10;
39 Stat. 120.
1916, Aug. 29;
39 Stat. 582.
—exceptions.

Sec. 39. Unless otherwise specially authorized by law, no money appropriated by this or any other act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia.

See secs. 187 and 188 as to extra compensation for discharging duties of different offices, etc.

State or municipal offices.—election not permitted.

Sec. 40. 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.

—positions that may be held by appointment.

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

COMPENSATION IN CASE OF DISABILITY OR DEATH.

Compensation for disability or death.
1916, Sept. 7;
39 Stat. 742.

Sec. 41. The United States shall pay compensation as herein after specified for the disability or death of an employee resulting from a personal injury sustained while in the performance of his duty, but no compensation shall be paid if the injury or death

is caused by the willful misconduct of the employee or by the employee's intention to bring about the injury or death of himself or of another, or if intoxication of the injured employee is the proximate cause of the injury or death.

2. Every employee injured in the performance of his duty, or some one in his behalf, shall, within forty-eight hours after the injury, give written notice thereof to the immediate superior of the employee. Such notice shall be given by delivering it personally or by depositing it properly stamped and addressed in the mail. Notice of injury.
Id., § 15.

3. The notice shall state the name and address of the employee, the year, month, day and hour when, and the particular locality where, the injury occurred, and the cause and nature of the injury, and shall be signed by, and contain, the address of the person giving the notice. —detail.
Id., § 16.

4. Unless notice is given within the time specified, or unless the immediate superior has actual knowledge of the injury, no compensation shall be allowed; but for any reasonable cause shown, the commission may allow compensation if the notice is filed within one year after the injury. —failure to give notice.
Id., § 17.

NOTE.—Original claims for compensation for disability must be made within 60 days after the injury and those for death within one year after death, addressed to the United States Employees' Compensation Commission, at Washington, D. C., on forms furnished by the commission. The commission determines the amount of compensation to be paid in each case. In certain cases medical treatment, hospital services, and burial expenses may be provided by the commission. An employee can not assign his claim. (See Official Postal Guide.) Note.

RETIREMENT.

Sec. 42. All employees in the classified civil service of the United States who have * * * reached the age of seventy years and rendered at least fifteen years of service * * * shall be eligible for retirement on an annuity * * *; *Provided*, That mechanics, city and rural letter carriers, and post-office clerks shall be eligible for retirement at sixty-five years of age, and railway postal clerks at sixty-two years of age, if said mechanics, city and rural letter carriers, post-office clerks, and railway postal clerks shall have rendered at least fifteen years of service. **Retirement.**
1920, May 22;
41 Stat. 614.

2. It shall be the duty of the head of each executive department and the head of each independent establishment of the Government not within the jurisdiction of any executive department to report to the Civil Service Commission, in such manner as said commission may prescribe, the name and grade of each employee to whom this act (the retirement act) applies in or under said department or establishment who shall be at any time in a nonpay status, showing the dates such employee was in a nonpay status, and the amount of salary, pay, or compensation lost by the employee by reason of such absence. Report to be made of employees in nonpay status.
1920, May 22;
41 Stat. 619.
1922, Feb. 14;
42 Stat. 365.

3. Each executive department, and each independent establishment of the Government not within the jurisdiction of any executive department, shall establish and maintain such record as will enable it to determine the amount deducted within each fiscal year from the basic salary, pay, or compensation of each employee within its jurisdiction to whom this Act (the retirement act) applies. When such employee is transferred from one office to another a certified abstract of his official record shall be transmitted to the office to which the transfer is made. When application is made to the Commissioner of Pensions for return of deductions and accrued interest, as provided in this section, such application shall be accompanied by a certificate from the proper officer showing the complete record of deductions, by fiscal years, and other data necessary to the proper adjustment of the claim. The Commissioner of Pensions, with the approval of the Secre- Record to be kept of deductions from compensation of employees.
1922, Feb. 14;
42 Stat. 365.

Application for return of deductions to be accompanied by certificates showing record thereof.

tary of the Interior, shall establish rules and regulations for crediting and reporting deductions and for computing interest hereunder.

Notes.

NOTES.—Provision is made by act of September 22, 1922, (42 Stat. 1047) for the payment of annuity to employees involuntarily separated from the Government service before reaching retirement age, unless removed for cause on charges of misconduct or delinquency.

The Commissioner of Pensions is charged with the duty of administering this law. All necessary instructions may be found in the Official Postal Guide or may be obtained from the Commissioner of Pensions.

Civil pension roll prohibited.
1899, Feb. 24;
30 Stat. 890.

Sec. 43. 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. 42 as to provisions of the retirement act.

REMOVALS.

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

Sec. 44. 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.

Membership in organizations, etc.

Right to petition Congress.

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.

LEAVES OF ABSENCE OF EMPLOYEES IN POSTAL SERVICE.

Leaves of absence.
1920, June 5;
41 Stat. 1052.
1922, June 19;
42 Stat. 660.

Sec. 45. Employees in the postal service shall be granted 15 days' leave of absence with pay, exclusive of Sundays and holidays, each fiscal year, and sick leave with pay at the rate of 10 days a year, exclusive of Sundays and holidays, to be cumulative for a period of three years; but no sick leave with pay in excess of 30 days shall be granted during any three consecutive years.

Sick leave.

Sick leave shall be granted only upon satisfactory evidence of illness and if more than two days the application therefor shall be accompanied by a physician's certificate. The 15 days' leave shall be credited at the rate of 1¼ days for each month of actual service.

2. The Postmaster General shall not approve or continue any rule or regulation which terminates the employment of any employee by reason of absence on account of illness for a period of less than one year, and * * * any postal employee who has entered the military service of the United States or who shall hereafter enter it shall, upon being honorably discharged therefrom, be permitted to resume the position in the postal department which he left to enter such military service.

Employees' services not to be terminated on account of illness of less than one year.

1916, July 28; 39 Stat. 413.

Reinstatement after military service.

3. Employees serving as members on local civil service boards during examinations or as witnesses for the Government in United States courts shall be given leave with full pay during necessary absence occasioned by such services.

For duty at civil-service examinations and as witnesses in court.

4. Compensation shall not be granted in lieu of lapsed leave.

No compensation for lapsed leave.

NOTE.—The provisions of this section cover employees in the postal service only. See sec. 330 as to leaves of absence of postmasters, sec. 26 as to employees of the Post Office Department, sec. 46 as to employees of the Mail-Equipment Shops; secs. 47 to 51 as to leave for military duty. See also secs. 342, 683, 734, and 1489 as to absence of post-office employees, city letter carriers, rural carriers, and employees of the Railway Mail Service, respectively.

Note.

Substitute clerks and carriers in post offices and substitute railway postal clerks are not entitled to annual and sick leave with pay. (Comptroller General, May 29, 1923.)

LEAVES OF ABSENCE OF EMPLOYEES OF MAIL EQUIPMENT SHOPS.

Sec. 46. The employees of the mail-bag repair shops connected with the Post Office Department of the United States, whether employed by the month, day, or otherwise, (shall) be allowed leaves of absence, with full pay, for not exceeding fifteen days in any one fiscal year: *Provided*, That no * * * employee be granted a leave * * * until he has performed service for one year.

Leaves of absence for employees of repair shops.

1890, Oct. 1; 26 Stat. 643.

—not until 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. Thirty days' annual leave of absence shall be allowed employees of the mail-equipment shops. Extension of leave with pay on account of sickness shall not be granted such employees.

—rules governing.

MILITARY DUTY: OTHER OBLIGATIONS AS CITIZENS: LEAVE AND REINSTATEMENT PRIVILEGES.

Sec. 47. All * * * postmasters and persons employed by the United States in the transmission of the mail (and) ferrymen employed at any ferry on a post road * * * shall be exempt from militia duty.

Postmasters and certain other employees exempt from militia duty.

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.

R. S. § 1629. 1903, Jan. 21, 32 Stat. 775.

—not exempt from jury or road duty, etc.

3. Postmasters will cooperate to the fullest extent with recruiting officers of the Army and Navy and Marine Corps.

Postmasters to cooperate with recruiting officers.

Sec. 48. Section forty-nine of "An act to provide for the organization of the militia of the District of Columbia," approved March first, eighteen hundred and eighty-nine, shall be construed as covering all days of service which the National Guard, or any portion thereof, may be ordered to perform by the commanding general.

Leave with pay covers period ordered by commanding general.

1902, July 1; 32 Stat. 615.

Employees of National Guard. 2. All officers and employees of the United States and of the members of National Guard District of Columbia who are members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay or time, on all days of any parade or encampment ordered or authorized under the provisions of this act.

1909, Feb. 18 ; 35 Stat. 634.

Employees in field or coast defense training. 3. All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this Act.

1916, June 3 ; 39 Stat. 163.

See 2 Comptroller General, 1, 54.

Employees in military or naval service. **Sec. 49.** Employees, including substitute employees, of the postal service who have entered the military or naval service of the United States or who shall hereafter enter it during the existence of the present war shall, when honorably discharged from such service, be reassigned to their duties in the postal service at the salary to which they would have been automatically promoted had they remained in the postal service, provided they are physically and mentally qualified to perform the duties of such positions.

—reassigned to duty in postal service. 1918, July 2 ; 40 Stat. 754.

Postmasters to cooperate with recruiting officers. 2. Postmasters will cooperate to the fullest extent with recruiting officers of the Army and Navy and Marine Corps.

Employees entitled to leave with pay when members of Reserve Corps while attending duty with troops. **Sec. 50.** All officers and employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed 15 days in any one calendar year.

1917, May 12 ; 40 Stat. 72.

See 1 Comptroller General, 544 ; 2 id., 29.

REINSTATEMENTS.

Reinstatement. **Sec. 51.** Civil Service Rule IX provides that a person separated without delinquency or misconduct from a competitive position or from a position which he entered by transfer or promotion from a competitive position or to accept another appointment in the executive civil service may be reinstated upon certificate of the commission subject to the following limitations :

Amendment of Nov. 13, 1920.

Manner and place of. (a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. When the commission and the appointing officer are in agreement that the public interest requires such unusual action, the commission may authorize waiver of the one-year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more.

Amendment June 25, 1921.

Veteran of Civil War or Spanish - American War. (b) A person honorably released from the active military or naval service of the United States after service in the Civil War or the war with Spain, or his widow, or an Army nurse, of either war, separated prior to July 18, 1918, from the competitive classified service, may be reinstated in the department or independent establishment from which separated without

time limit. If separated on or after July 18, 1918, reinstatement may be made within five years from the date of separation.

(c) A soldier, sailor, marine, or Army nurse of the war with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. After expiration of the five-year eligibility period such person may be reinstated only in the department or independent establishment from which he had been separated within the preceding five years. Any person with similar military service who was appointed subsequently thereto and who has been separated may be reinstated within five years in the department or independent establishment from which separated.

Veteran of war with Germany.

(d) The widow of a veteran of the war with Germany formerly in the competitive classified service, who was the wife of such veteran while he was in the military service, may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit.

Widow of veteran of war with Germany.

(e) No person in any of the foregoing groups may be reinstated to a position requiring an examination different from that required in the position from which he was separated without passing an appropriate examination.

Examination.

POLITICAL CONDUCT: ASSESSMENTS AND CONTRIBUTIONS.

Sec. 52. 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 managements or political campaigns.

Officers and employees not to use position for political purposes.

Civil-service rule 1, § 1.

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.

—not forbidden to exercise political privileges.

Sec. 53. 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. 55.)

Political contributions.

1883, Jan. 16; 22 Stat. 406.

1909, Mar. 4, ch. 321, § 118; 35 Stat. 1110.

—not to be solicited.

2. 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

—not to be received in public offices.

1883, Jan. 16; 22 Stat. 407.

1909, Mar. 4, manner whatever or receive any contribution of money or other
 ch. 321, § 119; thing of value for any political purpose whatever. (See sec. 55.)
 35 Stat. 1110.

—not to be given to officials.

1883, Jan. 16, States shall, directly or indirectly, give or hand over to any other
 22 Stat. 407. officer, clerk, or person in the service of the United States, or

1909, Mar. 4, to any Senator or Member of or Delegate to Congress, or Resi-
 ch. 321, § 121; dent Commissioner, any money or other valuable thing on account
 35 Stat. 1110. of or to be applied to the promotion of any political object what-
 ever. (See sec. 55.)

Immunity from official proscription.

1883, Jan. 16; Sec. 54. No officer or employee of the United States mentioned
 22 Stat. 407. in section one hundred and eighteen (sec. 53, par. 1, P. L. and R.),
 1909, Mar. 4, shall discharge, or promote, or degrade, or in any manner change
 ch. 321, § 120; the official rank or compensation of any other officer or employee,
 35 Stat. 1110. or promise or threaten so to do, for giving or withholding or neg-
 lecting to make any contribution of money or other valuable thing
 for any political purpose. (See sec. 55.)

Punishment for violations.

1883, Jan. 16; Sec. 55. Whoever shall violate any provision of the four preced-
 22 Stat. 407. ing sections (secs. 53 and 54, P. L. and R.) shall be fined not more
 1909, Mar. 4, than five thousand dollars, or imprisoned not more than three
 ch. 321, § 122; years, or both.
 35 Stat. 1110.

SPECIAL PROHIBITIONS: LOSS OF OR DAMAGE TO GOVERNMENT OR PRIVATE PROPERTY.

Employees forbidden to receive fees from public.

R. S. § 3858. Sec. 56. No person employed in the postal service shall receive
 any fees or perquisites on account of the duties to be performed by
 virtue of his appointment.

Note.

NOTE.—This section is somewhat ambiguous, but it is evidently intended to prohibit persons employed in the postal service from accepting fees or perquisites from the public for the performance of duties required of them by virtue of their appointment, except for the execution of pension vouchers by postmasters at offices of the fourth class and rural carriers as provided in sec. 329.
 See sec. 35 as to notarial fees.

Conduct of postal employees.

—not to borrow money or contract debts.

—not to solicit contributions, gifts, or presents.

—not to distribute or sell tickets, etc., etc.

—not to issue postal handbooks.

—not to compile city directories.

Note.

Sec. 57. Employees in the postal service shall not borrow money or contract debts which they have no reasonable prospect of being able to pay. They are expected to pay their just debts, but the department will not participate in the collection of debts of employees. They shall not solicit nor accept from patrons of the service, in person or through others, contributions of money; neither shall they solicit in person or through others, gifts, presents, advertisements, or benefits; issue addresses, complimentary tickets, 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 to secure the patronage of the public; compile city directories for public use or assist publishers in compiling the same; nor request publishers to send free copies thereof to them, nor accept any money or gratuity arising from the publication of such directories.

NOTE.—The preceding paragraph shall not be interpreted as prohibiting the solicitation of the purchase of Government securities of any character, or the collection of moneys in payment of such securities, under instructions of the department.

Supervisory of officers not to engage in outside employment.

2. Supervisory officers within the classified civil service at first and second class post offices, from the rank of foreman up, will not be permitted after their official tours of duty to engage in any outside employment, such as general business, the professions, or any regular trade or vocation.

Sec. 58. Whenever Government property of any kind is lost or damaged through the carelessness, negligence, willfulness, or malice of a postal employee, the facts should be reported by the postmaster to the proper bureau of the Post Office Department for determination as to whether such postal employee shall be held personally responsible for the value of the property so lost, damaged, or destroyed.

Responsibility for loss of or damage to Government property.

2. Whenever in pursuance of the preceding paragraph a postal employee is held to be personally responsible for the value of any Government property lost, damaged, or destroyed by him, the postmaster at the post office to which such employee is attached shall withhold from such employee any and all salary or compensation due such employee until he has paid over to the postmaster such amount of money as the department may determine to be the value of the property lost, damaged, or destroyed. The postmaster shall account for such money in his quarterly postal account under the head of miscellaneous receipts.

Manner of adjustment.

Sec. 59. When any damage is done to person or property by or through the operation of the Post Office Department in any branch of its service, and such damage is found by the Postmaster General upon investigation to be a proper charge against the United States, the Postmaster General is hereby invested with power to adjust and settle any claim for such damage when his award for such damage in any case does not exceed \$500.

Damage to person or private property.

1921, June 16; 42 Stat. 63.

NOTE.—Subsequent annual appropriation acts have each carried appropriations to pay claims in accordance with the provisions of the foregoing act.

Note.

2. Authority is hereby conferred upon the head of each department and establishment acting on behalf of the Government of the United States to consider, ascertain, adjust, and determine any claim accruing after April 6, 1917, on account of damages to or loss of privately owned property where the amount of the claim does not exceed \$1,000, caused by the negligence of any officer or employee of the Government acting within the scope of his employment. Such amount as may be found to be due to any claimant shall be certified to Congress as a legal claim for payment out of appropriations that may be made by Congress therefor, together with a brief statement of the character of each claim, the amount claimed, and the amount allowed: *Provided*, That no claim shall be considered by a department or other independent establishment unless presented to it within one year from the date of the accrual of said claim.

Damage to private property.

1922, Dec. 28; 42 Stat. 1066.

Report to Congress.

Claims to be filed within one year.

3. Acceptance by any claimant of the amount determined under the provisions of these acts shall be deemed to be in full settlement of such claim against the Government of the United States.

Acceptance of settlement.

4. Accidents in which property of the Government is damaged shall be investigated by the postmaster and the facts reported to the bureau of the department concerned with a recommendation as to the action that should be taken. Reports on all accidents in which persons have been injured or private property has been damaged, and in which instrumentalities of the Post Office Department are concerned, shall be forwarded to the Solicitor for the department for review. When deemed necessary, cases described above shall be referred to the Chief Inspector for investigation. In those cases where the property of the department has been

Claims for damage to property.

—for injury to person.

Investigation.

damaged through the fault of a private party and collection can not be made from such party such reports shall be forwarded to the Solicitor who shall determine and advise the Chief Inspector whether suit should be instituted to collect the cost of the repairs to the department's equipment. In those cases where persons have been injured or private property has been damaged the Solicitor shall determine whether or not responsibility rests upon the Government and compensation be allowable under the acts of June 16, 1921, or December 28, 1922; but no such claim shall be considered unless presented to the department within one year from the date of the accrual of said claim. The Solicitor shall recommend to the Postmaster General the payment of such claims as in his opinion should be paid pursuant to the provisions of the act of June 16, 1921, not exceeding in the aggregate the amount of the appropriation for this purpose. He shall also keep a record of the number of claims submitted, the number rejected, the number approved, the number paid and the total amount thereof, and of the number approved but not paid because of lack of appropriation, if there be such, and the total amount thereof. He shall also consider and recommend to the Postmaster General the certification of such claims as in his opinion should be recommended for payment under the provisions of the act of December 28, 1922.

Action by Solicitor.

Record of claims.

GIFTS TO SUPERIORS.

Gifts.
R. S. § 1784.
—superiors not to receive.
—superior not to make.

Official accepting bribe.
R. S. §§ 5501, 5502.
1909, Mar. 4, ch. 321, § 117; 35 Stat. 1109.

Punishment.

Sec. 60. 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 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.

TRAVEL EXPENSES.

Travel expenses of officers and employees of the United States.

Sec. 61. On and after July first, nineteen hundred and fourteen, unless otherwise expressly provided by law, no officer or employee of the United States shall be allowed or paid any sum in excess of expenses actually incurred for subsistence while traveling on

duty outside of the District of Columbia and away from his designated post of duty, nor any sum for such expenses actually incurred in excess of \$5 per day; nor shall any allowance or reimbursement for subsistence be paid to any officer or employee in any branch of the public service of the United States in the District of Columbia unless absent from his designated post of duty outside of the District of Columbia, and then only for the period of time actually engaged in the discharge of official duties.

2. The heads of executive departments and other Government establishments are authorized to prescribe per diem rates of allowance not exceeding \$4 in lieu of subsistence to persons engaged in field work or traveling on official business outside of the District of Columbia and away from their designated posts of duty when not otherwise fixed by law. For the fiscal year nineteen hundred and sixteen and annually thereafter estimates of appropriations from which per diem allowances are to be paid shall specifically state the rates of such allowances.

3. 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, not to exceed \$5 per day for subsistence, unless lesser amount is fixed by the Postmaster General as per diem in lieu of subsistence, which shall be paid out of the appropriation for the service for which said travel is incurred.

4. When any clerk or other officer of the United States is sent away from his place of business as a witness for the Government, his necessary expenses, stated in items and sworn to, in going, returning and attendance on the court, shall be audited and paid; but no mileage, or other compensation in addition to his salary, shall in any case be allowed.

1914, Apr. 6;
38 Stat. 318.

Per diem in lieu of subsistence.
1914, Aug. 1;
38 Stat. 680.

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

Allowance of expenses to witness for the Government.
R. S. 850.

CHAPTER 5.

ORDERS, CONTRACTS, BONDS, AND OFFICIAL BONDS.

Sec. 62. 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.

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

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.

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

Orders, contracts, etc., to bear true date.
R. S. § 402.
Date of filing papers relating to contracts, etc., to be affixed.

Bonds and contracts to be in name of United States.

R. S. § 403.
Contracts to contain clause that Members of Congress shall not be interested.
R. S. § 3741.
1877, Feb. 27;
19 Stat. 249.

Member of Congress interested in public contracts.
R. S. § 3739.
1909, Mar. 4,
ch. 321, § 114;
35 Stat. 1109.

Punishment.
Contracts void.

Repayment, etc. 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.

Contracts not assignable.

R. S. § 3737.
—if assigned, causes annulment.
—right of action reserved.

Sec. 64. 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.

See secs. 1364 to 1368 as to subletting of contracts for carrying the mail.

Special warranties. Executive order.

Sec. 65. All contracts entered into on behalf of the Post Office Department or the postal service shall contain the following covenant:

2. The contractor expressly warrants that he has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay, to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demanded by him, included any sum by reason of any such brokerage, commission, or percentage; and that all money payable to him hereunder is free from obligation to any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the United States, and that the United States may retain to its own use from any sums due or to become due thereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

3. *Provided, however,* It is understood that this covenant does not apply to the selling of goods through a bona fide commercial representative employed by the contractor in the regular course of his business in dealing with customers other than the Government and whose compensation is paid, in whole or in part, by commissions on sales made, nor to the selling of goods through established commercial or selling agents or agencies regularly engaged in selling such goods, nor to contracts for the sale or rental of real estate made by or through a bona fide established and recognized real-estate agency.

4. No person shall be received as a contractor for furnishing supplies of any kind whatsoever to the Post Office Department or to the postal service who is not a manufacturer of or regular dealer in the articles which he offers to supply.

5. In inviting proposals the attention of bidders shall be directed to these requirements.

Employees interested in mail contracts.

R. S. 412.
1909, Mar. 4, ch. 321, § 226;
35 Stat. 1134.

Sec. 66. 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.

2. *Provided* * * * That, in the discretion of the Postmaster General, postmasters, assistant postmasters, and clerks at post offices of the third and fourth classes may enter into contracts for the performance of mail-messenger services, * * * *Provided* * * * That the total amount payable under such contract to any postmaster, assistant postmaster, or clerk shall not exceed \$300 in any one year.

See sec. 271 as to recovery of penalties; secs. 1254 and 1318 as to postmasters being interested in mail contracts; sec. 1614 as to penalty for officers being interested in contracts, etc.

Sec. 67. 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. 29, of post-office inspectors; sec. 295, of postmasters; sec. 353, of clerks in post offices; sec. 670, of letter carriers; sec. 1485, of railway postal clerks; sec. 720, of rural carriers.

Sec. 68. 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.

2. 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.

Sec. 69. 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.

See sec. 243 as to liability of surety under old and new bonds.

Sec. 70. 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 of service pending the appointment

Performance of mail-messenger service by employees at third and fourth class offices.

1916, July 28; 39 Stat. 418.

Bonds of persons employed in department and Postal Service.

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

Approval of Postmasters' bonds.

1877, Mar. 3; 19 Stat. 335.

—by First Assistant.

—by Fourth Assistant.

1893, Dec. 21; 28 Stat. 21.

Release of sureties and renewals of postmasters' bonds.

1905, Mar. 3; 33 Stat. 1259.

Official bonds. 1895, Mar. 2; 28 Stat. 807.

—to be examined every two years.

—to be renewed every four years.

—liability on, to cover period of service.

Postmasters' bonds not affected.

Liberty bonds acceptable in lieu of surety.

Disbursing clerk to handle bonds.

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

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

Corporate surety.—not to be exacted.

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

United States to pay no part of premium or cost.

Certificate required.

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 secs. 300 and 301.)

Sec. 71. Wherever, by the laws of the United States, or regulations made pursuant thereto, any person, firm, or corporation is required to furnish any recognizance, stipulation, bond, guarantee, or undertaking, United States Liberty bonds, or other bonds of the United States, will be accepted by the Post Office Department in lieu of individual or corporate sureties in accordance with the general regulations of the Department of the Treasury set out in Circular No. 109 of that department, based upon the authority of section 1320 of the revenue act approved February 24, 1919 (40 Stat. 1148).

2. The Disbursing Clerk of the Post Office Department shall accept and receipt for such bonds and perform such other necessary duties in connection with the transfer of their custody to and from the Treasurer of the United States, as required by the Treasury regulations referred to, and as may be more specifically directed by the said Treasurer, or by the Secretary of the Treasury.

Sec. 72. 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.

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.

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.

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.

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 bond-

ing 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.

NOTE.—See Official Postal Guide as to surety companies acceptable on bonds.

Note.

Sec. 73. 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.

—two or more companies may be accepted, when.

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.

—limitation as to penal sum.

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.

—reinsurance.

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

—status and qualifying power of companies.

time, as to the status and qualifying power of the various companies under these instructions.

—waiver of limitations.

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.

—failure of company to comply with instructions.

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.

Record of bonds.

Sec. 74. All officials having custody of bonds in favor of the United States shall segregate and file the bonds (except postmasters' bonds), or maintain corresponding collective record thereof, in such manner as to enable them to furnish promptly, when requested, complete information as to the bonds furnished by given surety companies.

CHAPTER 6.

ANNUAL REPORTS.

Reports to Congress.

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

Sec. 75. 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.

1895, Jan. 12;
28 Stat. 612.

2. 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.

—of revenues and expenditures for current and ensuing fiscal years.

1907, Mar. 2;
34 Stat. 1217.

3. 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.

Report of contingent fund.

R. S. § 193.
1874, June 20;
18 Stat. 96.
—expenditures therefrom to be given in detail.

Sec. 76. The head of each department shall make an annual report to Congress, giving a detailed statement of the manner in which the contingent fund for his department, and for the bureaus and offices therein, has been expended, giving the names of every person to whom any portion thereof has been paid; and if for anything furnished, the quantity and price; and if for any service rendered, the nature of such service, and the time employed,

and the particular occasion or cause, in brief, that rendered such service necessary; and the amount of all former appropriations in each case on hand, either in the Treasury or in the hands of any disbursing officer or agent. And he shall require of the disbursing officers, acting under his direction and authority, the return of precise and analytical statements and receipts for all the moneys which may have been from time to time during the next preceding year expended by them, and shall communicate the results of such returns and the sums total, annually to Congress.

Former appropriations.

Disbursing officers to return statements of next preceding year.

Sec. 77. The annual reports of the Auditor for the Post Office Department (General Accounting Office) 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 condition to be shown by report of General Accounting Office. 1876, July 12; 19 Stat. 80.

Sec. 78. 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.

Report as to efficiency of employees in the Post Office Department. 1890, July 11; 26 Stat. 228.

Sec. 79. 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.

Postal-car service. 1879, Mar. 3; 20 Stat. 357.

Sec. 80. 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.

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

See sec. 167 as to annual report of action on postmasters' claims for credit on account of losses; sec. 103 as to reports of department property, etc.

Sec. 81. The Postmaster General is required by long-established usage to make an annual report to the President of the transactions of the Post Office Department and of the operations and financial affairs of the postal service, with such recommendations as shall appear to him proper, in time for the President's consideration in preparing his annual message, and this report is to be printed in time for delivery to the Congress at the first meeting thereof.

Reports to the President. —to be made annually.

—to be printed.

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

—of condition of business to be made quarterly. 1898, Mar. 12; 30 Stat. 316.

3. It shall be the duty of the head of each executive department or Government establishment in the city of Washington to submit (to Congress) * * * annually * * * in the annual Book of Estimates, a statement as to the condition of business in his department or other Government establishment, showing whether any part of the same is in arrears, and if so, in what divisions of the respective bureaus and offices of his department or other Government establishment such arrears exist, the extent thereof, and the reasons therefor, and also a statement of the number and compensation of employees appropriated for in one bureau or office who have been detailed to another bureau or office for a period exceeding one year.

Statement as to condition of business to be submitted to Congress in annual Book of Estimates. 1895, Mar. 2; 28 Stat. 808.

Failure to make returns or reports.
 R. S. § 1780.
 1909, Mar. 4, ch. 321, § 101;
 35 Stat. 1107.
 Punishment.

Sec. 82. 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 7.

SUPPLY CONTRACTS: SERVICE PROPERTY.

ADVERTISEMENTS.

Purchases and contracts for supplies or services, how made.
 R. S. § 3709.

Exigency purchase in open market.

Proposals for certain supplies to be called for at same time by all departments.
 1894, Jan. 27;
 28 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.

Sec. 83. 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. 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.

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.

Executive order, May 13, 1905.
Contracts by officers of United States involving employment of labor.
—to contain stipulation, etc.

Sec. 84. 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.

Certain supplies to be advertised and contracted for by Secretary of the Treasury.

General Supply Committee.
1910, June 17; 36 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.

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 July 7, 1913; 20 Comp. Dec. 4.

Note.

Sec. 85. 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.

Advertisements for proposals.

2. Whenever the public exigency requires the immediate purchase of any supplies, or the performance of any work, not

Exigency purchases.

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.
Advertising, newspaper.

R. S. § 3828.
 —authority for, to be in writing.
 —bill therefor.

Sec. 86. 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; 20 Stat. 206.
 1876, July 31; 19 Stat. 102.
 —not to exceed commercial.

Sec. 87. 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. 1342 to 1345 as to advertisement of mail lettings.

BIDS: CONTRACTS.

Bidders to be notified of opening of bids.

R. S. § 3710.
 —may be present.

Sec. 88. 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.

Committee to examine bids and contracts.

—who not to be members.
 Procedure.

Sec. 89. All members of committees to open bids or proposals, to recommend awards, or to pass upon any contract shall be selected by the Chief Clerk of the Department and shall make their reports and recommendations to the Postmaster General through the office of the Chief Clerk for transmission to the Purchasing Agent. The head of a bureau, the Chief Clerk of the Post Office Department, the chief clerk of the division who certifies to the correctness of any bill or account contracted for, or through, his division, or an officer or employee of the office of the Purchasing Agent or the Division of Equipment and Supplies, shall not be a member of any board or committee to open bids or proposals, or to pass upon any contract. The committee or board shall, through the Chief Clerk, request the attendance of any of the officers or employees named above, who may give them information and assistance or with whom they may desire to advise. They shall consider proposals as they are submitted, with all the information they are able to procure concerning them, independently of other influences offered or presented, whether by persons in the service or from other sources. Bidders may call at the committee room to take up matters properly to be discussed upon request or by consent of the committee only. Requests for such visits, whether by the committee or bidders, shall be made through the Purchasing Agent. The Purchasing Agent shall prepare a set of instructions to be signed by the

Postmaster General for the different committees of award, specifically outlining their duties and the restrictions under which they should work.

Sec. 90. 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.

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. 96.)

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. 97.)

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 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.

7. 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.

8. The Postmaster General may, in his disbursement of this appropriation (appropriation for vehicle service), apply a part thereof to the leasing of quarters for the housing of Government-owned automobiles at a reasonable annual rental for a term not exceeding ten years. (See sec. 358.)

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, * * *.

See sec. 184, forbidding contracts for future payments in excess of appropriations.

10. No contracts 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.

Sec. 91. Hereafter no contract shall be entered into by the Post Office Department for the purchase of material and supplies to be manufactured by convict labor.

Sec. 92. 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.

Contracts for supplies not to exceed one year. R. S. § 3735.

Exceptions.—except for mail bags, stamps, etc. Res. 1868, Jan. 31; 15 Stat. 246.

Res. 1874, Mar. 24; 18 Stat. 286. —money - order supplies.

1883, Mar. 3; 22 Stat. 527. —supplies for Free Delivery Service.

1889, Mar. 2; 25 Stat. 841. —printing post-route maps.

1895, Mar. 2; 28 Stat. 803. Contracts for supplies.

1902, Apr. 21; 32 Stat. 114. —canceling machines.

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

1916, July 28; 39 Stat. 417.

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

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

—penalty.

Products of convict labor. 1904, Apr. 28; 33 Stat. 435.

Signing of contracts. 1877, Mar. 3; 19 Stat. 335.

First Assistant P. M. Gen. —for supplies.

Second Assistant P. M. Gen.—for mail transportation.
—mail bags, keys, etc.

Contracts for mail transportation to be signed by the Assistant P. M. Gen. in charge of the service involved.
1917, Mar. 3 ;
39 Stat. 1068.

Third Assistant P. M. Gen.
1877, Mar. 3 ;
19 Stat. 335.
—for stamps, stamped paper, etc.
—official envelopes, etc.

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

3. Contracts made in the Post Office Department for the various classes of mail transportation may, upon order of the Postmaster General, be signed in the place and stead of the Postmaster General by the Assistant Postmaster General who is charged with the supervision of the mail transportation involved, and such officer shall attest his signature to such contracts by the seal of the Post Office Department.

4. 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.

PURCHASES.

Purchasing agent.
1904, Apr. 28 ;
33 Stat. 440.
—appointment.
Bond.

Duties.

Purchasing supplies.

Records of bids.

Inspection of bids.

Preference to domestic production.
Proposals.

Records to be open to inspection.

Preparation of specifications.

Sec. 93. 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.

2. 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.

3. 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 consider-

ation, the officer and the Purchasing Agent still disagree, each shall submit a written statement of his position to the Postmaster General.

4. The Purchasing Agent shall prepare and issue all advertisements for proposals to furnish supplies under term contracts, 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, through the office of the Chief Clerk, to the Purchasing Agent and the bureau officer, who shall forward it with their recommendations to the Postmaster General for action.

Advertisement
for proposals.

5. Orders for items under contract shall be drawn by the Purchasing Agent 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, and the triplicate attached to the contractor's invoice when prepared for payment.

Purchase of
contract items.

6. 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 shall 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 a committee appointed by the Postmaster General or to the officer making the requisition, who shall 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.

Invoices.

7. Forms prescribed by the Comptroller General 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.

Receipt and inspection of supplies.

8. 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 triplicate to the Purchasing Agent, who, after indorsing his action thereon, shall attach the "original" to the contractor's invoice, retain the "duplicate" on file, and return the "triplicate" 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 requisitioning 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.

9. 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.

10. 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.

11. The bureau officers shall be responsible for the appropriations under their control and shall keep an accurate account of the expenditures authorized 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.

12. Correspondence with contractors and others from whom supplies are purchased shall be conducted by the Purchasing Agent. The Purchasing Agent shall also issue any necessary instructions to postmasters regarding inspection of supplies. 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.

Correspondence.

13. 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.

Supplies for department.

Sec. 94. In making contracts for postal cards, stamped envelopes, stamped paper, and all other supplies, the Postmaster General is authorized to require the contractor, under such regulations as he may prescribe, to make delivery at such points in the United States as he may direct, whenever, in his opinion, any such contract can be made at a saving to the Government.

Delivery of supplies by contractors.
1894, July 16;
28 Stat. 104.

Sec. 95. The Attorney General of the United States is authorized and directed to establish, equip, maintain, and operate at the United States penitentiary, Atlanta, Georgia, a factory or factories for the manufacture of cotton fabrics to supply the requirements of the War and Navy Departments, the shipping Corporation, cotton duck suitable for tents and other army purposes, and canvas for mail sacks and for the manufacture of mail sacks and other similar mail-carrying equipment for the use of the United States Government. The factory or factories shall not be so operated as to abolish any existing Government workshop or curtail the production within its present limits of any such Government workshop, and the articles so manufactured shall be sold only to the Government of the United States.

Factories authorized at United States penitentiary, Atlanta, Ga.
1918, July 10;
40 Stat. 896.

PROPERTY.

Sec. 96. 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.

Official envelopes.

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.

1895, Jan. 12;
28 Stat. 624.
—contract for
Contracts for
four years.
1906, June 26;
34 Stat. 476.Envelopes,
plain or printed.

Sec. 97. 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 ex-

Blank forms, etc., for the money-order service.
1883, Mar. 3;
22 Stat. 527.
R. S. § 4048.
—proposals for furnishing.
—contracts.
—estimates for furnishing by Public Printer and Bureau of Engraving and Printing.

penditure therefor will be less than upon proposals made as above provided for.

Note. NOTE.—The omitted part shown by stars refers to term of contract and is included in sec. 90.

Uniform canceling ink.
1878, June 20;
20 Stat. 206.
—may be adopted, when.

Sec. 98. 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.

—distribution of.

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

Sec. 99. 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.

Secretary of War authorized to deliver to Postmaster General motor vehicles, airplanes, etc.

Sec. 100. The Secretary of War is authorized hereafter, in his discretion to deliver and turn over to the Postmaster General, without charge therefor, from time to time, such motor vehicles, aeroplanes, and parts thereof, and machinery and tools to repair and maintain the same, as may be suitable for use in the postal service; and the Postmaster General is authorized to use the same in the transportation of the mails and to pay the necessary expenses thereof, including the replacement, maintenance, exchange, and repair of such equipment, out of any appropriation available for the service in which such vehicles or aeroplanes are used.

1920, Apr. 24;
41 Stat. 583.

Unserviceable property and waste material.

Sec. 101. Unserviceable property and waste materials accumulating in the department proper and mail-equipment shops shall be handled in the following manner: Heads of bureaus desiring to dispose of unserviceable property or waste materials shall make report thereof to the Chief Clerk and Superintendent, describing property, and when practicable, giving the record number of each piece. The board of inspection, or such special committee as may be designated by the Postmaster General, when so directed, shall make a careful inspection and report to the Postmaster General, with respect to each article, as to whether it should be condemned and sold or otherwise disposed of. If the report of the board or committee is approved by the Postmaster General, the Chief Clerk and Superintendent shall dispose of the property as recommended, keeping a record thereof in his files. The property condemned shall be in the custody of the Chief Clerk and Superintendent, who shall dispose of same in accordance with the law and Executive orders of the President.

—how disposed of.

Waste paper.

2. The Chief Clerk and Superintendent of the department buildings shall dispose of waste paper accumulating in the department and Mail-Equipment Shops in accordance with the law and Executive orders of the President.

Property of motor-vehicle service.

3. Unserviceable property and waste materials accumulating in the motor-vehicle service shall be disposed of as outlined in the rules and regulations for conducting Government-owned motor-vehicle service.

4. Unserviceable property and waste materials not specified in paragraph 3 above or in section 104, accumulating in the field service, shall be disposed of in the following manner: Whenever sufficient unserviceable property or waste materials accumulate to justify inviting bids for its sale, a list thereof shall be prepared by the postmaster. The postmaster shall appoint a committee of three, to consist of supervisory employees when possible, who shall be required to make a careful inspection of each article and submit a report to the postmaster for approval as to whether it should be condemned or sold or otherwise disposed of. After approval of the report the postmaster shall prepare proposals inviting competitive bids covering unserviceable property and waste materials recommended to be disposed of. Copies of said proposals should be distributed as widely as possible and mailed to all known dealers in the materials to be sold, etc. As much as possible should be realized from such sales and the proceeds shall be accounted for as postal funds. (See secs. 107 and 219 to 221.)

Property accumulating in field service.

5. The Chief Clerk of the Post Office Department is the surplus-property officer for the department and entire postal service. All surplus property accumulating in the department or field service shall be reported through proper channels to the Chief Clerk, who, under such rules and regulations as the Postmaster General may promulgate, shall issue the necessary instructions relative to the final disposition thereof.

Chief Clerk of department surplus property officer.

Sec. 102. The Postmaster General is authorized to sell under such rules and regulations as he may prescribe any airplanes, parts thereof, field equipment, tools, and other aviation material which have become unsuitable in the postal service or which will deteriorate and become unsuitable before it can be used. The proceeds of such sales shall be covered into the Treasury as "Miscellaneous receipts."

Airplanes, etc. Sale of unsuitable authorized. 1920, June 5, 41 Stat. 1031.

Sec. 103. The Postmaster General shall make out and keep, in proper books, full and complete inventories and accounts of all the property belonging to the United States in the buildings, rooms, offices, and grounds occupied by him and under his charge; and shall add thereto, from time to time, an account of such property as may be procured subsequently to the taking of the same, and also an account of the sale or disposal of any such property, and to report the same to Congress during the first week of each annual session. But this section shall not apply to the supplies of stationery and fuel.

Record and report of property in department. R. S. § 397.

—record.
—sale of useless property.
—report.

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, respec-

Useless papers. 1881, Mar. 3; 21 Stat. 412. 1889, Feb. 16; 25 Stat. 672. —report to Congress.

tively, 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.

—sale, etc., how authorized.

See sec. 104 as to disposition of useless files; sec. 1421 as to disposition as waste paper of certain reports of arrivals and departures of mails and certificates of oath of mail carriers.

Waste paper and twine.
—what included in.
—sale of.

Sec. 104. Postmasters shall carefully preserve all waste paper, which includes dead and unclaimed domestic printed matter (see sec. 612), facing slips that have been used (see sec. 565), and all other useless paper and all waste twine, including remnants of twine unfit for use (see sec. 510). As much as possible should be realized from this waste matter, competitive bids being procured if feasible, and when practicable it should be sold before the expiration of the quarter and the proceeds accounted for as postal funds (see secs. 107 and 219 to 221). For a list of dealers in paper stock communicate with the local chamber of commerce or board of trade, or those of near-by cities. Sales should be made in the neighborhood of post offices, 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. If after exhausting every resource a profitable market can not be found, advise the First Assistant, Division of Post-office Service, and request instructions. 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.

Disposition of files of papers in post offices.
1906, May 11;
34 Stat. 186.

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.

Report of accumulation of files.

3. 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 submit to the inspector in charge of the district in which the office is situated a report showing in detail the age and description of the papers which it is proposed to dispose of.

Disposition of files by postmasters.

4. Upon receipt from the inspector in charge of authority to dispose of the files of papers 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.

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.

Files to be retained pending action in court.

6. Files and memoranda in division headquarters of post-office inspectors in charge and of the Railway Mail Service shall be subject to the provisions of this section; the papers to be turned over to the postmaster and to be disposed of by him with similar papers in his own office.

Files and memoranda of Railway Mail Service.

NOTE.—See Official Postal Guide for description of files and memoranda to be retained and the periods of retention. Specific authority must be secured from the proper bureau or office of the department for the disposal of files and memoranda not listed.

Note.

PRINTING AND BINDING.

Sec. 105. All printing, binding, and blank books for the executive * * * departments shall be done at the Government Printing Office, except in cases otherwise provided by law.

Printing and binding.

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.

R. S. § 3786. —to be done at Government Printing Office, except. —only as authorized by law. 1895, Jan. 12; 28 Stat. 623. —of annual reports.

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

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

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

—not to be in excess of appropriation. 1895, Jan. 12; 28 Stat. 622.

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

Reports of mail contracts not to be printed. 1895, Jan. 12; 28 Stat. 612. R. S. § 3797.

6. The Joint Committee on Printing shall have power to adopt and employ such measures as, in its discretion, may be deemed necessary to remedy any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications: *Provided*, That hereafter no journal, magazine, periodical, or other similar publication, shall be printed and issued by any branch or officer of the Government service unless the same shall have been specifically authorized by Congress, but such publications as are now being printed without specific authority from Congress may, in the discretion of the

Joint Committee on Printing empowered to remedy any irregularity or waste in the public printing or binding. 1919, Mar. 1; 40 Stat. 1270.

Joint Committee on Printing, be continued until the close of the next regular session of Congress, when, if authority for their continuance is not then granted by Congress they shall not hereafter be printed: *Provided further*, That on and after July 1, 1919, all printing, binding, and blank-book work for Congress, the Executive Office, the judiciary, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District.

Appropriation not to be used unless copy is furnished as provided by law. 1916, July 1: 39 Stat. 336.

7. That appropriations herein and hereafter made for printing and binding shall not be used for any annual report or the accompanying documents unless the copy therefor is furnished to the Public Printer in the following manner: Copies of the documents accompanying such annual reports on or before the fifteenth day of October of each year; copies of the annual reports on or before the fifteenth day of November of each year; complete revised proofs of the accompanying documents and the annual reports on the tenth and twentieth days of November of each year, respectively; and all of said annual reports and accompanying documents shall be printed, made public, and available for distribution not later than within the first five days after the assembling of each regular session of Congress. The provisions of this section shall not apply to the annual reports of the Smithsonian Institution, the Commissioner of Patents, or the Comptroller of the Currency.

CHAPTER 8.

POSTAL REVENUES AND OTHER PUBLIC FUNDS: SOURCES AND DISPOSAL OF.

SOURCES OF REVENUE.

Revenues to be deposited in Treasury. —except.

Sec. 106. 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 depositories for the use of the Post Office Department.

Notes.

NOTES.—The revenues of the Postal Service are derived from—

- (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; 36 Stat. 816. Money - order funds not part of postal revenues.

Money-order funds are not part of the postal revenues. See sec. 1177 as to money-order funds; sec. 206 as to expenditures by postmasters out of receipts of office; sec. 373 as to key-deposit funds; sec. 271 as to fines and penalties; sec. 232 as to manner of keeping accounts.

Miscellaneous receipts. R. S. § 4050. —from dead letters. —money stolen from mails recovered. —fines and penalties. —waste paper and material.

Sec. 107. 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, (General Accounting Office,) in the accounts of such department, under the head of "revenue from money-order business."

—proceeds from money-order business.

—account there of.

See sec. 271, as to collection of fines, penalties, and forfeitures, and payment of half to informer; sec. 203, as to money stolen from the mails; sec. 104, as to sale of waste paper and twine by postmasters; sec. 101, as to unserviceable property and waste material.

Sec. 108. 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 adjustments, shall be deposited in the Treasury as "foreign-mail transit service."

Receipts from transportation foreign mails.

—how accounted for.

CARE OF PUBLIC FUNDS.

Sec. 109. Postmasters shall keep safely, without loaning, using, depositing in an unauthorized bank, or exchanging for other funds, all the public money collected by them, or which may come into their possession, until it is ordered by the Postmaster General to be transferred or paid out.

Money to be kept safely.

R. S. § 3846.

R. S. § 3847.

—until ordered 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. 373 to 375, 1177, and 1178.)

See sec. 1596 as to punishment for misappropriating public funds or property; sec. 1599 as to penalty for violation of above section.

Sec. 110. Postmasters must exercise all possible care for the protection of the public funds and property in their custody.

Care of public funds and property.

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. 125.) During business hours money and postage stamps shall be kept in places inaccessible to the public and concealed from view.

—to be removed from office, when.

3. When funds or postage stamps are left at night in offices unprovided with iron safes, they shall be kept in strong drawers or other fixed receptacles, which shall be securely fastened with good locks. The doors and windows of the office shall be made as secure as possible. The same precautions shall be taken when the post office is closed temporarily during the day.

—where there is no safe, to be kept in locked drawers.

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."

Safes to be completely locked.

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

Combination of safes to be changed.

Failure to change.

claim is made for credit for money or other property stolen from such safes which have been opened without resort to violence.

See sec. 167 as to reimbursement for losses.

Disbursing officers to deposit funds.

R. S. § 3620.
—with whom.

Transfers.

Exchange of funds in hands of disbursing agents.

R. S. § 3651.
—forbidden, except.

Payments.
Drafts.

—to be collected.

Money to be paid to depositaries.

—as directed by Postmaster General.

Character of deposits.

Paper that may be cashed.

When bank drafts may be used.

What shall not be included in deposits.

Paid money orders to be treated as cash.

Sec. 111. 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 * * * 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.

Sec. 112. 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.

Sec. 113. 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.

See sec. 121 as to deposits of postal funds by postmasters; secs. 116 and 126 to 132 as to treatment of deposits by depositaries; sec. 1192 as to remittances of money-order funds; sec. 1197 as to depositories for money-order funds; sec. 123 as to receipts or certificates of deposit.

Sec. 114. Deposits of postal funds may be made in United States coin, Treasury notes, or national-bank notes, or paid money orders.

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.

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. Postmasters will be held liable on their official bonds for any losses of Government funds resulting from fault or negligence on their part.

4. Postmasters in making deposits shall not use postage stamps, foreign coins and notes, or mutilated coins and paper, or bank checks and drafts other than those issued by national or State banks.

5. Money orders paid by district postmasters shall be treated as cash, and such orders shall be used to remit their surplus funds.

See sec. 116 as to treatment of drafts, etc., by depositaries; sec. 1193 as to remittance of money-order funds.

Sec. 115. Remittances of surplus funds for deposit when made by means of currency or coin shall be sent by registered mail, and there shall 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 such remittance in the presence of the witness, who shall also count them. Money to be counted.

4. Form 3044-A shall be used by postmasters at direct accounting offices when postal funds are remitted and Form 1842 by postmasters at district offices. 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. —description of. to be given in remittance letter.

5. When United States notes, gold or silver certificates, or Treasury notes are included in a remittance the number, letter, and denomination should be given thus: U. S. note E26170837A, \$10.00; Silver certificate N34075154B, \$5.00. How to make description. —United States notes.

6. When national-bank notes are included in a remittance the name of the bank and place where located, the United States Treasury number and letter, and the denomination should be given thus: Mechanic's Nat'l, Trenton, N. J., Z289091E, \$10.00. —national - bank notes.

7. When coin is included in a remittance, the denominations should be given thus: —coin.

| | |
|------------------------------------|------|
| Two twenty-dollar gold pieces----- | \$40 |
| Ten silver dollars----- | 10 |

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. Remittance letter signed by witness, etc.

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 873. 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. Package registered and dispatched in presence of 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 no witness.

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. When instructions not complied with.

Deposit of postal funds for different periods.

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. 121), the letter of transmittal should state the amount due for each period. (See sec. 128.)

13. When a postmaster makes a deposit for another postmaster, he shall so state, as a separate certificate is required for each.

Authorized drafts.

Sec. 116. The Treasurer of the United States, Government depositaries, and depositary 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 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.

Failure to collect drafts.—notice of.

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.

Exchange to be deducted from deposit.

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

Inquiries, to whom made.

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.

See sec. 1198 as to money-order funds; secs. 1193 and 1200 as to remittances of money-order funds by means of drafts.

Credits for deposits.

Sec. 117. Postmasters shall take credit in their quarterly accounts for postal deposits. Postal accounts of direct-accounting offices shall be rendered to the Comptroller, Bureau of Accounts, 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.

Failure to receive acknowledgment of remittance, etc., to be reported.

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 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. 118. Postmasters who fail to make deposits according to instructions, or pay over balances on demand of post office inspectors or other duly authorized representative of the Government, shall be liable to removal.

See secs. 1596 and 1600 as to penalty for embezzlement of and failure to promptly remit postal funds.

Depositaries for postal funds.

Sec. 119. The Treasurer of the United States, and 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. 1196 to 1201 as to depositories and depository offices for money-order funds.

Sec. 120. Postmasters shall not remit surplus funds to the Post Office Department or the General Accounting Office. Money sent in this manner will be at the risk of the remitting postmaster, and may be returned.

Remittances not to be sent to department.—when sent to be at risk of postmaster.

Sec. 121. Postmasters at all offices included in the following list are designated as depository postmasters for direct-accounting offices. Postmasters at central accounting offices are depositaries for offices of the third and fourth classes in the respective territories served. Depository postmasters shall deposit their surplus postal funds as directed by the Third Assistant Postmaster General.

Deposit of postal funds.

| State or Territory. | Depository office. | State or Territory. | Depository office. |
|---------------------------|--------------------|---------------------|--------------------|
| Alabama..... | Birmingham. | Nebraska..... | Omaha. |
| Alaska..... | Seattle. | Nevada..... | Reno. |
| Arizona..... | Phoenix. | New Hampshire..... | Concord. |
| Arkansas..... | Little Rock. | New Jersey..... | Newark. |
| California..... | San Francisco. | New Mexico..... | Albuquerque. |
| Colorado..... | Denver. | New York..... | New York. |
| Connecticut..... | New Haven. | North Carolina..... | Raleigh. |
| Delaware..... | Wilmington. | North Dakota..... | Fargo. |
| District of Columbia..... | Washington. | Ohio..... | Cincinnati. |
| Florida..... | Jacksonville. | Oklahoma..... | Oklahoma. |
| Georgia..... | Atlanta. | Oregon..... | Portland. |
| Guam..... | Honolulu. | Pennsylvania..... | Philadelphia. |
| Hawaii..... | Honolulu. | Porto Rico..... | San Juan. |
| Idaho..... | Boise. | Rhode Island..... | Providence. |
| Illinois..... | Chicago. | South Carolina..... | Charleston. |
| Indiana..... | Indianapolis. | South Dakota..... | Sioux Falls. |
| Iowa..... | Des Moines. | Tennessee..... | Nashville. |
| Kansas..... | Topeka. | Texas..... | Austin. |
| Kentucky..... | Louisville. | Samoa..... | Honolulu. |
| Louisiana..... | New Orleans. | Utah..... | Salt Lake City. |
| Maine..... | Portland. | Vermont..... | Burlington. |
| Maryland..... | Baltimore. | Virginia..... | Richmond. |
| Massachusetts..... | Boston. | Virgin Islands..... | St. Thomas. |
| Michigan..... | Detroit. | Washington..... | Seattle. |
| Minnesota..... | St. Paul. | West Virginia..... | Wheeling. |
| Mississippi..... | Vicksburg. | Wisconsin..... | Milwaukee. |
| Missouri..... | St. Louis. | Wyoming..... | Cheyenne. |
| Montana..... | Helena. | | |

The postmaster at Washington, D. C., shall deposit funds with the Treasurer of the United States. (See R. S. 3848.)

Washington, D. C., to deposit with Treasurer of United States.

2. Direct-accounting postmasters shall deposit surplus postal funds on the 15th and last day of each month.

Deposit periods.

3. Postmasters at district offices shall deposit surplus postal funds with the central-accounting offices whenever the amount on hand during the quarter equals \$50, and at the end of the quarter shall remit the amount due to balance the quarterly account.

District offices to deposit with central accounting offices.

4. Any postmaster who fails to deposit his surplus funds at the designated time shall be held liable for any loss that may result from such delay.

Failure to make deposit at stated time.

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. 1191 to 1196, relating to money-order funds.

Note.

See secs. 1196 to 1201 as to depositories and treatment of deposits therein; sec. 107 as to deposit of money paid to postmaster on account of penalty or forfeiture.

Transfer of money.
R. S. § 3641.
1920, May 29;
41 Stat. 654.
—how made.
—when.

Note.
Method of transfers.

Amount to be remitted.
—deposit not required when claim for loss pending.

—notation on account.

Deposit, when amount due unknown.

Deposit of balance due.

Temporary deposits in national or State banks.
R. S. § 3847.
1908, May 27;
35 Stat. 415.

—interest on, not to be received.

Depository to be used.

Sec. 122. The Postmaster General may transfer money belonging to the postal service between the Treasurer, * * *, and designated depositaries, at his discretion, and as the safety of the public money and the convenience of the service may require.

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 Comptroller General, which are paid by the Treasurer or Government depositories. (See sec. 199.)

Sec. 123. A postmaster who has suffered loss of money, postage stamps, or other stamp supplies through any cause, and has made claim for credit or reimbursement, 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 and in every postal account rendered by a first or second class postmaster 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 may be allowed upon settlement of the claim shall be deposited at once.

2. 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 General Accounting Office.

3. On receipt of a statement from the General Accounting Office 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.

See sec. 1192 as to money-order funds.

TEMPORARY DEPOSITS IN BANKS.

Sec. 124. Any postmaster, having public money belonging to the Government, at an office within a city or town where there is no Treasurer * * * of the United States, or designated depositary, 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.

2. In places where a national bank has been designated by the Treasury Department as a depository of public funds, such bank must be used by the postmaster to the exclusion of all others in making temporary deposits of postal funds. Designated depositories are required to pledge collateral with the Treasury Department as security for deposits, and postmasters are thereby protected against loss of such deposits.

3. When temporary deposits of postal funds are made in banks which are not designated depositories they shall not be carried in a personal account of the postmaster, but shall be deposited in an account in the name of "Post Office Department, by _____, Postmaster."

4. When temporary deposits are maintained by postmasters in national or State banks, regular remittances shall be made to their depositories as provided in sections 114, 115, 117, 120, 121, and 123.

Remittances.

NOTE.—"Public money" includes postal, money-order, and other funds.

Note.

See sec. 1190 as to temporary deposit of money-order funds at offices where there are designated depositories; sec. 207 as to use of checks in payment of expenses of offices.

Sec. 125. 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.

Special deposits in State or other banks.

—under postmaster's control.

—not to be used by bank.

2. All postmasters are required to make regular remittances to their designated depositories, as provided by sections 114, 115, 117, 120, 121, and 123.

Regular remittances.

See sec. 1601 as to punishment of private banker who receives regular deposit of public funds.

TREATMENT OF DEPOSITS BY DEPOSITARIES.

Sec. 126. 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. § 3642.

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

Note.

Sec. 127. 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. 110.)

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. 1196 to 1201, relating to money-order depositories; the distinctions must be carefully observed.

Note.
Distinctions between postal and money-order funds.

See sec. 134 as to remittances of surplus funds by depository offices; sec. 220 as to entry of deposits in postal account; sec. 136 as to reports of deposits to Comptroller, Bureau of Accounts, Post Office Department.

Deposits of postal funds. —account of. **Sec. 128.** Postmasters at depository offices for postal funds and central-accounting postmasters shall enter in the proper account every deposit received. (See sec. 220.)

Depository offices to issue certificates in triplicate. 2. Postmasters at depository offices receiving deposits from offices of the direct-accounting class shall issue certificates therefor in triplicate on Form 1566-A, the original to be sent to the General Accounting Office, the duplicate to the postmaster making the deposit, and the triplicate to be retained.

Central accounting office to issue receipts. 3. Postmasters at central-accounting offices shall issue a receipt on Form 1566-D for deposits received from postmasters at offices of the third and fourth classes and send it to the postmaster making the deposit.

Separate certificates for each quarter. 4. 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. 5. 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. 115.)

Certificates. —how numbered. 6. 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.

—a additional, where error. 7. 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. 1199 as to money-order funds.

Record of deposits. —to be entered on date of receipt. Issue of certificates. **Sec. 129.** 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 and receipts shall be issued the same day.

—to bear date of receipt. 2. When it is impracticable to issue and mail all certificates and receipts 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.

Errors in remittance letters. —certificate to issue for actual deposit. **Sec. 130.** 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.

Remittances in currency. —by whom opened. —how opened and verified. —action in cases of discrepancies. **Sec. 131.** 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 inspector in charge of the division in which the office of mailing is located, with a report giving a description of the missing money as entered in the remittance letter.

See sec. 1198 as to money-order funds.

Counterfeits. —how treated. 2. When a remittance contains any apparently counterfeit notes or coins, they should be submitted to the nearest Federal reserve bank or branch thereof or to the proper officer of a national bank

for examination, who will, if the notes or coins be counterfeit, stamp or 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.

3. 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.

Sec. 132. 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 115, 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.

See sec. 1198 as to money-order funds.

Sec. 133. 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, * * * 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 (Comptroller, Bureau of Accounts), to be placed to the credit of the depositor in audit of his accounts.

NOTES.—The postal revenues are generally collected in depository post offices under the provisions of sec. 113, and by such depositories are remitted to the Treasurer, or Government depository (sec. 134). Only one certificate of deposit is issued in case of deposits of money-order funds (see sec. 1199).

Under the regulations of the Treasury Department postmasters are now required to prepare certificates of deposit in quadruplicate on forms furnished by that department to accompany each deposit. After being signed by the depository the original is sent to the Treasurer of the United States, the duplicate to the depositor, the triplicate to the Third Assistant Postmaster General, and the quadruplicate retained by the depository.

See sec. 1192 as to deposit of money-order funds.

Sec. 134. Postmasters at depository and central-accounting offices shall deposit daily all surplus postal funds accruing at their offices in such Government depositories as may be designated by the Postmaster General.

Sec. 135. 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 (Comptroller General); and no credit shall be allowed for any deposit until such warrant has been issued.

NOTE.—The revenues of the postal service are used to meet the expenditures, but all such revenues, whether disbursed directly by postmasters (see sec. 205) or deposited with the Treasurer and disbursed upon warrants (see sec. 199), are brought into the Treasury by warrant of the Postmaster General, and all expenditures are charged against the proper appropriations. (See sec. 179 as to appropriations for services.)

Sec. 136. 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.

Postmasters to be notified of errors.

Errors in remittance. Antedating of remittance letters.

—to be reported.

Payment of postal revenues into the Treasury.

R. S. § 407. 1894, Jan. 22; 28 Stat. 28. 1896, May 28; 29 Stat. 179. 1921, June 10; 42 Stat. 20.

Duplicate receipts for depositories.

Notes. Method of collecting revenue.

Remittance of surplus funds from depository post offices.

Bringing deposits into Treasury.

R. S. § 408. 1921, June 10; 42 Stat. 24.

—warrants for. Note.

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.

2. Postmasters at depository post offices shall forward by ordinary mail (not registered) to the Comptroller, Bureau of Accounts, Post Office Department, on the 15th and last day of each month, on forms furnished by the Fourth Assistant Postmaster General, Division of Equipment and Supplies, a transcript of deposits of postal funds received during the period.

Note.

NOTE.—Depositaries of money-order funds are required to make and forward to the Comptroller, Bureau of Accounts, transcripts of all deposits, as provided in sec. 1199.

DISPOSAL OF FUNDS AND PROPERTY UPON CHANGE OF POSTMASTERS, ETC.

Change of postmasters or discontinuance of offices.

Sec. 137. 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:

Lists of property.

Stamps.

(a) Postage stamps, books of stamps, coils of stamps, special-delivery stamps, due stamps, stamped envelopes, newspaper wrappers, postal cards, international reply coupons, internal-revenue stamps and Treasury savings certificates.

Supplies.

(b) Mail bags and pouch locks.
(c) Money-order records, letter-box locks, mail keys, mail-key chains, letter-carrier satchels, etc.

Public property.

(d) 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 Official Postal Guide, postmarking and dating stamps and ink and pads therefor, unused printed forms and blank books, and all other supplies.

Postal - savings funds.

(e) Postal-savings funds on hand and accountable stock, including blank certificates and postal-savings cards and stamps.

Receipts in duplicate.

2. The incoming 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; in accordance with the instructions printed on the receipt forms supplied by the Department.

(b) Mail pouches, sacks, and pouch locks; to the Second Assistant Postmaster General, Division of Railway Mail Service.

(c) Letter-box locks, mail keys, and key chains; to the Fourth Assistant Postmaster General, Mail-Equipment Shops. Letter-carrier satchels; to the Division of Equipment and Supplies.

(d) Money-order records; to the Third Assistant Postmaster General, Division of Money Orders.

(e) 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.

(f) 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.

(g) An incoming postmaster or acting postmaster at a third or fourth class post office shall render to the outgoing postmaster or

acting postmaster receipt in triplicate for all undelivered C. O. D. and insured packages on hand. The original receipt shall be delivered to the outgoing postmaster or acting postmaster, the duplicate retained for the files of the office and the triplicate sent to the Third Assistant Postmaster General, Division of Registered Mails.

3. When a change of postmasters occurs, the outgoing postmaster shall deliver to the incoming postmaster all of the equipment and supplies on hand in accordance with the inventories as specified in preceding paragraphs 1 and 2, and complete certificates on the appropriate form (Form 1058 for direct-accounting and central-accounting post offices, Form 1057 for post offices of the third class, and Form 1059 for post offices of the fourth class). The certificates when completed shall be signed by both outgoing and incoming postmasters, detached, and forwarded as indicated on the form.

See secs. 1205 and 1206 as to disposition of money-order funds and supplies on change of postmaster.

4. A postmaster on taking charge shall not receive from his predecessor any money belonging to the department, except money-order funds (see sec. 1205) and postal-savings funds, unless specially instructed to do so.

Money not to be received from predecessors, except.

See sec. 138 as to cash to balance fixed credit.

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. 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, Mail-Equipment Shops, 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.

Discontinuance of office.—disposal of supplies, etc.

Return of mail keys.

6. Surplus funds shall be deposited with the regular depository upon rendering the final account. (See sec. 121.)

Funds, how treated.

Sec. 138. When a postmaster at a first or second class post office 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 General Accounting Office (see sec. 242), shall be deposited with his designated depository and not transferred nor paid to his successor.

Disposal of funds on change of postmasters.

2. When a postmaster at a third or fourth class post office goes out of office he shall turn over to his successor all postage and internal revenue stamp supplies on hand and sufficient cash to make up the amount of the fixed credit charged to his office. He shall also forward to his central-accounting postmaster all funds due the Government to balance his final account. Four receipts shall be taken, one to be retained by the outgoing postmaster and the others to be forward (1) to the First Assistant

At district post offices.

Deposit of funds.

Receipts.

Postmaster General, (2) to the Comptroller, Bureau of Accounts, and (3) to the central-accounting postmaster.

Key-deposit funds.

3. 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 who shall give him a receipt therefor.

See sec. 374 as to treatment of key-deposit funds; secs. 242, 250, 1205, and 1206 as to disposition of money-order funds on change of postmasters.

CHAPTER 9.

POSTAGE STAMPS AND OTHER STAMPED PAPER AND SECURITIES.

GENERAL PROVISIONS: POSTAGE STAMPS, ENVELOPES, ETC.

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

Sec. 139. 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. 522 as to restrictions against use of stamps not valid for payment of postage.

Special-delivery stamps. 1885, Mar. 3; 23 Stat. 387. 1886, Aug. 4; 24 Stat. 220. —matter bearing, to be entitled to immediate delivery.

Sec. 140. 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. 830, 832, 833, and 838.)

Note.

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 Six, ch. 4, "Special-delivery service;" sec. 830 as to use of ordinary stamps for special-delivery service.

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

Sec. 141. 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.

See secs. 157 and 158 as to requisitions for books of stamps; sec. 146 as to unlawful 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.

Unperforated 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.

Special stamps for collection of postage due. 1879, Mar. 3; 20 Stat. 361.

Sec. 142. (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. 571 to 574 and 607 as to use of postage-due stamps.

P. M. G. may adopt improvements in stamps and stamped envelopes.

Sec. 143. 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.

R. S. § 3917.

Sec. 144. 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.
R. S. § 5413.
Note.

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

See sec. 1609 as to penalty for issuing or circulating business or professional cards, etc., in likeness of securities of the United States; secs. 522 and 1605 as to offenses in connection with postage stamps, etc.

Sec. 145. 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.
R. S. § 3919.
—to be furnished and kept for sale.
—not to be used by postmasters in official correspondence.

See Title One, ch. 9, 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 485.

3. 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 with the base of the stamp window. This precaution is considered necessary to prevent the spread of disease.

—delivery to purchasers.

4. 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.

Postmasters to sign receipts.

NOTE.—The term "stamped paper" applies to adhesive stamps of all kinds, and postal cards, as well as to stamped envelopes.

Note.—Meaning of "stamped paper."

Sec. 146. 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.

Unlawful pledging or sale of stamps.
R. S. § 3920.
1878, June 17;
20 Stat. 141.
1909, Mar. 4,
ch. 321, § 208;
35 Stat. 1128.

Inducing purchases to increase pay.

Punishment.

See sec. 308 as to unusual sales of stamped paper; sec. 515 as to diverting postal business from other post offices.

—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. 162 as to accounting for "excess revenue" accruing from this source; secs. 522 and 1605 as to penalty for unlawful use, counterfeiting, etc., of stamps, etc.; sec. 515 as to soliciting mailing of matter.

Foreign or mutilated coins or currency.—not to be accepted, except. **Sec. 147.** Postmasters shall 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.

Trade dollar. 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.

Minor coins. 3. Minor coins—5, 3, and 1 cent pieces—are legal tender to the amount of 25 cents, and fractional silver up to \$10.

Counterfeits, postmaster to bear loss. 4. Where counterfeit money is accepted, the postmaster must bear the resulting loss.

Change, postmaster to make. 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.

See sec. 1086, note, as to further explanation of "legal tender."

STAMPED ENVELOPES AND WRAPPERS.

Stamped envelopes, etc. **Sec. 148.** 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.

Note.—The clause in parentheses shows the amendment to the original statute as indicated in the margin. See sec. 152 as to restrictions on printing.

Letter-sheet envelopes. * * * 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

Double-letter envelopes. * * * furnish for public 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.

Distribution of stamped envelopes and postal cards. **Sec. 150.** 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.

SPECIAL-REQUEST ENVELOPES.

Sec. 151. Postmasters shall make requisitions for special-request envelopes, on Forms 3202 (direct and central accounting) and 3202-d (district accounting), 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, the postage value to be collected when the envelopes are delivered to purchaser.

Advance deposit.

3. A receipt on Form 3202-a shall be given the purchaser for advance deposits on stamped envelopes.

Receipt.

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 or central-accounting postmaster before he receives the stamped envelopes from the department. Upon delivery of such envelopes to purchasers, direct and central-accounting postmasters shall include the amount of their postage value and of the advance deposit made for them with proceeds from the sales of other stamp supplies, and remit the same with the next deposit of postal funds.

Disposition of money.

5. District postmasters shall remit the full value of special-request and office-request envelopes to their central-accounting postmasters, promptly upon delivery.

District postmasters to remit full value of envelopes.

Sec. 152. 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.

Printing on envelopes restricted. 1906, June 26; 34 Stat. 476.

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 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. The form of return-request for the stamped envelopes shall be, "After 5 days, return

—advertisements.

—request for return.
—name of purchaser.

—local address.

—post office and State.

—permissible omissions.

—branch post offices.

—form of return request.

to," the number of days to be not less than 3 nor more than 30. (See secs. 609 and 610.)

—names disclosing business.

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. Such return cards as "Brown's Pharmacy," "The Style Shop," "Washington Mills," etc., may be printed only upon proper certification by the postmaster that the names are bona fide and so included in signatures to letters, checks, and other business papers.

—officers of firms, etc.

4. The name and title of an officer of a firm, corporation, institution, association, or society may be printed when so desired; for example, "Joe Doe, treasurer, Washington Educational Association."

—titles.

5. Such titles as "M. D.," "D. D. S.," "Rev.," "L. L. D.," etc., may be printed when they are clearly for purposes of identification and not for advertisement.

—branch of business.

6. The name of a branch or department of the purchaser's business may be printed only when other branches or departments are located at the same post-office address, making it necessary to include such printing to insure the 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 including it.

—unnecessary printing prohibited.

7. 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.

—special-request envelopes, place of purchase.

8. Special-request envelopes shall be purchased and delivered only through the post office or branch post office to which the card directs their return.

—printing of return cards.

9. 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.

—spelling of post office.
—abbreviation of State.

—copy for return cards.

10. 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 held responsible therefor and credit allowed at postage value only in redemption of the envelopes.

—postmasters responsible for illegible copy.

—no printing on wrappers or postal cards.

11. Return cards shall not be printed by the department on newspaper wrappers or postal cards.

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. (See par. 3, sec. 457.)

13. Requisitions for 1-cent envelopes intended for inclosing third-class matter shall include the pledge, "Return postage guaranteed." When envelopes are desired for local use at a post office not having city, village, or rural delivery service, the guarantee pledge will be omitted if the requisition is indorsed "For first-class matter only," or other information given to the effect that the envelopes are to be used for first-class matter at the drop-letter rate.

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" on Forms 3202 and 3202-1, and on the printer's slip.

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.

Sec. 153. If return-card stamped envelopes are refused by the purchaser because of misprint or error in the card, because of wrong denomination, size, color, quality, or variety of envelopes, or because of defective manufacture, a new requisition on the designated blank form, marked "To replace rejected envelopes invoiced (date)," shall be sent to the Third Assistant Postmaster General, Division of Stamps, by direct and central accounting postmasters. The rejected envelopes, accompanied with a letter of explanation mentioning the date of the department's invoice, shall be sent by official registered mail to the Third Assistant Postmaster General, Division of Stamps, immediately, not awaiting the regular quarterly redemption shipment. If the error was made by the department or by the contractor, redemption shall be made at the full value of the envelopes. If the error was made by the purchaser of the envelopes, redemption shall be made at their postage value only. If the error was made by the postmaster, he shall be given credit in his account at postage value, but shall allow the purchaser full value in redemption.

2. When mispacked return-card stamped envelopes (those bearing the card of another purchaser) are received in a shipment, a report giving date of invoice and fully describing the mispacked envelopes, and whether they are in lieu of or in excess of those invoiced, shall be made by letter to the Third Assistant Postmaster General, Division of Stamps. The mispacked envelopes shall be held for instructions. If any of the envelopes in the shipment are found to bear the proper return card, such envelopes shall be delivered to the purchaser without delay. District postmasters shall submit such reports and return rejected envelopes to their central-accounting postmasters.

3. Postmasters shall not send stamped envelopes, printed or unprinted, to the United States Stamped-envelope Agent without authority from the department.

POSTAL CARDS.

Postal cards. **Sec. 154.** 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.

R. S. § 3916.

—Postmaster General shall furnish.

—to be sold at 1 cent each.

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

1879, Mar. 3; 20 Stat. 362.

—to be sold at 2 cents each.

Postal cards for circulation in foreign mails. **Sec. 155.** 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.

1879, Mar. 3; 20 Stat. 357.

1880, June 11; 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.

Stamped envelopes and postal cards to and from Philippines. 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.

INTERNATIONAL REPLY COUPONS.

International reply coupons. **Sec. 156.** International reply coupons of the denomination of 11 cents shall be issued to postmasters and sold to the public for use in prepaying international reply postage.

Domestic coupons. 2. Unused domestic reply coupons may, if either damaged or undamaged, be redeemed in postage stamps at postage value (10 cents) from original purchasers.

Foreign. 3. International reply coupons issued by foreign countries shall be redeemed by postmasters in postage stamps.

Parts of, not to be redeemed. 4. To be acceptable for redemption, each coupon shall be in whole condition. Parts or pieces of coupons shall not be redeemed.

Note. NOTE.—International reply coupons are sold and redeemed pursuant to sec. 2 of article 13, Universal Postal Convention of Madrid, 1920, and Art. VII of the regulations for its execution. (See Official Postal Guide.)

REQUISITIONS FOR STAMPED PAPER STOCK.

Sec. 157. Postmasters shall keep on hand a supply of postage stamps of every kind, books of stamps (see sec. 143), 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 from direct and central accounting post offices for 3 to 12 months' supply if storage space is available; but care should be taken not to exceed the amount that can be given adequate protection.

—requisitions for.

See secs. 110 and 125, as to care of postage stamps.

3. Postmasters of the first class may make requisition at any time during the quarter; postmasters at all other direct-accounting post offices may make requisition at any time except the first 15 or the last 10 days of a quarter. Postmasters at district accounting post offices shall make requisitions to restore fixed credit not oftener than once each month, except in emergencies. These rules do not apply to requisitions for special-request envelopes, which shall be forwarded on the same day on which order is taken from purchaser. (See sec. 151.)

—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.

5. All stamped paper supplied to direct and central accounting post offices 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.

—when charged to postmasters.

6. Stamped paper shall not be loaned by one postmaster to another.

Stamps not to be loaned.

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. 308.)

—temporary, may be purchased from other offices.

See secs. 219, 220, and 221, as to keeping account of stamps received and sold.

Sec. 158. Requisitions for postage stamps of all kinds, books of stamps (see sec. 141), postage-due, special-delivery, and postal-saving stamps, stamped envelopes ("ordinary," "special request," or "office request") (see sec. 151), newspaper wrappers, postal cards, and international reply coupons, shall be made by direct and central accounting postmasters on the Third Assistant Postmaster General, Division of Stamps, on Forms 3201 and 3202. 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. District postmasters shall draw requisitions on their central-accounting postmasters, using Forms 3338 and 3202-d.

Requisitions for stamps, stamped envelopes, etc.

—may be filled with more or less stock than ordered.

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. 301 and 302.

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.

Supplies not furnished postmaster until commissioned. 4. No postmaster shall be supplied with stamped paper until his commission shall have been duly issued.

See sec. 298 as to postmaster's holding over.

Counting of stamp supplies. **Sec. 159.** 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.

shortages and excesses. 2. If the value of the stamped paper received at direct or central accounting post offices 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 and addressed to the Third Assistant Postmaster General, Division of Stamps, stating the registry number of the shipment and inclosing the invoice. When such reports relate to postal cards, the postmaster shall send with his report the packer's ticket and the packing information stamped upon the box, and in the case of stamped envelopes the end of the packing box. The shipment, with the packing box or wrappers, shall be held by the postmaster for instructions. A requisition for a new supply, if needed, pending investigation of the reported discrepancy, should be fastened to his report.

At district post offices. 3. If the stamped paper received at a district post office is short or in excess of invoice, a report as outlined in paragraph 2 shall be made by the district postmaster to the central-accounting postmaster who supplied the stock. The district postmaster will hold the shipment, with the packing box and wrappers, for instructions.

See sec. 153 as to treatment of irregularities in printed stamped envelopes furnished, and sec. 164 as to stamped paper damaged on receipt.

Error in requisition for stamped envelopes. --credit for postage only. **Sec. 160.** 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.

See sec. 153 as to errors in special-request envelopes furnished.

ACCOUNTING.

Sec. 161. Postmasters at direct and central accounting post offices shall render to the Third Assistant Postmaster General, Division of Stamps, promptly at the close of each quarter, a stamp account, embodying: (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 stamped paper sold during the quarter.

Postmasters' stamp account.

2. The postmaster shall list in chronological order in the space provided therefor on his quarterly stamp account the total value of 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. 233 as to quarterly postal account.

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. 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 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 of the stamped paper and cash held by employees to whom stamp supplies are intrusted, not less frequently than once each month at the main office and classified stations and once each quarter at contract stations. Upon discontinuance of the service of such an employee, stamped paper and cash to the full amount of the credit allowance shall be returned to the postmaster.

Postmasters to supply superintendents, etc., with stamped paper.

Inventories of stamped supplies intrusted to employees.

5. Central-accounting postmasters shall issue a supply of postage stamps and other stamped paper sufficient to meet the public demands to district postmasters in their respective territories on fixed credit in multiples of \$50. Central-accounting postmasters shall take receipt for stock so issued and carry the supplies as stock on hand. Money received by a district postmaster for the sale of stamped paper shall be remitted to the central-accounting postmaster not oftener than once each month, except in emergency, with a requisition on Form 3338 for needed supplies.

Central-accounting postmaster to supply district postmasters with stamped paper.

Quarterly accounts to be rendered central-accounting postmasters.

6. Postmasters at district post offices shall render a quarterly account to their central-accounting postmasters promptly after the close of the quarter. This account shall include a record of stamp transactions for the period covered.

Accounting for excess revenue.

Sec. 162. 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 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 is accountable to the department or central-accounting postmaster from the amount of cash received from the sale of postage-stamp supplies since the previous inventory.

—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.

REDEMPTION OF STAMPED PAPER.

Postage stamps, postal cards, stamped envelopes, etc.

Sec. 163. 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.

—damaged in the post office.

2. Postage stamps, stamp books, postage-due stamps, special-delivery stamps, international reply coupons, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps 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.

—redeemed from the public.

3. Uncanceled, unserviceable, and spoiled stamped 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.

Stamped envelopes.

4. Stamped envelopes and newspaper wrappers which 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, 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.

Postal cards.

7. When, through inadvertence, a postmaster sells 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 153.

Errors in sales, etc.

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.

"Original purchaser."

Sec. 164. Postmasters at direct and central accounting post offices shall make shipments of stamped envelopes, newspaper wrappers, postal cards, and international reply coupons redeemed from the public and postage stamps and other stamped paper damaged in transit or made unsalable after receipt at post offices to the Third Assistant Postmaster General, Division of Stamps, by registered mail, for credit. In disposing of redeemed and damaged stamp stock postmasters shall follow the instructions in the Official Postal Guide under the title "Directions for returning postage-stamp stock for credit."

Redemption shipments from direct and central accounting post offices.

2. Stamped paper redeemed by district postmasters or damaged in their possession shall be forwarded to their central-accounting postmasters by official registered mail once every six months, or oftener if necessary, in exchange for other stamped paper.

District postmasters to return stock to central-accounting postmasters.

3. Where any portion of a shipment of stamps or other stamped paper received on requisition is found to be damaged or defective, except misprinted special-request envelopes (see sec. 153), the postmaster shall, if direct or central accounting, submit a report of the facts to the Third Assistant Postmaster General, Division of Stamps, and, unless otherwise instructed, include the unsalable stock in the next regular redemption shipment. If additional stock is needed, a requisition should be submitted on the proper form, indorsed "To replace damaged stamped paper received on invoice of ———." Stamped paper received by dis-

Stamped paper damaged on receipt.

New requisitions.

strict postmasters in unsalable condition shall be returned to the central-accounting postmaster with a statement of the facts, for replacing with new stock.

Damaged in transit.

4. When a shipment of postage stamps or other stamped paper is damaged in transit with loss of contents, the postmaster shall make an immediate report of the facts, upon his oath of office, to the Third Assistant Postmaster General, Division of Stamps, stating the registry number and date of invoice. A requisition for additional stock, if needed, should be submitted. District postmasters receiving shipments damaged in transit with loss of contents shall submit the foregoing report to their central-accounting postmasters from whom the stock was received.

Stamped paper damaged by fire, etc.

5. Postage stamps or other stamped paper made unfit for use by fire or other unavoidable casualty while in the custody of postmasters shall, in the case of direct and central accounting post offices, be forwarded to the Third Assistant Postmaster General, Division of Stamps, accompanied by an itemized list of the number of each denomination and variety. Postmasters at district accounting post offices shall forward such stock in the same manner to their central-accounting postmasters, who shall furnish other stamped paper of equal value in exchange.

—when value can not be determined.

6. When postage stamps or other stamped paper returned by postmasters in accordance with the foregoing paragraph are damaged so the value can not be determined, a full statement of the facts in connection with the damaged condition of the stock shall accompany the shipment.

Postmasters not to take credit without authority.

7. 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 shipments have been received and checked.

Stamps exposed to infection.

See section 512 as to disposition of stamp supplies exposed to infection.

INTERNAL REVENUE STAMPS.

Internal-revenue stamps. 1917, Oct. 3; 40 Stat. 321.

Sec. 165. The Commissioner of Internal Revenue shall furnish to the Postmaster General, without prepayment a suitable quantity of adhesive (internal revenue) stamps to be distributed to and kept on sale by the various postmasters in the United States. The Postmaster General may require each such postmaster to give additional or increased bond as postmaster for the value of the stamps so furnished, and each such postmaster shall deposit the receipts from the sale of such stamps to the credit of and render accounts to the Postmaster General at such times and in such form as he may by regulations prescribe. The Postmaster General shall at least once monthly transfer all collections from this source to the Treasury as internal-revenue collections.

—shall be kept on sale.

2. Adhesive internal-revenue stamps shall be kept on sale at all post offices.

—to be accounted for in accordance with departmental instructions.

3. Internal-revenue stamps shall be supplied to postmasters and accounted for in accordance with detailed instructions of the Third Assistant Postmaster General.

—not to be redeemed from public.

4. Internal-revenue stamps shall not be redeemed from the public. The holders of such stamps should apply directly to the Commissioner of Internal Revenue, Treasury Department.

See sec. 163, par. 2, as to redemption of unsalable internal-revenue stamps in post office stock.

Note.

NOTE.—See Official Postal Guide as to the sale of and accounting for internal-revenue stamps.

GOVERNMENT SECURITIES.

Sec. 166. The Secretary of the Treasury is authorized to borrow from time to time, on the credit of the United States, for the purposes of this act and to meet public expenditures authorized by law, such sum or sums as in his judgment may be necessary, and to issue therefor, at such price or prices and upon such terms and conditions as he may determine, war-savings certificates of the United States on which interest to maturity may be discounted in advance at such rate or rates and computed in such manner as he may prescribe.

War-savings and Treasury-savings securities.
1917, Sept. 24 ;
40 Stat. 291.
1918, Sept. 24 ;
40 Stat. 966.
1921, Nov. 23 ;
42 Stat. 321.

2. Each war-saving certificate so issued shall be payable at such time, not exceeding five years from the date of its issue, and may be redeemable before maturity upon such terms and conditions as the Secretary of the Treasury may prescribe. * * * It shall not be lawful for any one person at any one time to hold war-savings certificates of any one series to an aggregate amount exceeding \$5,000. The Secretary of the Treasury may, under such regulations and upon such terms and conditions as he may prescribe, issue, or cause to be issued, stamps to evidence payments for or on account of such certificates.

Limitation as to amount held by one person.

3. In connection with the operations of advertising, selling, and delivering * * * war-savings certificates of the United States provided for in this Act, the Postmaster General, under such regulations as he may prescribe, shall require, at the request of the Secretary of the Treasury, the employees of the Post Office Department and of the Postal Service to perform such service as may be necessary, desirable, or practicable without extra compensation.

Services of post-employees in connection with sale to be without extra compensation.

4. United States Government thrift stamps, issued by the Secretary of the Treasury under authority of the act referred to in the preceding paragraphs, shall, when affixed to thrift cards, not more than 16 to the card, be cashed from postal funds at 25 cents each at any money-order post office. They may also be accepted in part payment for Treasury savings certificates. (The sale of such stamps was discontinued December 31, 1921.)

Thrift stamps.

5. United States war-savings certificates to which have been affixed one or more United States war-savings certificate stamps of the corresponding annual series, issued by the Secretary of the Treasury under authority of the act of September 24, 1917, and which have been inscribed with the name and address of the owner, may be registered at any money-order post office: *Provided*, That postmasters at money-order post offices of the fourth class may only be authorized to register certificates upon application approved by the Third Assistant Postmaster General. Unless registered, the United States will not be liable for payment of such certificates if made to a person other than the lawful owner.

Certificates may be registered at any money-order office, but fourth-class offices must be specially authorized.

6. War-savings certificates with one or more war-savings certificate stamps affixed, if not registered, are payable at any money-order post office, at the amounts specified in the redemption table printed on each certificate. On or after the date of maturity they are also payable at the Treasury Department in Washington. Registered certificates are payable only from the post office where registered. Postmasters shall require 10 days' notice in writing before making payments, but the Third Assistant Postmaster General may authorize postmasters to waive notice when circumstances require that action. Upon payment the certificate shall be surrendered and the receipt printed thereon shall be dated and

Payment of registered and unregistered certificates.

signed by the owner in the presence of the postmaster or his authorized representative: *Provided*, That when the owner can not appear in person he may sign the receipt before the certificate is presented by mail or through a representative. In case of death or disability of the owner, payment shall be made on receipt of special instructions from the Third Assistant Postmaster General, accompanied with a special receipt to be signed by the authorized payee.

Certificates to be cashed at district money-order offices.

—subsequent disposition of.

7. Postmasters at district offices authorized to transact money-order business shall cash war savings certificates with surplus funds, and shall remit them to the central-accounting postmaster in lieu of a like amount of cash. If surplus funds are not available, an interim receipt should be given to the owner, and the certificate shall be sent by registered mail to the central-accounting postmaster, who shall return cash or a bank draft therefor.

Certificates to be cashed at accounting offices.

—subsequent disposition of.

8. Postmasters at first or second class offices shall cash war-savings certificates with surplus postal funds and shall remit them to their designated depositary postmaster for postal funds, in lieu of a like amount of cash. If such funds are not available, an interim receipt shall be given to the owner, and the certificate shall be sent by official registered mail to the designated depositary postmaster for postal funds, who shall return cash or a bank draft therefor.

Treatment by depositary postmasters.

9. Depositary postmasters shall deposit all war-savings certificates paid from surplus postal funds, including those remitted to them by accounting postmasters, in their local United States depositories for surplus postal funds, to the credit of the postal revenues, in lieu of a like amount of cash.

Treasury savings certificates to be supplied to postmasters.

10. Registered war-savings certificates of \$25, \$100, and \$1,000 denominations (maturity value) issued by the Secretary of the Treasury under authority of the act of September 24, 1917, and known as Treasury savings certificates, shall be supplied to postmasters at such post offices as may be designated by the Third Assistant Postmaster General, for sale to the public.

Treasury certificates not to be paid by postmasters.

11. Treasury savings certificates are payable by the Treasury Department and shall not be paid by postmasters.

Treasury savings stamps to be accepted in payment for savings certificates.

12. Savings stamps of \$1 denomination (noninterest bearing) known as "Treasury savings stamps," issued by the Secretary of the Treasury under authority of the act of September 24, 1917, when affixed to Treasury savings cards shall be accepted at their face value in exchange or part payment for Treasury savings certificates, or may be cashed from postal funds.

Remittance of funds to be made daily by district postmasters.

13. District postmasters shall remit daily by official registered mail to their respective central accounting postmasters all funds and exchanged War savings stamps received from the sale of Treasury savings certificates, together with the original registration stubs corresponding to the certificates sold. Twenty-five cent thrift stamps and \$1 Treasury savings stamps accepted by a district postmaster in exchange or partial payment for Treasury savings certificates shall be remitted in lieu of a like amount of Treasury savings cash.

14. Postmasters at first and second class post offices (except as provided in par. 15) shall remit by official registered mail to their designated depository postmaster for postal funds the entire proceeds of sales of Treasury savings certificates and Treasury savings stamps promptly at the close of each month, or whenever during the month the same shall amount to \$100. Thrift stamps and \$1 Treasury savings stamps received in exchange for or in partial payment of Treasury savings certificates shall be remitted in lieu of a like amount of Treasury savings cash. The depository postmaster shall issue a certificate of deposit, which shall be a voucher to the monthly account of the remitting postmaster.

Remittances by postmasters first and second class.

15. Depository postmasters and the postmasters at such offices of the first class as the Third Assistant Postmaster General may designate shall deposit daily the entire cash proceeds of the sale of Treasury savings certificates and Treasury savings stamps, including Treasury savings funds remitted to them by other postmasters, in local active United States depositories to the credit of the Treasurer of the United States for "Post Office Department, Treasury savings certificate account." Certificates of deposit will be issued therefor.

Remittances by depository postmasters and other designated offices.

16. Postmasters at first and second class post offices, including State depository offices, shall deposit monthly all thrift stamps affixed to United States Government thrift cards and Treasury savings stamps affixed to United States Government Treasury savings cards received in exchange for and in partial payment of Treasury savings certificates in accordance with such special instructions as may be issued by the Third Assistant Postmaster General.

Disposition of thrift stamps and postmasters at first and second-class offices.

17. The liability of postmasters under their bonds for Treasury savings funds not remitted or deposited in accordance with paragraphs 13, 14, 15, and 16, above, shall increase proportionately in the same amount that the liability of the Government increases for Treasury savings certificates issued by them and outstanding, in accordance with the table of redemption values printed on the back of Treasury savings certificates. Postmasters who are delinquent or negligent in remitting funds received from the sale of Treasury savings certificates as provided above shall remit to their respective central accounting postmasters, their State depository postmasters or deposit in their authorized depositories for Treasury savings funds, whenever called on to do so by a duly authorized representative of the department, for each and every Treasury savings certificate sold, issued, or unaccounted for, an amount of money sufficient to cover the redemption cost to the United States Treasury, at the time the remittance or deposit or collection is actually made. Central accounting postmasters are responsible for, and shall be held accountable to, the department for the collection and deposit of sufficient funds from district postmasters in their respective territories to cover the redemption cost to the United States Treasury of every Treasury savings certificate sold, issued, or unaccounted for by such district postmasters.

Liability of postmasters under their official bonds.

Detailed instructions to be issued by Third Assistant.

18. Detailed instructions in regard to the registration and payment of war-savings stamp certificates, the sale of and accounting for Treasury savings certificates and the remittance and deposit of and accounting for Treasury savings funds, shall be issued by the Third Assistant Postmaster General.

Note.

See secs. 228 and 1237 as to postal-savings accounts and records.

CHAPTER 10.

LOSSES OF FUNDS AND STAMPED PAPER.

Postmaster General authorized to allow credit for certain losses.

1914, Jan. 21; 38 Stat. 279.

Sec. 167. The Postmaster General * * * is hereby authorized to investigate all claims of postmasters for the loss of money-order funds, postal funds, postal savings funds, postage stamps, stamped envelopes, newspaper wrappers, postal cards, postal savings cards, postal savings stamps, and postal savings certificates belonging to the United States in the hands of such postmasters, and for the loss of key-deposit funds, funds deposited to cover postage on mailings, and funds received as deposits to cover orders for stamped envelopes, 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, postal funds, or postal savings 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 \$10,000 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 this Act shall not embrace any claim for losses as aforesaid which accrued more than four years prior to the date of approval of this Act; and all such claims must be presented within six months after such date, and no claims for losses which may hereafter accrue 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. 80.)

Losses involving Navy mail clerks.

1916, May 18; 39 Stat. 163.

3. That the Act approved January twenty-first, nineteen hundred and fourteen (Thirty-eighth Statutes, page two hundred and seventy-eight), authorizing the Postmaster General to adjust certain claims of postmasters for loss by burglary, fire, or other unavoidable casualty, be so amended as to include Navy mail clerks and assistant Navy mail clerks.

Claims include war savings, etc.

1918, July 2; 40 Stat. 754.

4. The act approved January 21, 1914 (38 Stat. 278), authorizing the Postmaster General to adjust certain claims of postmasters for loss by burglary, fire, or other unavoidable casualty, be so amended as to include U. S. War-Savings Certificate Stamps, U. S. Government Thrift Stamps, war tax revenue stamps, and funds received from the sale of such stamps: *Provided*, That this act shall not embrace any claim for losses as aforesaid which

accrued prior to September 24, 1917, and all such claims must be presented within six months from the time the loss occurred.

NOTE.—Paragraph 4 is held to include Treasury savings securities.

See sec. 1206 as to unadjusted claims upon change of postmasters.

Sec. 168. At direct-accounting or central-accounting offices all claims for credit on account of losses by burglary, fire, or other unavoidable casualty, and correspondence concerning the same shall be addressed to the Solicitor for the Post Office Department, who shall furnish the necessary blanks for making such claims.

See sec. 328 as to reporting losses by burglary, fire, or other unavoidable casualty.

2. In case the value of stamps or other stamped paper damaged by fire or other unavoidable casualty can not be ascertained the damaged supplies shall be sent as provided in section 164 to the Third Assistant Postmaster General, Division of Stamps, who shall determine their value, if possible, and notify the postmaster and the Solicitor.

3. 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.

4. At a district office the postmaster should promptly notify the central-accounting postmaster of the particulars of the loss and the amount, and file his claim with the Solicitor. The inspector in charge shall also be notified. The central-accounting postmaster shall promptly forward to the district postmaster stamp stock and cash equal to the amount of the loss. The district postmaster shall sign an "emergency claim pending receipt" to cover the amount furnished, which receipt shall include the certificate acknowledging his accountability for the additional stamps and cash furnished him, and agreeing to account for them in cash or stamps to the central-accounting postmaster if his claim is subsequently disallowed by the Postmaster General.

CHAPTER 11.

GOVERNMENT TELEGRAMS.

Sec. 169. Telegrams between the several departments of the Government and their officers and agents, in their transmission over the lines of any telegraph company to which has been given the right of way, timber, or station lands from the public domain, shall have priority over all other business, at such rates as the Postmaster General shall annually fix. And no part of any appropriation for the several departments of the Government shall be paid to any company which neglects or refuses to transmit such telegrams in accordance with the provisions of this section.

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

Sec. 170. 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.

Claims for credit.

—correspondence and blanks.

—stamps, etc., damaged.

—to be sent to Third Assistant Postmaster General.

Inventory after casualty.

Rates for Government telegrams over lines given certain privileges.

R. S. § 5266.
1892, July 5;
27 Stat. 82.

—Postmaster General to fix.

Note.

Companies accepting privileges to file acceptances with Postmaster General.

R. S. § 5268.

Chief clerk to file acceptances. 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.

List of companies. 3. A list of the companies which have filed acceptances "of the restrictions and obligations required by law," and are bound to transmit official telegrams at the rates prescribed by the Postmaster General, will be published in circular form, accompanying the annual order of the Postmaster General fixing the rates. The chief clerk shall furnish copies of this circular on application.

Note. NOTE.—For the privileges granted to telegraph companies accepting "the restrictions and obligations required by law" see R. S. §§ 5263, 5264, 5265; as to penalty for failing to transmit official telegrams, R. S. § 5269; and as to use of lines for military and postal purposes, R. S. § 5267. See act of August 7, 1888, ch. 772 (25 Stat. 382), which requires all railroad and telegraph companies which have been aided by the United States to construct and operate telegraph lines.

TITLE TWO.

ESTIMATES, APPROPRIATIONS, DISBURSEMENTS AND ACCOUNTS.

CHAPTER 1.

ESTIMATES.

Sec. 171. The President shall transmit to Congress on the first day of each regular session, the Budget, which shall set forth in summary and in detail: * * * Estimates of the expenditures and appropriations necessary in his judgment for the support of the Government for the ensuing fiscal year; except that the estimates for such year for the Legislative Branch of the Government and the Supreme Court of the United States shall be transmitted to the President on or before October 15th of each year, and shall be included by him in the Budget without revision.

The Budget to be transmitted to Congress.
1921, June 10;
42 Stat. 20.
Details of estimates.

Sec. 172. The President from time to time may transmit to Congress supplemental or deficiency estimates for such appropriations or expenditures as in his judgment (1) are necessary on account of laws enacted after the transmission of the Budget, or (2) are otherwise in the public interest. He shall accompany such estimates with a statement of the reasons therefor, including the reasons for their omission from the Budget.

Supplemental or deficiency estimates.
Id.

Sec. 173. Except as otherwise provided in this Act, the contents, order, and arrangement of the estimates of appropriations and the statements of expenditures and estimated expenditures contained in the Budget or transmitted under section 203 (of the act), and the notes and other data submitted therewith, shall conform to the requirements of existing law.

Estimates and statements to conform to existing law.
Id.

2. Estimates for lump-sum appropriations contained in the Budget or transmitted under section 203 (of the act) shall be accompanied by statement showing in such detail and form as may be necessary to inform Congress, the manner of expenditure of such appropriations and of the corresponding appropriations for the fiscal year in progress and the last completed fiscal year. Such statements shall be in lieu of statements of like character now required by law.

Estimates for lump-sum appropriations.

Sec. 174. No estimate or request for an appropriation and no request for an increase in an item of any such estimate or request, and no recommendation as to how the revenue needs of the Government should be met, shall be submitted to Congress or any committee thereof by any officer or employee of any department or establishment, unless at the request of either House of Congress.

Departmental officers or employees not to submit to Congress estimate or request for an appropriation.
Id.

Sec. 175. The head of each department and establishment shall designate an official thereof as budget officer therefor, who in each year under his direction and on or before a date fixed by him, shall prepare the departmental estimates.

—exception.
Budget officer to be designated by each department.
Id.

2. Such budget officer shall also prepare, under the direction of the head of the department or establishment, such supplemental and deficiency estimates as may be required for its work.

—duties.

Estimates to be revised by head of each department.
Id.

Sec. 176. The head of each department and establishment shall revise the departmental estimates and submit them to the Bureau on or before September 15 of each year. In case of his failure so to do, the President shall cause to be prepared such estimates and data as are necessary to enable him to include in the Budget estimates and statements in respect to the work of such department or establishment.

President to prescribe manner of preparation and submission of estimates to Bureau.
Id.
Note.

Sec. 177. The departmental estimates and any supplemental or deficiency estimates submitted to the Bureau by the head of any department or establishment shall be prepared and submitted in such form, manner, and detail as the President may prescribe.

NOTE.—For general information see sections 3660 to 3665, R. S. For Postmaster General estimates for postal service see also sec. 3668, R. S.; submission to Congress and publication in Book of Estimates, sec. 3669, R. S.; statement of appropriations made by former acts, sec. 3670, R. S.; copy of Postmaster General's estimates, sec. 414, R. S.; extracts from reports, act March 3, 1875, 18 Stat. 370; public works, act February 27, 1877, 19 Stat. 249; Railway Mail Service, act March 3, 1879, 20 Stat. 357; rented buildings, act March 3, 1883, 22 Stat. 552; transmission of estimates and deficiencies, act July 7, 1884, 23 Stat. 254; inefficient employees, act July 11, 1890, 26 Stat. 268; rented buildings in District of Columbia, acts July 16, 1892, 27 Stat. 199, and May 1, 1913, 38 Stat. 3; condition of business, act March 2, 1895, 28 Stat. 808; Money-Order Service, act June 9, 1896, 29 Stat. 316; Free-Delivery System, act March 3, 1897, 29 Stat. 648; time of furnishing estimates, acts March 3, 1901, 31 Stat. 1009, and August 23, 1912, 37 Stat. 415; order and arrangement, acts June 22, 1906, 34 Stat. 448, March 4, 1909, 35 Stat. 907, Sept. 8, 1916, 39 Stat. 830, and August 23, 1912, 37 Stat. 415; printing and binding, act June 30, 1906, 34 Stat. 762; statement of money from proceeds of public property and payments therefrom, act June 30, 1906, 34 Stat. 763; where estimates exceed estimated revenues, act March 4, 1909, 35 Stat. 1027; proceeds from sale of old materials to be separate from Books of Estimates, act June 25, 1910, 36 Stat. 773; and lump-sum appropriations, acts August 24, 1912, 37 Stat. 487, August 1, 1914, 38 Stat. 680, and July 1, 1916, 39 Stat. 336.

CHAPTER 2.

APPROPRIATIONS.

Restriction as to withdrawal of money from Treasury.

Sec. 178. No money shall be drawn from the Treasury, but in consequence of appropriations made by law; and regular statement and account of the receipts and expenditures of all public money shall be published from time to time.

Constitution, art. 1, sec. 9.

Appropriations of revenues.
R. S. § 4054.

Sec. 179. The money required for the postal service in each year shall be appropriated by law out of the revenues of the service.

Note.

NOTE.—The money required by the Post Office Department as well as the postal service in the fiscal years 1923 and 1924 was appropriated out of the revenues of the service. Postal appropriation acts have contained provisions that if the revenues were insufficient to meet the appropriations, a sum equal to such deficiency was appropriated out of the money in the Treasury not otherwise appropriated.

Restriction on construction of acts of Congress with respect to appropriations, etc.

Sec. 180. No Act of Congress hereafter passed shall be construed to make an appropriation out of the Treasury of the United States, or to authorize the execution of a contract involving the payment of money in excess of appropriations made by law, unless such Act shall in specific terms declare an appropriation to be made or that a contract may be executed.

1906, June 30; 34 Stat. 754.

Footing of paragraphs to determine amount appropriated.

Sec. 181. Hereafter the total amount appropriated in the various paragraphs of an appropriation act shall be determined by the correct footing up of the specific sums or rates appropriated in each paragraph contained therein unless otherwise expressly provided.

1896, May 28; 29 Stat. 148.

Sec. 182. 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. 183. 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 (General Accounting Office) 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. * * * *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.

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; 18 Stat. 110.

Claims under exhausted and unavailable appropriations.
1878, June 14; 20 Stat. 130.

—rejected, not to be reopened, except.

CHAPTER 3.

DISBURSEMENTS AND ACCOUNTS.

RESTRICTIONS ON EXPENDITURES.

Sec. 184. 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.

Appropriations to be expended only for objects specified.
R. S. § 3678.
1878, June 10; 20 Stat. 178; R. S. §§ 3690, 3691.

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

Contingent fund.
—not to be expended for clerical services.
1875, Mar. 3; 18 Stat. 367; R. S. § 3682.
—written order for expenditures from.
R. S. § 3682.

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.

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

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

Voluntary service.

Allotments to prevent deficiencies.

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.

Exceptions in emergencies.

Appropriations for Congress.

Written orders required.

Penalty for violations.

5. In addition to the apportionment required by the so-called antideficiency 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.

Restriction on printing books by departments.

1905, Mar. 3; 33 Stat. 1249.

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.

Restriction on illustrations, etc.

1905, Mar. 3; 33 Stat. 1213.

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.

Private telephone service or tolls.

1912, Aug. 23; 37 Stat. 414.

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

Publications for public distribution.

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 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. 185. No money appropriated by this or any other Act shall be expended for membership fees or dues of any officer or employee of the United States or of the District of Columbia in any society or association or for expenses of attendance of any person at any meeting or convention of members of any society or association, unless such fees, dues, or expenses are authorized to be paid by specific appropriations for such purposes or are provided for in express terms in some general appropriation.

Sec. 186. 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. 202.)

2. That hereafter subscriptions to periodicals, which have been certified in writing by the respective heads of the executive departments or other Government establishments to be required

—preparation for mailing.

Duty of Public Printer after Oct. 1, 1912.

Departmental orders not included.

Restriction as to membership fees in associations or for expenses in attending conventions. 1912, June 26; 37 Stat. 184.

Payments not to be made in advance.

R. S. § 3648.—nor to exceed value of articles, etc.

Advances may be made to disbursing officers, when.

Subscriptions to periodicals. 1915, Mar. 4; 38 Stat. 1049.

for official use, may be paid in advance from appropriations available therefor.

Extra compensation.
—as acting officer forbidden.

R. S. § 1764.
—for extra services forbidden, unless.
—for performing duties during vacancy forbidden.
R. S. § 182.

Sec. 187. 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.

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.

Note.

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

See sec. 188 as to similar provisions applicable to the departmental and postal service alike. The two sets of statutes practically cover the same subject.

See sec. 39 as to holding two offices.

Extra compensation or perquisites forbidden.

1874, June 20;
18 Stat. 85.
—for disbursements and extra services.

R. S. § 1765.

—unless.

Sec. 188. 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.

NOTE.—These statutes overlap somewhat, but they are both quoted for purposes of reference. The statutes are applicable to the departmental and postal service alike; but see sec. 187 for similar provisions applicable solely to the department. See sec. 39 as to holding two offices.

See sec. 280, 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.

Lump-sum appropriations not available for payment of increased salaries.

1912, Aug. 26;
37 Stat. 626.
1913, Mar. 4;
37 Stat. 790.

Mechanics, etc.,
excepted.

Sec. 189. No part of any money contained herein or hereafter appropriated in lump sum shall be available for the payment of personal services at a rate of compensation in excess of that paid for the same or similar services during the preceding fiscal year; nor shall any person employed at a specific salary be hereafter transferred and hereafter paid from a lump-sum appropriation a rate of compensation greater than such specific salary, and the heads of departments shall cause this provision to be enforced: *Provided*, That this section shall not apply to mechanics, artisans, their helpers and assistants, laborers, or any other employees whose duties are of similar character and required in carrying on the various manufacturing or constructing operations of the Government.

Restrictions on purchases of books, etc., from appropriations for contingent expenses.

1898, Mar. 15;
30 Stat. 316.

Sec. 190. Hereafter law books, books of reference, and periodicals for use of any Executive Department, or other Government establishment not under an Executive Department, at the seat of Government, shall not be purchased or paid for from any appropriation made for contingent expenses or for any specific or general purpose unless such purchase is authorized, and payment therefor specifically provided in the law granting the appropriation.

Restrictions on expenditures of appropriations for contingent expenses of the Post Office Department.

Sec. 191. Hereafter the expenditure of the contingent expenses of the Post Office Department shall be expended as specially directed in the law, and according to the appropriations for the items specifically named, and that no moneys appropriated for the specific purposes named under the head of "For contingent expenses of the Post Office Department" shall be diverted from

one purpose to another; and that all moneys unexpended for one or more specific purposes shall be turned into the Treasury, and not expended, by the Superintendent and disbursing officer, for any object or purpose whatsoever other than the specific ones named in the appropriation for the "Contingent expenses of the Post Office Department."

1878, June 19 ;
20 Stat. 203.

Sec. 192. Hereafter no department or other Government establishment shall dispose of any typewriting machines by sale, exchange, or as part payment for another typewriter, that has been used for less than three years.

Restrictions as to disposal of typewriting machines.

1920, June 5 ;
41 Stat. 947.

POST OFFICE DEPARTMENT DISBURSEMENTS.

Sec. 193. The Disbursing Clerk shall prepare his accounts quarterly and submit the same to the Postmaster General for examination and transmission to the General Accounting Office.

Accounts of disbursing clerk.—to be prepared quarterly.

2. The Disbursing Clerk shall deposit monthly in the Treasury to the credit of the "Service of the Post Office Department on account of Miscellaneous Receipts" all moneys realized from the sales of Post Route and Rural Delivery Maps, and render a quarterly account thereof accompanied with a certified copy of the monthly statement of orders forwarded to the Fourth Assistant Postmaster General, Division of Topography.

—in duplicate.

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

Sec. 194. 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 and Rural Delivery Maps, 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.

—details.

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.

Sec. 195. Requisitions for advances of funds from the Treasury, or from the postal revenues, for salaries and other expenses shall be made and presented at such time and in such amounts only as may be necessary to meet the semimonthly salary payments and such other expenditures as may be authorized. The Disbursing Clerk shall prepare and forward to the Comptroller, Bureau of Accounts, monthly, a statement showing all expenditures made by him chargeable to the several appropriations.

Salary requisitions on Treasury.

Monthly statements of expenditures.

Sec. 196. All salaries shall be paid in cash upon semimonthly 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 of salaries.—certification of pay rolls.

See sec. 184 as to limitations on expenditures.

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.

Post-route maps. 1923, Feb. 14; 42 Stat. 1254.

Sec. 197. 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.

Notes.

NOTES.—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.

See Official Postal Guide for information as to the distribution of the maps referred to.

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 Fourth Assistant Postmaster General, Division of Topography, for them.

—prepared by department.

3. Post-route, rural-delivery county, and local-center maps, shall be prepared by and printed under the supervision of the Topographer, Division of Topography, of the Post Office Department. The maps shall not bear the name or any imprint of the contractor doing the printing.

—when sold to be on order Disbursing Clerk.

4. The Fourth Assistant Postmaster General, Division of Topography, shall issue all post-route, rural-delivery county, and local-center maps sold through the Disbursing Clerk, on the written order of the latter.

Postal service and all others entitled.

5. The Topographer shall issue all maps to the offices of the service entitled thereto upon their request, and to all other persons entitled.

Zone keys.

6. The Topographer shall issue parcel-post zone keys used in connection with the Official Postal Guide to offices of the service, and to the public upon request.

—account of sales.

7. The Fourth Assistant Postmaster General, Division of Topography, 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 General Accounting Office.

See secs. 85 and 90 as to contract for printing post-route maps.

POSTAL SERVICE: DISBURSEMENTS.

Disbursements. —how made.

Sec. 198. The revenues shall be applied to the maintenance of the postal service. Disbursements shall be made either—

—by warrant.

(a) By warrants drawn upon the Treasurer of the United States, countersigned by the Comptroller General. (See sec. 199.)

—by postmasters out of receipts.

(b) By postmasters retaining out of the receipts of the post office their salaries, and such amounts as may be allowed by order of the Post Office Department for clerk hire, the maintenance of the office, and other authorized expenses of the postal service. (See sec. 206.)

—by postmasters as disbursing officers.

(c) By payments by certain postmasters designated as disbursing officers, of such sums as may be ordered by the Post Office Department to be paid its creditors and postal employees. (See sec. 206.)

—restrictions on.

(d) No disbursements shall be made without authority from the Post Office Department.

Sec. 199. 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 (Comptroller General), and expressing on their face the appropriation to which they should be charged.

Payments by warrant.
R. S. § 3674.
1921, June 10;
42 Stat. 24.
—how drawn.
—to show appropriation.

Sec. 200. 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.

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

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 to sign such warrants and drafts as acting superintendent Division of Finance.

—Third Assistant Postmaster General to sign.

—chief clerk to Superintendent Division of Finance.

—other officer or employee, when.

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

Official title on warrants.

Sec. 201. 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.

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

NOTE.—The practice authorized by this section is no longer pursued, contractors being paid directly by warrant. (See sec. 1363.)

Note.

Sec. 202. 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 (General Accounting Office); 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 (General Accounting Office), and to be accounted for in the settlement of their accounts. (See sec. 186.)

Payments to be on certificate of General Accounting Office.

R. S. § 4055.
1921, June 10;
42 Stat. 24.

Advances to post-office inspectors.

—other agents.
—how accounted for.

See sec. 206 as to payments by postmasters for expenses of their offices and as disbursing agents.

Sec. 203. 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.

Stolen money or property received at department.

R. S. § 4058.

Moneys recovered.

Sec. 204. 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.

—transmittal to department.

Restoration to owners.

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.

Payments by postmasters.
R. S. § 406.
1921, June 10;
42 Stat. 24.
—to be charged to appropriations.

Sec. 205. Upon the certified quarterly statement by the Auditor for the Post Office Department (General Accounting Office) 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 (General Accounting Office). (See sec. 206.)

Designation of postmasters as disbursing officers.
1884, July 5;
23 Stat. 156.

Sec. 206. The Postmaster General is authorized to designate postmasters at money-order post offices as disbursing officers for the payment of the salaries of officers and employees of the postal service, and for such other payments as postmasters are now authorized to make from postal revenues.

Deduction of salaries and expenses from receipts of post offices.
R. S. § 3861.

2. The salary of a postmaster, and such other expenses of the postal service authorized by law as may be incurred by him, and for which appropriations have been made, may be deducted out of the receipts of his office, under the direction of the Postmaster General.

Postmasters at first, second, and third class and at all money-order offices designated.

3. 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 postal 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 as 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. 295.)

See sec. 188, prohibiting extra compensation for disbursements; sec. 210 as to payment of salaries and travel allowances to officials and employees of the Railway Mail Service.

Payments by check.
—when may be made.
Checks, how drawn.

Sec. 207. Payments are regularly made in cash, but postmasters who maintain temporary deposits in national banks, as provided in section 124, 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.

Form of check.

2. The regular forms of checks issued by the bank where the deposit is maintained may be used. The signature of the postmaster shall always be followed by his official title.

Pay sheets of clerks at first and second class offices.

Sec. 208. At offices of the first and second classes pay sheets shall be made upon Form 1590, regular, and 1592, substitute, for the clerks and employees therein, which shall be signed by them, the names and signatures corresponding, and such pay sheets shall give all information called for therein, and shall be completely made out before being signed. If a regular clerk or employee is absent the entire quarter that fact shall be shown and also that no payment has been made to him.

—how made.

Payments, when made.

2. Payments may be made in full semimonthly, but in no case shall salary be paid in advance.

3. When a substitute, auxiliary, or temporary clerk is authorized, receipt for payment shall be taken on Form 1592 which shall show the time served and the amount paid. Substitutes, auxiliary or temporary clerk, receipts from.

Sec. 209. At post offices where letter carriers are employed, postmasters will pay their salaries out of the postal funds. Salaries of letter carriers.—how paid.

2. Pay sheets shall be made upon Form 1591, regular, and 1593, substitute, for all letter carriers, which shall be signed by them, the names and signatures corresponding, and such pay sheets shall give all information called for therein. Pay sheets shall be completely made out before being signed. If a regular carrier is absent the entire quarter, that fact shall be shown and also that no payment has been made to him. —pay sheets for.

3. Payments may be made in full semimonthly, but in no case shall salary be paid in advance. —when may be paid.

4. When a substitute is employed in place of a carrier absent without pay, the substitute shall be paid at the rate of 60 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 60 cents an hour. Substitutes shall be paid on quarterly voucher, (Form 1593,) on which all the information called for shall be given, and special care exercised in entering the substitutes' earnings in the proper column. Payment of substitutes.

Sec. 210. Payments of salaries and travel allowances to all officials and employees of respective divisions of the Railway Mail Service shall be made by postmasters at division headquarters of the Railway Mail Service. Salaries of officers and clerks of the Railway Mail Service.

2. Payments shall be made by check drawn on the Treasurer of the United States upon semimonthly certifications by division superintendents, Railway Mail Service. —payments to be made by postmaster's check.

3. Semimonthly certifications shall be made by chief clerks of the Railway Mail Service to their division superintendents, showing the amounts to be deducted from the salaries and travel allowances of regular clerks, and the amounts of salaries and travel allowances due surplus, unassigned, and substitute clerks for service actually performed; these computations to be made in accordance with the department's salary and travel allowance tables. These data shall be prepared and mailed to the division superintendents on the 15th and the last days of the month. Division superintendents shall submit the semimonthly pay sheets, showing the names of the employees and the amounts to be paid, to postmasters on the 16th and 1st days of the month. Division superintendents to submit pay sheets to postmasters semimonthly.

4. Overpayments and underpayments to clerks shall be adjusted by division superintendents in subsequent semimonthly pay-sheet certifications and checks. Overpayments shall not be adjusted in cash, except in those cases where clerks have left the service and it is impossible to make adjustments in the manner stated above. In these cases the division superintendents shall call upon them for a refund, and if not given prompt attention the matter shall be reported to the General Superintendent Railway Mail Service for reference to the Chief Inspector for collection of the amount overpaid. In case of death of a clerk before payment is certified and check issued, there shall be forwarded to the General Over payments and underpayments to be adjusted by superintendents. Procedure in case of death.

Accounting Office application of next of kin on Form 69, or a certificate of the court if the estate is under administration, and instructions awaited before certifying payment. In case of death of a clerk after check has been issued, the check shall be forwarded to the General Accounting Office with application of next of kin on Form 69, or with a certificate of the court, if the estate is under administration, and instructions awaited.

Use of addressograph.

5. The names of all employees on the semimonthly pay sheets shall be entered by division superintendents with an addressograph machine, which shall be in the custody of the postmaster.

Method of entering amounts.

6. Postmasters who are required to pay the salaries of Railway Mail Service or other postal employees by checks shall cause the amounts and other particulars of such checks to be filled therein with pen and ink, or on typewriting machines, printing presses, or addressing machines. They are authorized, however, to use signagraph machines in connection with this work..

Use of signagraph.

When checks mailed.

7. Checks shall be mailed within 24 hours, exclusive of Sundays and holidays, after receipt of pay sheets from the division superintendents.

Record of payment.

8. Postmasters shall enter on the semimonthly pay sheets the number of the check opposite the employee's name and shall retain such sheets in their offices in lieu of check stubs. No other records of amounts paid shall be kept.

Use of window envelopes.

9. The checks shall be mailed by postmasters in window envelopes in accordance with the addresses furnished by the division superintendent.

Sufficient balance to be kept on deposit.

10. Postmasters shall keep on deposit with the Treasurer of the United States funds sufficient to meet the checks drawn in payment of salaries and travel allowances. The deposits with the Treasurer shall be made through Federal Reserve banks or branches of Federal Reserve banks, accompanied with certificates of deposit in triplicate on Treasury Form 6599. The bank will send the original certificate to the Treasurer of the United States to be placed to the credit of the depositing postmaster and return the duplicate to the depositor.

Payments in Alaska, Hawaii, and Porto Rico.

11. Payments to Railway Mail Service employees by postmasters in Alaska, Porto Rico, and Hawaii shall be made in cash.

Procedure in case of resignation, transfer, suspension, or removal.

12. On the resignation, transfer, suspension, or removal of a railway postal clerk final settlement shall be deferred until all mail keys, records, and other property of the department have been turned over to the chief clerk or division superintendent.

Lost checks and warrants. R. S. 3646. 1916, Mar. 21; 39 Stat. 37. —duplicates may be issued.

Sec. 211. Whenever any original check is lost, stolen, or destroyed disbursing officers and agents of the United States are authorized, within three years from the date of such check, to issue a duplicate check, under such regulations in regard to its issue and payment, and upon the execution of such bond, with sureties, to indemnify the United States, and proof of loss of original check, as the Secretary of the Treasury shall prescribe: *Provided*, 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: *Provided further*, That when such original check or

Post Office Department checks or warrants.

warrant does not exceed in amount the sum of \$50 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.

Checks to employees, etc.

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.

Check of deceased disbursing officer.

R. S. § 3647.
1909, Feb. 23;
35 Stat. 643.

3. Application for the issuance of a duplicate warrant or check (see sec. 213 relative to checks and drafts which do not come within the purview of the statutory provisions embodied in pars. 1 and 2) on the ground that the original is lost, stolen, or destroyed, must be addressed to the Third Assistant Postmaster General, Division of Finance, except in case of the loss of a check drawn against postal-savings funds, when the application shall be addressed to the Third Assistant Postmaster General, Division of Postal Savings, and in case of the loss of a check drawn against money-order funds, when the application must be addressed to the Third Assistant Postmaster General, Division of Money Orders. Such application shall be signed by the payee, show the 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 of the United States, or other officer upon whom drawn, and if assigned, to whom and how, with any other material particulars within the knowledge of the applicant and be accompanied with a certificate from the officer or bank 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. In cases where the payee or owner is, at the date of the application, an officer or employee in the service of the Post Office Department and the check or warrant does not exceed in amount the sum of \$50, the issuance of a duplicate warrant or check may be authorized immediately upon the submission of an affidavit giving the information referred to above, and the certificate of nonpayment. In all other cases the applicant shall be furnished with a blank bond of indemnity, with instructions for its execution. On the return of the bond properly executed the issuance of a duplicate warrant or check may be authorized.

Application for duplicate.

Sec. 212. 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.

Duplicate warrants and checks made payable to assignee.

Duplicates of warrants, checks, and drafts drawn to effect official transfers of funds.

Sec. 213. The Third Assistant Postmaster General may authorize the issuance of a duplicate of a lost check or draft drawn to effect official transfers of postal, money-order, or postal-savings funds between officers of the Government, or in the case of postal-savings funds between such officers and the depository banks of the Postal Savings System, upon the submission of an application, affidavit, and certificate of nonpayment of the character prescribed in section 211, paragraph 3. A bond of indemnity may, however, be required for the protection of the Government if the circumstances make such action advisable.

—indemnity bond may be required.

Balances due to deceased employees or other persons.

Sec. 214. 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 General Accounting Office.

—to be paid to executors, etc.

—when may be paid to heirs, 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 \$250, 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.

—certificate to vouchers for.

—pay roll to be signed for.

3. When payment is made on account of a decedent the administrator or other payee should sign the pay roll, and the postmaster shall certify to the signature as above.

—when made as disbursing officers to be authorized.

4. Payments made by postmasters as disbursing officers shall be authorized in the usual manner before being made to executors, widows, or heirs.

Authorized payments for quarter to be made before rendering account.

Sec. 215. 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 at their respective offices, and forward proper vouchers for such expenditures to the Comptroller, Bureau of Accounts, with the postal accounts for that quarter. (See secs. 242 and 302.)

Vouchers not to be held.

2. Vouchers shall never be held to be forwarded and credit therefor claimed in an account for a subsequent quarter.

RECORDS AND ACCOUNTS AT POST OFFICES.

Records at post offices.

R. S. § 3842.
—of stamps.
—of supplies, etc.
—of receipts.
—of expenditures.

—to be preserved.

Sec. 216. 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 other 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.

3. At money-order offices of the first and second classes separate accounts shall be kept of the money-order business. (See sec. 1203.)

Money-order accounts to be separate.

See sec. 375 as to accounts of key-deposit funds.

Sec. 217. 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.

Receipts at post offices.
R. S. § 4051.
—postmasters accountable for.

Sec. 218. All expenses of letter carriers, * * * or incident thereto, shall be kept and reported in a separate account.

Accounts of City Delivery Service.
R. S. § 3874.
Note.

NOTE.—The omitted portions of the statute refer to expenses of branch offices and receiving boxes. These items were to be kept separately and "shown in comparison with the proceeds from postage on local mail matter at each office," so that the Postmaster General might be guided in making expenditures by the income from the service. In view of the present practice of making an annual appropriation for each item of expenditure, which is to be disbursed at the discretion of the Postmaster General, there is no necessity of keeping the accounts in the manner referred to. The items referred to are to be included in the quarterly postal account.

Sec. 219. Postmasters at offices of the first and second classes shall keep in suitable books and forms, separate from the postal account—

Records and accounts, separate from postal accounts, of first and second class offices.

(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 Postal 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. 371.)

—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. 104.)

—receipts from waste paper, etc.

Sec. 220. Postmasters at offices of the first and second classes must keep the postal account in a suitable book, to be closed at the end of each quarter.

Postal accounts and records of offices of first and second 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.

- excess. (c) Amount received in excess of the department invoice value from the sale of stamped envelopes and newspaper wrappers, singly and in odd lots.
- newspaper postage. (d) The amount collected for postage on newspaper and periodical publications entered as second-class matter.
- postage collected under permits. (e) Amount of postage collected in money on matter mailed under permits without postage stamps affixed.
- sales of waste paper, etc. (f) The amount received from sales of waste paper and twine, or other property, and miscellaneous receipts.
- box rents. (g) The amount of box rents received for the period since the last entry, as shown by record of box rents.
- letter postage. (h) Letter postage (deficiency in foreign registry fee).
- deposits from postmasters. (i) Such deposits as may from time to time be received from other postmasters, when the office is a depository office.
- collection. (j) Amount collected from former postmasters.
- transfers from money order. (k) Transfers from money-order funds to postal account.
- accountable warrants. (l) Accountable warrants.
- credits.

3. Postmasters will credit themselves with—

- (a) Corrections of former accounts, as per statement from General Accounting Office.
- (b) Salary of postmaster.
- (c) Paid for ship letters.
- (d) Fees paid for 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 labor-saving devices.
- (i) Paid for stationery.
- (j) Paid for miscellaneous expenses.
- (k) Paid for post office equipment and supplies.
- (l) Paid for twine and tying devices.
- (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 Third Assistant Postmaster General.
- (v) Paid for mail bags and equipment.
- (w) Deposits of surplus postal funds.
- (x) Credit specifically allowed by the department for losses of postal funds, stamped paper, etc.

Record and postal account of district post offices.

Sec. 221. Postmasters at district offices shall keep, in books provided for the purpose (Form 1545 at third-class offices and Form 1558½ at fourth-class offices), a record and postal account, as follows:

Record of furniture, supplies, etc.

- (a) An inventory of all desks, cases, fixtures, furniture, canceling, postmarking, or rating stamps, ink pads, ink, books, maps,

blanks, and Official Postal Guides received from their predecessors or furnished by the Post Office Department, according to the directions in the record book.

(b) A monthly account of all postage stamps, books of stamps, coils of stamps, special-delivery stamps, postage-due stamps, stamped envelopes, newspaper wrappers, postal cards, and international reply-coupons received from their predecessors or the central-accounting office, and of all damaged stamped paper returned to the central-accounting office, 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. 146.) The preceding accounts and the stock on hand should be verified at the end of the quarter. —stamps sold.

(d) At fourth-class offices 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. 514 as to cancellations at railway stations.

(e) The amount collected for postage on newspaper and periodical publications entered as second-class matter. (See sec. 415.) —newspaper postage.

(f) The amount collected in money as postage on matter mailed under permits without stamps affixed. —amount collected under permits.

(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 371. 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, delivered, and forwarded, separately, in appropriate columns. —special-delivery matter.

(i) An account of all moneys received from the sale of waste paper and twine, or other sources of postal revenues. —sales of waste paper, etc.

(j) A statement of all corrections made by the General Accounting Office in the accounts as rendered. —corrections by General Accounting Office.

(k) 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. 206, 350, and 1439.) —expenditures.

See sec. 161 as to quarterly stamp account to Third Assistant Postmaster General; sec. 233, as to quarterly report to the Postmaster General; sec. 239, as to quarterly postal accounts to Comptroller, Bureau of Accounts, Post Office Department, and from district to central accounting offices.

Sec. 222. 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. 310 and 312) and until such time the daily reports of cancellations shall be kept. Change of office from fourth to third class. —cancellations to be kept until order takes effect.

False returns by postmasters, 1878, June 17; 20 Stat. 140.

—Postmaster General may fix compensation in case of.

Orders to be certified to General Accounting Office.

Collections where accounts are closed.

False returns of special-delivery business.

1886, Aug. 4; 24 Stat. 220.

1921, June 10; 42 Stat. 24.

—Postmaster General may fix compensation when made.

—orders, etc., in case of.

Claims for credit for postage-due stamps.

Central and direct accounting post offices.

—on bills sent out.

—on bills received and inadvertently placed

• on undelivered matter.

—on matter forwarded or returned to foreign country.

Sec. 223. In any case where the Postmaster General shall be satisfied that a postmaster has made a false return of business, it shall be within his discretion to withhold commissions on such returns, and to allow any compensation that under the circumstances he may deem reasonable.

2. All orders of the Postmaster General withholding commissions and fixing the compensation of postmasters shall be certified to the General Accounting Office, which will make the proper charges in its accounts, and whenever an account has been closed it will be reopened by the General Accounting Office, 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. 310, 311, and 1219, as to compensation of postmasters; sec. 1602 for remainder of statute, which provides a penalty for false returns.

Sec. 224. Whenever, upon evidence deemed satisfactory to him, the Postmaster General shall determine that any * * * false return (of the receipt or delivery of any article of mailable matter as being stamped with a special-delivery stamp, or of the number of articles specially delivered) has been made, he may, by order, fix absolutely the compensation of the postmaster for such special delivery during any quarter or quarters which he shall deem affected by such false return, and the auditor (General Accounting Office) shall adjust the postmaster's account accordingly.

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

See sec. 1602 for balance of statute, which provides a penalty for false returns of special-delivery business.

Sec. 225. When a postage-due bill is not returned from the post office to which sent, or is returned without stamps, postmasters at central and direct accounting post offices 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 of the Division of Dead Letters or a branch thereof. (See secs. 579, 639, and 640.)

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 by central and direct accounting postmasters 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 or a branch thereof. (See secs. 574, 579, 639, and 640.)

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

or a branch thereof, as provided in section 579; and when postage-due stamps have been affixed and canceled on foreign mail which can not be delivered, special claim shall be made by central and direct accounting postmasters for the amount of such stamps at the time such matter is forwarded to the Division of Dead Letters or a branch thereof, as provided in sections 628 and 639.

4. The notice received from the Division of Dead Letters or a branch thereof 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 by central and direct accounting postmasters in the quarterly stamp account under "Item F."

Credit in account.

5. Credit for postage-due stamps affixed to undeliverable matter at district offices shall be submitted to the central accounting postmaster, who shall make reimbursement in postage stamps.

District offices.

6. Central accounting postmasters shall obtain credit for stamps sent to reimburse district offices for postage-due stamps on dead-letter bills, Form 1561.

Sec. 226. 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 pound rates 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.

Report of second-class postage collected.—to be made quarterly.

2. Postmasters at offices of the first, second, and third 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.

—forms used for.

See sec. 415 as to collection of second-class postage.

CHAPTER 4.

SETTLEMENT OF ACCOUNTS: LEGAL PROCEEDINGS: COMPROMISES.

Sec. 227. The administrative examination of the accounts and vouchers of the Postal Service now imposed by law upon the Auditor for the Post Office Department shall be performed on and after July 1, 1921, by a bureau in the Post Office Department to be known as the Bureau of Accounts, which is hereby established for that purpose. The Bureau of Accounts shall be under the direction of a comptroller, who shall be appointed by the President, with the advice and consent of the Senate, and shall receive a salary of \$5,000 a year. The comptroller shall perform the administrative duties now performed by the Auditor for the Post Office Department and such other duties in relation thereto as the Postmaster General may direct.

Establishment Bureau of Accounts, Post Office Department. 1921, June 10; 42 Stat. 24. Appointment of comptroller.

NOTE.—See sec. 276, R. S., and act of July 31, 1894 (28 Stat. 205), relative to the former office of Auditor for the Post Office Department.

Note.

General Accounting Office.

1921, June 10;
42 Stat. 24, 25.
—duties of.

—balances certified by Comptroller General to be final.

Auditor for Post Office Department (General Accounting Office).

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;
28 Stat. 207.

Certification of balances.

Quarterly report to Postmaster General of money disbursed by postmasters.
R. S. § 294.

Financial condition to be shown by report of auditor (Comptroller General).
1876, July 12;
19 Stat. 80.

Auditor (Comptroller General) to superintend collections.

Sec. 228. All powers and duties now conferred or imposed by law upon the Comptroller of the Treasury or the six Auditors of the Treasury Department, and the duties of the Division of Bookkeeping and Warrants of the office of the Secretary of the Treasury relating to keeping the personal ledger accounts of disbursing and collecting officers, shall, so far as not inconsistent with this act, be vested in and imposed upon the General Accounting Office and be exercised without direction from any other officer. The balances certified by the Comptroller General shall be final and conclusive upon the executive branch of the Government.

2. The offices of the six auditors shall be abolished, to take effect July 1, 1921.

3. The Auditor for the Post Office Department (General Accounting Office) * * * 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.

4. The Auditor for the Post Office Department (General Accounting Office) 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 (General Accounting Office) 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 (Comptroller General) shall continue as now defined by law, except as the same are modified by the provisions of this act.

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

See sec. 205 as to charging disbursements by postmasters to appropriations.

6. The annual reports of the Auditor for the Post Office Department (Comptroller General) 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.

7. The Auditor for the Post Office Department (Comptroller General) 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.

See secs. 107 and 271 as to deposit of fines in criminal cases as part of postal revenue; sec. 274 as to priority of debts due United States.

8. It shall hereafter be the duty of the Auditor for the Post Office Department (General Accounting Office) 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.

9. All expenditures in the Postal Savings System shall be audited by the Auditor for the Post Office Department (General Accounting Office).

10. The Comptroller General may provide for the payment of accounts or claims adjusted and settled in the General Accounting Office, through disbursing officers of the several departments and establishments instead of by warrant.

11. The Comptroller General shall prescribe the forms, systems, and procedure for administrative appropriation and fund accounting in the several departments and establishments and for the administrative examination of fiscal officers' accounts and claims against the United States.

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. 229. All official acts performed by such officers or employees specially designated therefor by the Comptroller General shall have the same force and effect as though performed by the Comptroller General in person.

Sec. 230. All claims and demands whatever by the Government of the United States or against it, and all accounts whatever in which the Government of the United States is concerned, either as debtor or creditor, shall be settled and adjusted in the General Accounting Office.

Sec. 231. 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 (General Accounting Office).

Sec. 232. 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:

- 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.

R. S. § 292.
1896, Feb. 26;
29 Stat. 25.
—to enforce payment.

Permanent record of unpaid money orders.
1908, May 27;
35 Stat. 416.

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

Comptroller General to provide the settlement of accounts.
1921, June 10;
42 Stat. 25.

Fund accounting and examination of accounts and claims.

Note.

Persons authorized to act for Comptroller General.
1921, June 10;
42 Stat. 25.

Settlement of accounts.
1921, June 10;
42 Stat. 24.
—by or against United States.

Orders and regulations to be certified to General Accounting Office.

R. S. § 405.
1921, June 10;
42 Stat. 24, 25.

Manner of keeping accounts.

R. S. § 4049.
1921, June 10;
42 Stat. 24.
—what to exhibit.

—to show expenditures under each appropriation.

1875, Mar. 3; 18 Stat. 343.

Note.

Money-order accounts.

R. S. § 293.
—to be kept separately.
—what to show.

2. The Auditor for the Post Office Department (General Accounting Office) 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 March 3, 1875, quoted.

3. The Auditor for the Post Office Department (General Accounting Office) 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. 1135 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.

Quarterly return of accounts.

R. S. § 3843.
1921, June 10; 42 Stat. 24.
—to be rendered.

Sec. 233. Every postmaster shall render to the Postmaster General, under oath, * * * 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.

Oath, how taken.

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. 239 (a) and 246.)

District and central offices to distribute supplies and audit accounts.

1917, Mar. 3; 39 Stat. 1069, 1110.

3. In order to promote economy in the distribution of supplies, and in auditing and accounting, the Postmaster General may designate district and central offices in such districts through which supplies shall be distributed and accounts audited, but in no case shall the postmaster at the central station be given authority to abolish offices, to change officers or employees in offices included in such district.

See sec. 238 as to vouchers for expenditures.

Sworn statement to accompany accounts, when.

R. S. § 3844.
1878, June 17; 20 Stat. 141.

Sec. 234. 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.

Note.

NOTE.—The first part of the section of the act of June 17, 1878, quoted above, given as sec. 223, 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. 1602, "Offenses," makes it an offense for any postmaster to make false returns.

Oaths in settlement of accounts.

—who may administer.

R. S. § 298.

Certified copies of returns.

1883, Mar. 3; 22 Stat. 602.
1920, June 5; 41 Stat. 1046.
1921, June 10; 42 Stat. 24.

Sec. 235. 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 (General Accounting Office). (See sec. 35.)

Sec. 236. 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 return to the auditor (Comptroller, Bureau of Accounts) at such times and for such periods as he may deem necessary in each case.

Sec. 237. 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 commission and commissions allowed.
R. S. § 3857.
Note.

NOTE.—This statute does not prevent the payment of special-delivery fees to postmasters. Postmasters at first and second class offices are not allowed commissions on money-order business.

See sec. 1081 as to commissions on money-order business; secs. 830 and 855 as to special-delivery fees and as to payments at free-delivery offices on account of special-delivery service; sec. 350 as to allowances for separating mails at fourth-class offices; sec. 1318 as to payment for mail-messenger service.

Sec. 238. 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 (General Accounting Office), and no such deduction shall be valid unless found to be in conformity with law.

Vouchers for expenditures.
R. S. § 3862.
1921, June 10;
42 Stat. 24.
—to be submitted to General Accounting Office.

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.

—to be taken in duplicate for all payments.

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.

Bills, how made out.

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. 87.)

Affidavits to accompany advertising accounts.

5. The duplicates of the clerks', letter carriers' (see secs. 208 and 209), special-delivery messengers' (see sec. 855), pay rolls, and of each voucher or receipt taken shall be retained in the files of the post office, subject to inspection.

Duplicate of vouchers to be filed in office.

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

Sec. 239. Postmasters at direct-accounting offices shall observe the following directions in rendering their quarterly postal accounts:

Quarterly returns.

(a) The accounts shall be made out and forwarded immediately after the close of the quarter on the last day of March, June, September, and December upon the blanks furnished by the Post Office Department, a sufficient supply of which shall be kept on hand for one year.

—manner of making.

—when to be made.

(b) The name of the postmaster, post office, and State, and number of the post office and period, shall be written in the proper blank spaces in the account.

—name of postmaster, etc., to be given in.

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

—signing of.

See sec. 302 as to signature to account.

(d) The oath at the foot of the account shall be subscribed and sworn to by the postmaster, or by the assistant when the latter renders the account, before an officer authorized to administer oaths; no allowance can be made for fees paid for administering

—oath to.

such oath. At offices located at a distance from any person authorized to take acknowledgments postmasters may render accounts under their official oaths.

—to be in duplicate.

(e) The account shall be made in duplicate, one copy of which shall be retained by the postmaster.

—vouchers must accompany.

(f) Vouchers for all expenditures, including employees' pay rolls, shall accompany the account.

—expenditures as disbursing officers included in.

(g) Postmasters who act as disbursing officers shall include in their accounts all expenditures made in this capacity, and submit all vouchers therefor with the accounts.

—how forwarded and addressed.

(h) The account, with its accompanying papers, shall, unless forwarded in a special envelope provided for that 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 "Comptroller, Bureau of Accounts, Post Office Department, Washington, D. C." The words "Quarterly postal account" shall be plainly written on the package. Postmasters will be furnished, on application to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, with printed labels for pasting upon the package containing their quarterly postal accounts.

To be forwarded by central - accounting offices to department.

2. Postmasters at central-accounting offices shall forward to the Comptroller, Bureau of Accounts, Post Office Department, in one package, not later than the 20th of the month after the close of the quarter, the following accounts and vouchers:

(a) Central-accounting postmaster's quarterly postal account and all supporting vouchers prepared in accordance with the foregoing regulations.

(b) District postmasters' quarterly accounts and all supporting vouchers.

(c) Quarterly summary, Form 1545c.

Special report to Comptroller by central-accounting officers.

3. On the last day of the second month after the close of a quarter central-accounting postmasters shall transmit to the Comptroller, Bureau of Accounts, a special report of all remittances received to adjust district office accounts after they have been forwarded to Washington, D. C. These deposits will be considered by the General Accounting Office in making the final audit.

To be forwarded by district to central-accounting office.

4. Postmasters at district offices shall forward to the central-accounting offices, immediately after the close of the quarters ended March 31, June 30, September 30, and December 31 of each year, a quarterly account, with all supporting vouchers, prepared in accordance with instructions contained in postmaster's account book or amendments thereto. At district offices the duplicate account (see paragraph (e)) shall be made upon the form printed in the postmaster's account book.

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

—penalty for.

Sec. 240. 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.—Accounts must be rendered immediately after the close of each quarter. (See sec. 239.) 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. 228 as to recovery of penalties.)

Note.

Sec. 241. Every postmaster shall render 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. 291), and in such cases the postmaster shall state that fact on the regular postal-account blank.

Returns to be made even where no business done.

Sec. 242. 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.

Accounts of outgoing and incoming postmasters.

—how rendered.

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.

—payment of expenses.

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. (See secs. 302 and 215.)

New account, when to commence.

4. No part of any unadjusted claim for loss in transit, or by burglary, fire, or other casualty, shall be transferred to the accounts of the incoming postmaster. (See sec. 1203.)

Claim not transferable.

Sec. 243. The execution of a new bond shall not in any way change the manner or time of rendering the quarterly return. The sureties on the new bond are responsible from the date the bond is accepted by the Postmaster General, the old bond to run to end of quarter. (See sec. 295.)

No change in return where new bond is given.

Sec. 244. Whenever a postmaster, having mailed his accounts, is notified 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.

Failure to receive accounts.

—duplicates to be made upon notice of.

Sec. 245. When a balance is found to be due to a postmaster at the end of a quarter on an audited account, and a report thereof is received from the General Accounting Office, the amount of such balance may be deducted from the receipts in a subsequent quarter.

Balance due postmaster.

—may be deducted, when.

Sec. 246. In accounts and claims relating to the postal revenues and expenditures 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 General Accounting Office 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.

When affidavits may be waived.

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

Sec. 247. 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.

Money-order accounts.
R. S. § 4044.
1894, Jan. 27;
28 Stat. 32.
1921, June 10;
42 Stat. 24.

Sec. 248. 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 (General Accounting Office) 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.

—at first and second-class offices.

2. Postmasters at first and second class offices (except daily and quarter-monthly offices, which receive special instructions) shall render the following money-order accounts to the Comptroller, Bureau of Accounts, Post Office Department, Washington, D. C.:

- (a) Postmaster's monthly money-order account (Form 6011).
- (b) Monthly list of money orders issued (Form 6013), accompanied by all spoiled forms.
- (c) Monthly list of domestic money orders paid (Form 6014), accompanied by all paid and repaid domestic orders.
- (d) Semimonthly list of international and domestic-international money orders paid (Form 6014), accompanied by all paid and repaid international and domestic-international orders.

—forwarding of accounts and vouchers.

3. The monthly money-order account (Form 6011), the monthly list of money orders issued (Form 6013), the monthly list of domestic money orders paid (Form 6014), with all accompanying vouchers, shall be forwarded in one package immediately after the close of each month's business. The semimonthly list of international and domestic-international money orders paid (Form 6014), and all accompanying vouchers, shall be forwarded in a separate envelope marked "International" immediately after the close of business on the 15th and last days of each month.

—branches and stations.

4. The money-order transactions of all branch offices and stations, except branches on naval vessels, 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 monthly recapitulation. Contract branch offices and contract stations shall transmit to their respective main offices daily, with report (Form 6019a—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 branches and stations.

Special instructions for rendering accounts.

5. (a) 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.

(b) An account shall not be held for this purpose longer than three days, and under no circumstances shall credit be taken in such account for a certificate issued in a subsequent quarter.

(c) 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.

(d) Where 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, credit therefor shall be taken in the next money-order account rendered and an explanatory note made thereon.

6. Postmasters shall not claim credit for money orders issued by express companies, banks, and commercial houses.

Money orders issued by express companies.

7. 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.

Cash balance from preceding account to be brought forward.

8. Postmasters at district offices shall forward to the Comptroller, Bureau of Accounts, Post Office Department, monthly accounts of their money-order transactions on Form 1843. At the close of each quarter they shall include in their quarterly account to the central-accounting postmaster the amount received for money orders issued and fees for money orders issued and commissions claimed on orders issued. Lists of money orders issued shall accompany the quarterly accounts to the central-accounting postmaster, and in making them up the following instructions shall be strictly observed:

District offices.—rendering of accounts to Comptroller and central-accounting postmasters.

(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." The same notation shall be made on the face of both the coupon and order. The coupon shall be retained and the spoiled order forwarded with the account to the central-accounting postmaster.

"Not issued" forms.

(b) 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.

Detaching coupons.

Sec. 249. Where no money-order business has been transacted at a district office authorized to issue and pay money orders, an issued list (Form 1846) shall be sent to the central-accounting office bearing the words "No business," written across the face of the blank.

Reports of "No business."

Sec. 250. An outgoing postmaster at a first or second class post office shall transmit a final account covering all money-order business transacted since the date of his last completed statement up

Outgoing postmaster.—final account.

to and including the day of his retirement from the office, even if the period embraced is only a fractional part of a month.

Credit in final account. 2. 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 :

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

Destruction of money-order records. 1908, May 27 ; 35 Stat. 415. 1921, June 10 ; 42 Stat. 24. **Sec. 251.** 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 (General Accounting Office), 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.

Certification by administrative officer. **Sec. 252.** Accounts for the performance of transportation and other services shall be certified by the administrative officer having charge thereof.

—now addressed. 2. All communications relative to the settlement of the accounts of such services shall be addressed to the General Accounting Office.

Balances certified by General Accounting Office. 1894, July 31 ; 28 Stat. 207. 1921, June 10 ; 42 Stat. 24. **Sec. 253.** The balances which may from time to time be certified by the auditors (General Accounting Office) to the Division of Bookkeeping and Warrants (General Accounting Office), 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 (General Accounting Office), may, within a year, obtain a revision of the said account by the Comptroller of the Treasury (General Accounting Office), whose decision upon such revision shall be final and conclusive upon the executive branch of the Government. (See sec. 228, par. 3.)

Where payment is accepted, revision can not be had. 1894, July 31 ; 28 Stat. 208. 1921, June 10 ; 42 Stat. 24. **Sec. 254.** Any person accepting payment under a settlement by an auditor (General Accounting Office) 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 (General Accounting Office) 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.

Application of payments after new bond. R. S. § 3835. 1921, June 10 ; 42 Stat. 24. **Sec. 255.** 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 (General Accounting Office) 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.) 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

Secretary of Treasury to fix time before warrant issues.

Separate items may be suspended.

—how may be made.

Deficiencies in postmasters' accounts.

for the Post Office Department (General Accounting Office) 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 bond.

NOTE.—Sec. 255 is R. S. § 3835 in its original form, and the act of February 4, 1879, was added as an amendment thereto. Note.

Sec. 256. 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.

LEGAL PROCEEDINGS.

Sec. 257. 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. 1587 as to jurisdiction of courts in criminal cases under the postal laws.

Sec. 258. 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. 228 as to duty of General Accounting Office to superintend collection of debts due the Post Office Department.

Sec. 259. 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 (General Accounting Office) shall forward to the Department of Justice certified copies of all papers in his office tending to sustain the claim.

District courts. 1911, Mar. 3; 36 Stat. 1092. Suits to be in name of United States. R. S. § 919. State and Territorial courts. R. S. § 3833.

Fraudulent and improper payments. R. S. § 4057. —for service not performed.

—made upon fraudulent representations, mistakes, etc. —Postmaster General to bring suit to recover.

Papers to be furnished Department of Justice in suits against delinquents. R. S. § 296. 1921, June 10; 42 Stat. 24.

United States attorney to obey instructions of Department of Justice in postal suits.

R. S. § 381.

Reports of proceedings in postal suits.

R. S. § 775.

—district attorneys 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. § 880.

1921, June 10 ;

42 Stat. 24.

—to be certified by General Accounting Office.

—judgment thereon.

Certified copies of statement of demands as evidence.

R. S. § 890.

1921, June 10 ;

42 Stat. 24.

What constitutes demand.

No demand to be made on late postmasters, when.

When claims to be allowed in suits.

R. S. § 952.

1921, June 10 ;

42 Stat. 24.

Sec. 260. 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. 261. 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.

Sec. 262. 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 (General Accounting Office) and transcripts from the money-order account books of the Post Office Department, when certified by the Auditor for the Post Office Department (General Accounting Office) 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.

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.

Sec. 263. 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 (General Accounting Office), of the statement of any postmaster, special agent (post-office inspector), or other person, employed by the Postmaster General or the auditor (General Accounting Office) 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.

Sec. 264. 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 (General Accounting Office) 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 (General Accounting Office) 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.

Sec. 265. 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.

Sec. 266. 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 (General Accounting Office), 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. 267. 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 (General Accounting Office), at such times as he may direct, of the proceedings which have taken place upon the said process of execution.

Sec. 268. 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 officers, 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.

2. 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.

3. 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. 269. 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.

Interest on balances.

R. S. § 964.

—rate of.

Judgment in postal suits.

R. S. § 958.

1921, June 10; 42 Stat. 24.

—rendered at return term, except.

Continuances.

—where defendant has claim against Post Office Department.

Returns of marshal to General Accounting Office of proceedings on executions.

R. S. § 792.

1921, June 10; 42 Stat. 24.

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.
—on postmasters' bonds, three years.

R. S. § 3838.
1921, June 10;

42 Stat. 24.
—on bonds of officials of United States, etc., five years.

1888, Aug. 8;
25 Stat. 387.

Recovery of penalties and forfeitures.

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.

Sec. 270. If on the settlement of the account of any postmaster it shall appear that he is indebted to the United States, and suit therefor shall not be instituted within three years after the close of such account, the sureties on his bond shall not be liable for such indebtedness.

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 (General Accounting Office), 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.

Sec. 271. 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.

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. 107.

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

Sec. 66. Postal employees interested in contract or acting as agent for contractor.

Sec. 240. Neglect of postmasters to render accounts.

Sec. 286. Setting up or professing to keep an office bearing the sign, name, or title of post office, without authority from the Postmaster General.

Sec. 327. Postmaster acting as agent for a lottery.

Sec. 1256. Establishing private express for the conveyance of letters or packets, or aiding or assisting therein.

Sec. 1259. Carrying persons on stagecoach, railway car, steamboat, vehicle, or vessel who are employed as private express for conveyance of letters and packets.

Sec. 1260. Sending letters by private express, or delivering them for transmission thereby.

Sec. 1261. Stagecoach, railroad car, steamboat, etc., carrying letters or parcels otherwise than in the mail; penalty on owner and driver, conductor, etc.

Sec. 1265. 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. 1266. Carrying letters or packets on board a mail vessel otherwise than in the mail.

Sec. 1271. Forfeiture of package seized on mail vessel with concealed letter.

Sec. 1381. Failure by master of steamboat passing between ports of the United States to deliver to postmaster letters and packets brought by him.

Sec. 1634. 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.

Liability of informer in action on penal statute.

—for costs on failure of suit, etc., except.

R. S. § 975.

Sec. 272. If any informer or plaintiff on a penal statute, to whom the penalty or any part thereof, if recovered, is directed to accrue, discontinues his suit or prosecution, or is nonsuited therein, or if upon trial judgment is rendered in favor of the defendant, the court shall award to the defendant his costs, unless such informer or plaintiff is an officer of the United States specially authorized to commence such prosecution, and the court, at the trial in open court, certifies upon the record that there was reasonable cause for commencing the same, in which case no costs shall be adjudged to the defendant.

—for fees of officers on failure of suit, 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.

Sec. 273. 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 shall be immediately deposited on account of "fines, penalties, and forfeitures" with the regular depository post office. (See secs. 113 and 121.)

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, shall 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. 274. 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.

NOTE.—After payment of all expenses, taxes, and claims for labor and services rendered, the United States, as between the Government and other claimants, is entitled to priority under R. S., sec. 3466, in the distribution of any balance of assets. (Opinion of the Solicitor of the Treasury, September 28, 1914.)

Note.

Sec. 275. 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 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.

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

Sec. 276. 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.

Priority of sureties.
R. S. § 3468.

COMPROMISES, ETC.

Sec. 277. 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 (General Accounting Office) may, with the written consent of the Postmaster General, compromise such judgment, and accept in satisfaction less than the full amount thereof.

Compromise of judgments.
R. S. § 295.
1921, June 10;
42 Stat. 24.
General Accounting Office may make, with consent of Postmaster General.

Compromise, remission, etc., of fines, penalties, forfeitures, disabilities, liabilities, etc.
 R. S. § 409.
 1921, June 10;
 42 Stat. 24.

—General Accounting Office may make, with consent of Postmaster General.

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

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

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

Claims, etc., against United States.
 1875, Mar. 3;
 18 Stat. 481.
 1921, June 10;
 42 Stat. 24.

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

—proceeding's where indebtedness denied.

Sec. 278. 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 (General Accounting Office), in ascertaining the fact in each case in which the auditor (General Accounting Office) 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 (General Accounting Office) 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 (General Accounting Office) shall deem just and expedient.

2. Before the General Accounting Office will entertain any proposition of compromise it must be submitted in writing and the amount thereof deposited with the Treasurer of the United States, 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.

CLAIMS AGAINST THE UNITED STATES.

Sec. 279. 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.

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.

Sec. 280. 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.

2. 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.

3. 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.

4. 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.

5. No money shall be paid to any person for his compensation who is in arrears to the United States until he has accounted for and paid into the Treasury all sums for which he may be liable. In all cases where the pay or salary of any person is withheld in pursuance of this section, the accounting officers of the Treasury (General Accounting Office), 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.

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

—suit upon bond of.

NOTE.—The accounting officers of the United States have the inherent right, independently of the act of March 3, 1875 (18 Stat. 481), to set off, in a proper case, an amount due from a claimant to the United States against an amount otherwise due to said claimant. (1 Comptroller General, 605.)

Note.

Sec. 281. 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.

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

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.

Sec. 282. The Court of Claims shall have jurisdiction to hear and determine the following matters:

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

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.

Sec. 283. 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

Transmission by head of department of accounts and claims to Court of Claims.
1911, Mar. 3;
36 Stat. 1137.
1921, June 10;
42 Stat. 24.

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 the certificate of any auditor (General Accounting Office), or of the Comptroller of the Treasury (General Accounting Office), 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.

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

Sec. 284. 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.

—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.

Sec. 285. 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.

TITLE THREE.

POST OFFICES.

CHAPTER I.

ESTABLISHMENT OF POST OFFICES AND APPOINTMENT OF POST-MASTERS.

ESTABLISHMENT OF POST OFFICES.

Sec. 286. The Postmaster General shall establish post offices at all such places on post roads established by law as he may deem expedient, and he shall promptly certify such establishment to the Auditor for the Post Office Department (General Accounting Office). Post offices. R. S. § 3829. 1921, June 10; 42 Stat. 24. Postmaster General to establish.

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

See sec. 1 as to authority to establish post offices and post roads.

Sec. 287. 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; 29 Stat. 313.

3. The Postmaster General may enter into contracts for the conduct of contract stations for a term not exceeding two years. —contracts for conduct. 1916, May 18; 39 Stat. 163.

4. That the Postmaster General is hereby directed to establish in the islands of Hawaii, in Porto Rico, and the Virgin Islands, under appropriate regulations to be prescribed by him, such branch offices, nonaccounting offices, or stations of Honolulu, San Juan, and Charlotte Amalie, respectively, as in his judgment may be necessary to improve the service and as may be required for the convenience of the public: *Provided, however,* That such branches, nonaccounting offices, and stations shall be conducted under the name of the existing post offices affected so as to maintain the identity of the offices concerned. 1919, Oct. 28; 41 Stat. 323.

Sec. 288. Postal stations for the receipt and dispatch of mails that are located outside of the corporate limits of the city or town in which the principal office is located 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 Official Postal Guide. Branches and stations. —branch offices defined. —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. —designation. Numbered stations may be located outside the corporate limits.

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

- “classified.” (a) “Classified,” those in charge of classified employees and occupying quarters provided by the Government.
- “contract.” (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 are required to furnish quarters and equipment, heat, light, and the necessary clerical assistance.
- “independent.” 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.

—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.

—exchange of mails at. Stations and branch post offices designated by letters or local names shall also receive and dispatch mails.

Change of name of post office. **Sec. 289.** Names of post offices shall be changed only by order of the Postmaster General.

Discontinuance of post offices. **Sec. 290.** 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 (General Accounting Office).

1896, June 9; 29 Stat. 313.
1912, Aug. 24; 37 Stat. 545.

—to be certified to General Accounting Office.
—at county seats forbidden for purposes of consolidation.

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.

Summer and winter resort post offices. **Sec. 291.** Post offices at “summer resorts” and “winter resorts” shall be continued as offices, although no mail is received or dispatched during certain seasons.

—to be continued during year.
—property at, how cared for.

2. The postmaster at a “summer-resort” or “winter-resort” post office, when closing the office for the season, shall return all unsold postage-stamp stock to his central-accounting postmaster, with a postal account in which he shall account for the difference between the amount of postage-stamp stock returned and the amount of his fixed credit. Fixed credits for stamped paper other than postage-stamp stock shall be accounted for by the return of the stamps or the cash derived from their sale. Fifteen days before the proposed reopening of a “summer-resort” or “winter-resort” post office the postmaster shall notify his central-accounting postmaster, who will furnish him with stamp stock on fixed credit. The post-office equipment at a “summer-resort” or “winter-resort” post office may be retained by the postmaster or turned over for safe-keeping to the nearest post office.

—postmaster report time of closing.

3. Thirty days prior to the close of each season the postmaster at a “winter-resort” or “summer-resort” post office 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.

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.

—and time of opening.

APPOINTMENT AND QUALIFICATION OF POSTMASTERS.

Sec. 292. 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 (General Accounting Office).

Appointment and removal of postmasters.
R. S. § 3830.
1876, July 12;
19 Stat. 80.
1921, June 10;
42 Stat. 24.
—of first, second, and third classes.
—of fourth class.

See sec. 44 as to removals.

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 \$500 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 of offices having an annual compensation of less than \$500 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 solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office.

Appointments.
—under civil service law.

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. When the annual compensation of an office is increased to as much as \$500, 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 \$500.

—upon inspector's recommendation.

—transfers not permissible.
—exception.

4. 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.

—age limit.

5. No person occupying the position of postmaster of the fourth class shall be given a competitive classified status unless he has

—classified status, when given.

been appointed as a result of open competitive examination or until he is so appointed.

Ineligible for postmastership.
—alien.
—exceptions.

Sec. 293. 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.

—minor.

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.

—contractor.

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: *Provided*, That a person who is concerned in a contract for mail messenger service, either as bidder, contractor, or subcontractor, or any member of his immediate family, may be appointed postmaster, assistant postmaster, or clerk at a third or fourth class post office when the total amount payable under such contract does not exceed \$300 in any one year. (See act of July 28, 1916; 39 Stat. 418.)

—holding claim against Government.

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

—husband or wife of rural carrier.

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

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

Sec. 294. 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 boundaries.

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.

BONDS AND COMMISSIONS OF POSTMASTERS.

Bonds of postmasters.
R. S. § 3834.
1909, Mar. 1;
35 Stat. 670.
1921, June 10;
42 Stat. 24.

Sec. 295. 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 (General Accounting Office). 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.

Execution of bonds.

Sec. 296. A bond and official oath shall be executed by every person appointed postmaster or acting postmaster on a blank furnished by the department. The bond shall be signed by the appointee as principal 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 officer shall certify to the sufficiency of the bond.

—oath of justification.

2. After execution the oath and bond shall be transmitted to the First Assistant Postmaster General for examination, approval (if satisfactory), and filing. —examination and filing.

See sec. 72 as to corporate surety on bonds; sec. 74 as to manner of filing.

Sec. 297. 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. Commissions of postmasters appointed by the President. 1874, Mar. 18; 18 Stat. 23. —how issued. —affixing of seal.

Sec. 298. 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 shall not be assumed until a commission is received. When commissions of postmasters shall be issued and duties assumed.

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.

3. The postmaster shall turn over the post office and all records, supplies, and other Government property in his custody to his successor upon presentation of his commission, or at such time as may suit the convenience of the new postmaster. (See secs. 137, 138, 242, 250, and 1206.) Postmaster shall turn over post office and records.

Sec. 299. 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. 70.) —every four years.

ACTING POSTMASTERS.

Sec. 300. 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 (General Accounting Office) 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; Vacancies in post office to be filled promptly. R. S. § 3836. 1895, Mar. 2; 28 Stat. 807. 1921, June 10; 42 Stat. 24. General Accounting Office to be advised of change. Liability of sureties. —to continue till vacancy is filled, etc. —may be terminated by notice. Inspector may be put in charge.

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. 70.)

Procedure in case of vacancy. R. S. § 3836. 1920, Apr. 24; 41 Stat. 575. 1921, June 10; 42 Stat. 24.

General Accounting Office to be advised of change.

Liability of sureties.

—to continue till vacancy is filled, etc.

—may be terminated by notice.

Abandonment regarded as resignation.

Acting postmaster.

—signature.

—accounts.

—requisitions.

Assistant postmaster.

—official signature.

Clerk.

—official signature.

Signing of papers not requiring postmaster's signature.

Sec. 301. Whenever the office of a postmaster becomes vacant through death, resignation, or removal the Postmaster General shall designate some person to act as postmaster until a regular appointment can be made by the President, and the Postmaster General shall notify the Auditor for the Post Office Department (General Accounting Office) of the change. The postmaster so appointed shall be responsible under his bond for the safekeeping of the public property of the post office and the performance of the duties thereof until a regular postmaster has been duly appointed and qualified and has taken possession of the office. Whenever a vacancy occurs from any cause, the appointment of a regular postmaster shall be made without unnecessary delay; 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 section 70.)

2. When a postmaster voluntarily abandons his office, such action may be regarded as sufficient cause for removal.

Sec. 302. When, upon the death, resignation, or removal of a postmaster, an acting postmaster is designated by the Postmaster General, and takes charge of the post office, he shall sign all papers, returns, accounts, requisitions, money orders, etc., as "acting postmaster."

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 postmaster, be signed by the acting postmaster thus: "A. B., acting postmaster, ———, postmaster, deceased" (or removed, resigned, as the case may be).

3. The requisitions of an acting postmaster shall not be honored until his bond is approved by the First Assistant 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."

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 306, he shall sign all papers, returns, accounts, requisitions, etc.: "A. B., postmaster, by E. F., clerk."

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.

PERFORMANCE OF DUTIES DURING ABSENCE OF POSTMASTER.

Sec. 303. 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.

Performance of duties during absence of postmaster.
R. S. § 4031.
—at money-order offices.

Liability of postmaster.

Sec. 304. The postmaster at every money-order post office having a money-order credit with the Treasurer of the United States shall designate the assistant postmaster, chief clerk, or some other 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, Division of Money Orders, by whom blanks of that description are furnished.

Designation of clerk at money-order offices to perform duties during absence of postmaster.

—how made.

Sec. 305. 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 section 303. 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. 331 and 334 as to assistant postmasters and their duties.

Sec. 306. 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 304, 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.

Clerk designated to perform duties of office.
—to take charge during absence of postmaster.

—instructions to be obeyed.

CHAPTER 2.

CLASSIFICATION AND COMPENSATION OF POSTMASTERS.

Sec. 307. Postmasters shall be divided into four classes, as follows:

The first class shall embrace all those whose annual salaries are \$3,200 or more.

The second class shall embrace all those whose annual salaries are less than \$3,200 and not less than \$2,300.

The third class shall embrace all those whose annual salaries are less than \$2,300, but not less than \$1,000.

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 \$1,000.

Sec. 308. The respective compensation of postmasters of the first, second, and third classes shall be annual salaries, graded in even hundreds of dollars, and payable in semimonthly payments to be ascertained and fixed by the Postmaster General from

Classification of postmasters.
1876, July 12; 19 Stat. 80.
1920, June 5; 41 Stat. 1045.
1921, June 10; 42 Stat. 24.
—first class.
—second class.
—third class.
—fourth class.

Salaries of postmasters at offices of the first, second, and third classes.

1883, Mar. 3; their respective quarterly returns to the Auditor for the Post Office Department (General Accounting Office), or copies or duplicates thereof to the First Assistant Postmaster General, for the calendar year immediately preceding the adjustment, based on gross postal receipts at the following rates, namely:

| | | | | | | | | |
|--------------------------------------|---------------------------------|---------------------------------|--------------------------------|-------------|--|--|--|--|
| 22 Stat. 600. R. S. §§ 8862-3856. | 1916, July 28; 39 Stat. 425. | 1920, June 5; 41 Stat. 1045. | 1921, June 10; 42 Stat. 24. | —how fixed. | | | | |
| | | | | | | | | |

THIRD CLASS.

| | | | |
|--------------------------------|--------|--------------------------------|--------|
| \$1,500, but less than \$1,600 | 1, 000 | \$3,000, but less than \$3,500 | 1, 700 |
| \$1,600, but less than \$1,700 | 1, 100 | \$3,500, but less than \$4,200 | 1, 800 |
| \$1,700, but less than \$1,900 | 1, 200 | \$4,200, but less than \$5,000 | 1, 900 |
| \$1,900, but less than \$2,100 | 1, 300 | \$5,000, but less than \$6,000 | 2, 000 |
| \$2,100, but less than \$2,400 | 1, 400 | \$6,000, but less than \$7,000 | 2, 100 |
| \$2,400, but less than \$2,700 | 1, 500 | \$7,000, but less than \$8,000 | 2, 200 |
| \$2,700, but less than \$3,000 | 1, 600 | | |

SECOND CLASS.

| | | | |
|----------------------------------|--------|----------------------------------|--------|
| \$8,000, but less than \$10,000 | 2, 300 | \$18,000, but less than \$22,000 | 2, 700 |
| \$10,000, but less than \$12,000 | 2, 400 | \$22,000, but less than \$27,000 | 2, 800 |
| \$12,000, but less than \$15,000 | 2, 500 | \$27,000, but less than \$33,000 | 2, 900 |
| \$15,000, but less than \$18,000 | 2, 600 | \$33,000, but less than \$40,000 | 3, 000 |

FIRST CLASS.

| | | | |
|------------------------------------|--------|--------------------------------------|--------|
| \$40,000, but less than \$50,000 | 3, 200 | \$200,000, but less than \$250,000 | 3, 300 |
| \$50,000, but less than \$60,000 | 3, 300 | \$250,000, but less than \$300,000 | 4, 000 |
| \$60,000, but less than \$75,000 | 3, 400 | \$300,000, but less than \$400,000 | 4, 200 |
| \$75,000, but less than \$90,000 | 3, 500 | \$400,000, but less than \$500,000 | 4, 500 |
| \$90,000, but less than \$120,000 | 3, 600 | \$500,000, but less than \$600,000 | 5, 000 |
| \$120,000, but less than \$150,000 | 3, 700 | \$600,000, but less than \$7,000,000 | 6, 000 |
| \$150,000, but less than \$200,000 | 3, 800 | \$7,000,000, and upward | 8, 000 |

Note.
Money-order commissions.

NOTE.—Postmasters at first class and second class offices are not allowed commissions on the money-order business, but such commissions are allowable to postmasters at offices of the third class. (See sec. 1081.) 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. 223 and 146.)

Manner of determining gross receipts.
1914, Mar. 9;
38 Stat. 296.

See sections 838, 849, and 855 as to compensation for special-delivery business at other than city delivery offices.

2. Hereafter, 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.

Unusual stamp sales.
—duty of postmaster to investigate.

3. When postage stamps or other stamped paper are sold in large or unusual quantities, it shall be the duty of the postmaster to inquire into and ascertain whether the purchaser intends to use such postage stamps or other stamped paper for mailing matter in his office or another office, or for mailing matter diverted from another office; and any "outside" sales shall be reported to the First Assistant Postmaster General, Division of Post Office Service, 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:

—report of.

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, or on mailings diverted from other post offices.

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.

4. When matter entitled to transmission in the mails at the fourth-class rates of postage is shipped by freight or express, without solicitation by the postmaster, and not primarily for the purpose of increasing his salary or allowances, to be deposited in the mails at a given post office, such office of mailing is construed to be the office of origin, and the mail shall not be considered as diverted. Stamps sold at the post office of mailing and there used on such mail shall be included in determining the gross receipts upon which the salary of the postmaster is based.

See sec. 146 as to penalty for unlawful sales.

Sec. 309. The Postmaster General shall make all orders relative to the salaries of postmasters; * * * and the Auditor for the Post Office Department (General Accounting Office) shall be notified of any and all changes of salaries.

2. Readjustments (salaries of postmasters of the first, second, and third classes) 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 December 31 preceding such adjustments.

NOTE.—For exceptions as to readjustments under the act of June 5, 1920, for offices advanced because of unusual conditions see sec. 310.

3. 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 be changed at the regular readjustment period, except as provided in section 310 with reference to unusual conditions.

4. Where two or more postmasters serve during the same quarter, the salary of the office shall be divided pro rata among them.

Sec. 310. (Effective July 1, 1921,) 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, and postal cards canceled, on matter actually mailed at their offices, and 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 the act of April 28, 1904, without postage stamps affixed, and on postage collected in money on matter of the first class mailed under the provisions of the act of April 24, 1920, without postage stamps affixed, and on amounts received from waste paper, dead newspapers, printed matter, and twine sold at the following rates, namely:

One hundred and forty-five per centum of the cancellations of the first \$75 or less per quarter, 70 per centum of the next \$100 or less per quarter, and on the balance 60 per centum, the same to be ascertained and allowed by the Auditor for the Post Office Department (General Accounting Office) in the settlement of the accounts of such postmasters upon their sworn quarterly returns: *Provided*, That when the total compensation of any postmaster at a post office of the fourth class for four consecutive quarters shall amount to \$1,000, exclusive of commissions on money orders issued, and the receipts of such post office for the same period shall aggregate as much as \$1,500, the office shall be assigned to its proper class and the salary of the postmaster fixed according to the re-

Readjustment of salaries of postmasters of first, second, and third classes.
1883, Mar. 3;
22 Stat. 602.
1916, July 28;
39 Stat. 413.
1921, June 10;
42 Stat. 24.
To take effect July 1.

Note. Exceptions under act June 5, 1920.
Relegation to lower class.

Division of salary among different postmasters.
Fourth-class postmasters, compensation.
1920, June 5;
40 Stat. 1046.

1921, July 21;
42 Stat. 144.

ceipts: *Provided further*, That in no case shall there be allowed any postmaster of this class a compensation greater than \$250 in any one of the first three quarters of the 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 \$1,000, exclusive of money-order commissions: *And provided further*, That whenever unusual conditions prevail the Postmaster General, in his discretion, may advance any post office from the fourth class to the appropriate class indicated by the receipts of the preceding quarter, notwithstanding the proviso which requires the compensation of fourth-class postmasters to reach \$1,000 for four consecutive quarters, exclusive of commissions on money-order business, and that the receipts of such post office for the same period shall aggregate as much as \$1,500 before such advancement is made: *And provided further*, That when the Postmaster General has exercised the authority herein granted, he shall, whenever the receipts are no longer sufficient to justify retaining such post office in the class to which it has been advanced, reduce the grade of such office to the appropriate class indicated by its receipts for the last preceding quarter.

NOTE.—The language of the first three lines of second paragraph closing with "centum," is from the act of 1921; the remainder is from the act of 1920.

See sec. 311 as to commissions on postage collected in money; sec. 838 as to compensation for special-delivery business; sec. 1081 as to commissions on money-order business; sec. 223 as to fixing compensations in case of false returns of cancellations; sec. 1602 as to punishment for making false returns; sec. 1219 as to transaction of postal-savings business.

Commissions of
postmasters of
fourth class.

Sec. 311. Postmasters shall be allowed commissions as follows:

(a) Upon the amount of canceled postage stamps, stamped envelopes, newspaper wrappers, postal cards, and other matter actually mailed at their offices, and on canceled postage-due stamps.

(b) Upon the amount of newspaper and periodical postage collected in money at pound rates; and on the postage collected in money on mailings of the various classes of matter under permit without postage stamps affixed, as provided in section 452, 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 mailed at pound rates shall be reported as one item, and the total collections on mailings under section 452 as another separate item in the quarterly postal account.

2. Commissions shall not be claimed by postmasters for the cancellation of the penalty clause on official envelopes.

3. Commissions shall not be claimed by postmasters for the cancellation of postage stamps on matter diverted from other post offices to their post offices for mailing. (Sec. 515.)

4. Credit shall not be allowed for cancellation of internal-revenue stamps nor of special-delivery stamps or ordinary stamps used to effect special delivery of mail.

5. At offices of the fourth class, when two or more postmasters serve during the quarter, their combined compensation shall be identical with the amount one postmaster would have received had he served the entire quarter.

6. When the combined cancellations for a quarter do not exceed \$75, each postmaster shall be allowed 145 per centum on his individual cancellations.

7. When the combined cancellations for a quarter exceed \$75, but do not exceed \$100, each postmaster shall be allowed 120 per centum on his individual cancellations.

8. When the combined cancellations for a quarter exceed \$100, but do not exceed \$200, each postmaster shall be allowed his pro rata share of \$100 at 115 per cent and the balance of his cancellations at 75 per cent.

9. When the combined cancellations for a quarter exceed \$200 each postmaster shall be allowed his pro rata share of \$100 at 115 per cent; of \$100 at 75 per cent, and the balance of his cancellations at 60 per cent.

10. Each postmaster shall debit himself with the box rents collected by him and credit himself with his pro rata share of the total rentals collected for the entire quarter.

11. When the combined compensation for a quarter computed in accordance with the foregoing exceeds \$250 each postmaster shall be allowed his 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. (Sec 310.)

12. Postmasters of the fourth class 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.

See secs. 223 and 224 as to false returns of business.

Sec. 312. (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. 309. The words in parentheses are to make the statute clear.

Sec. 313. Postmasters of the first, second, and third classes shall withdraw their accrued salaries at the close of business on the 15th and last day of each month. If either of said days falls on Sunday or a legal holiday, the accrued salaries may be withdrawn on the next business day.

Sec. 314. 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. 315. 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 appointment of the Postmaster General, is held to be acting by authority of the President. (See secs. 300 and 301.)

Withdrawal of compensation.

Orders assigning fourth-class offices to higher class.

1883, Mar. 3; 22 Stat. 602.

Withdrawal of accrued salaries.

Salaries of postmasters to be full compensation for all risks, etc.

1894, Jan. 27; 28 Stat. 30.

Compensation of acting postmasters.

1879, Mar. 3, 20 Stat. 362.

—to be regular compensation of office.

Note.

CHAPTER 3.

GENERAL PROVISIONS RELATING TO POST OFFICES.

Post offices to be open as directed by Postmaster General. R. S. § 3839.

Sec. 316. 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.

Change of site of post office.—application for authority.

Sec. 317. The site or location of a post office shall not be changed without authority. Application for such authority should be made to the First Assistant Postmaster General, Division of Post-office Service, when the office is of the first, second, or third class, and to the First Assistant Postmaster General, Division of Postmasters' Appointments, when of the fourth class.

—what application shall 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 mails will be increased or decreased, and shall furnish a map or diagram 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. In the case of first, second, and third class post offices 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. At such offices the postmasters should also state the amount that will be required for rent and for light and fuel per year for the proposed new quarters. Where post offices are located on railroads the application must show the distance between the proposed site and the railroad station by the nearest route open to public travel, and must state whether mails are handled by railroad employees or a department mail messenger.

Division superintendent Railway Mail Service to be advised.

3. Postmasters at post offices located on railroads shall also advise the division superintendent, Railway Mail Service, in advance of a change in site of the office, giving the distance between the railroad station and the new site, and stating whether mails are handled between post office and station by employees of the railroad or of the Post Office Department. Where mails are handled by railroad employees the local railroad agent or other representative should also be advised before change of site is made.

Where site changed without authority.

4. Where the site of an office is changed without authority, the exchange and carrying of the mails must be provided for by the postmaster without additional expense to the Post Office Department.

Care of post offices.—to be kept free from loungers, etc.—smoking may be forbidden.

Sec. 318. 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 or fail 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. 319. 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, 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 391 and 1255.) Weather Bureau reports. —to be posted.

Sec. 320. 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 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. —at third and fourth class offices.

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. Postal-savings service.

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. Window service during distribution of mails.

7. Post offices shall not be closed during business hours unless special authority has been obtained from the First Assistant Postmaster General. Authority for closing.

- 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. 321.** 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 post offices shall not require more clerks and carriers to be on duty on Sundays than are requisite to collect and prepare mail for dispatch and to make such distribution of incoming mail as is necessary to meet the requirements of the law as to special-delivery mail and to perform such distribution as may be necessary to prevent congestion or an accumulation of mail that would prevent prompt deliveries on Monday. Renters of lock boxes may be permitted to obtain on Sundays such mail as may be distributed into their boxes during the process of necessary distribution.
- 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.
- when required at third and fourth class offices. 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.
- service. 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.
- Holidays. **Sec. 322.** Postmasters may observe as holidays: New Year's Day (January 1); Washington's Birthday (February 22); Memorial 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 may set apart as days of fast or thanksgiving.
- days designated as. 1916, July 28; 39 Stat. 416. 1919, Feb. 28; 40 Stat. 1193. 2. All days, other than the holidays enumerated in the act of July 28, 1916, making appropriations for the Postal Service for the fiscal year ending June 30, 1917, set aside by the President of the United States as holidays to be observed by the other departments of the Government throughout the United States shall be construed as applicable to the Postal Service in the same manner and to the same extent as the executive departments.
- service on. 3. Post offices shall be kept open on holidays specified above such length of time as may be necessary to meet the reasonable

postal requirements of the public. Mails shall be made up and dispatched on such holidays as on other week days.

4. When any of the holidays mentioned in the preceding paragraphs falls on Sunday, the following Monday may be observed, unless otherwise specially provided by proper authority.

See sec. 348 as to compensatory time for service performed by employees in post offices on Sundays and holidays.

Sec. 323. Postmasters shall file and preserve in their offices all correspondence, records, books of regulations, guides, instructions, circulars, and orders received from any officer of the department or the General Accounting Office. (See sec. 104.)

Regulations, orders, etc., shall be preserved.

2. Whenever a postmaster at a first-class office is in doubt as to the interpretation of a provision of law or regulation or other departmental requirement affecting a matter requiring his official action, he shall, before taking action, ask instructions from the proper bureau of the Post Office Department, provided the necessary information can not be found in the Postal Laws and Regulations, the Official Postal Guide, or the Postal Bulletin, except inquiries regarding registry, insured, or C. O. D. services, which should be addressed to the Third Assistant Postmaster General, Division of Registered Mails.

3. Inquiries of the character mentioned in the preceding paragraph, when made by postmasters at offices of the second, third, or fourth classes, shall be addressed to the post office inspector in charge of the division in which their respective offices are located.

Postmaster to consult inspector in charge.

Sec. 324. 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.

Correspondence with department.

2. All communications from the Post Office Department and General Accounting 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.

Communications to be answered promptly.

3. Postmasters and others in the postal service shall make official telegrams as brief as possible.

Telegrams.

4. 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 addressed to title of official.

—to be sent "collect" to department.

—personal.
—from employees outside of Washington.

—different companies.

Sec. 325. Postmasters and their subordinates shall treat all the patrons of their offices with courtesy and consideration.

Demeanor toward patrons.

Postmasters at offices of the fourth class may transact other business.

Sec. 326. 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.

Postmasters not to use positions for advertising purposes.

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.

Postmaster acting as lottery agent.

R. S. § 3851. 1909, Mar. 4, ch. 321, § 214; 35 Stat. 1130.

Sec. 327. 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.

Punishment.

See secs. 473 to 476 as to lottery matter in the mails.

Reports of robberies of post offices.

—to whom made.

—what to show.

Sec. 328. When a post office has been broken into by burglars, the postmaster shall, if possible, immediately make report thereof by telegraph, showing the approximate loss and the number of any blank money-order forms stolen, to the post-office inspector in charge of the division in which the post office is located, the telegram to be sent "collect" and indorsed "Official business, collect Government rate." An immediate report by letter also shall be made to the same inspector in charge, giving all known circumstances connected with the burglary, including the date, a detailed inventory of the loss, the denominations of the stamped paper stolen, the amount of postal and money-order funds and of each class of Government property taken, and whether any clues have been found indicating the identity and whereabouts of the person or persons responsible. If the mail key has been taken, its number should be given. (See sec. 1463.) Full particulars also regarding registered mail lost or rifled should be given.

Solicitor to be advised.

Telegraphic report of robberies.

Postmasters liable, when.

2. The inspector in charge upon receipt of a notice that the burglary of a post office has been committed shall report the name of the post office, date of burglary, and all known facts to the Chief Inspector, who shall immediately notify the Solicitor for the Post Office Department of every such case from which a claim for credit under the provisions of section 167 may arise. Where the circumstances warrant, the inspector in charge shall report the facts in detail by telegraph to the Chief Inspector. (See sec. 634, par. o.)

3. The postmaster shall be held responsible for the loss if he fails to exercise due care in the protection of the property.

See sec. 634 as to reports of losses of mail matter, delays, etc.; sec. 1589 as to report of commission of offenses against postal laws; sec. 1068 as to indemnity for lost registered matter; sec. 324 as to manner of sending telegrams.

PENSION VOUCHERS.

Sec. 329. 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.

Pension vouchers. 1894, Aug. 23 : 28 Stat. 499. —to be executed. —by fourth-class postmasters.

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.

—by rural carriers. 1910, June 25 : 36 Stat. 843.

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 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.

Definition of "pensioner."

—of "voucher."

4. A fourth-class 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.

Fees for execution.

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. 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."

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. 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 Com-

Exhibition of certificate.

missioner of Pensions, and such permit must be securely attached to the voucher.

Signature. 8. Postmasters should add after their names, when signed to
 —of postmaster. vouchers, the words "Fourth-class postmaster." Rural carriers
 —of carrier. 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.

—who can not 9. Neither acting postmasters, assistant postmasters, tem-
 execute. porary nor substitute rural carriers are qualified by the acts of
 August 23, 1894, and June 25, 1910, to authenticate pension vouch-
 ers. Vouchers authenticated by any such officials will not be
 accepted.

—must be legi- 10. Postmasters and rural carriers shall place on each voucher
 ble. in the place marked "L. S." a clear, distinct, and legible impres-
 sion of the postmarking stamp, showing the date, name of the post
 office, and State. Vouchers authenticated by postmasters and
 rural carriers without using a postmarking stamp or with unsatis-
 factory impressions of the postmarking stamp will not be
 accepted.

—penalty for 11. To authenticate a voucher prior to the fourth day of the
 false. month in which the pension is payable and post-date the jurat to
 make it appear that the voucher was executed on any other than
 the actual date of execution; or to authenticate a voucher with-
 out the pensioner being present and duly sworn, or in the absence
 of witnesses where witnesses are required; or to willfully aid or
 assist in the making or in any wise procure the making or presen-
 tation of any false or fraudulent affidavit, declaration, certifi-
 cate, 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).

Instructions 12. Inquiries concerning the execution of pension vouchers
 concerning execu- should be addressed to the Commissioner of Pensions, Washing-
 tion. ton, D. C.

CHAPTER 4.

POSTMASTERS, ASSISTANT POSTMASTERS, AND CLERICAL PERSONNEL.

Postmasters to 300. Postmasters shall give their personal attention to the
 give personal at- business of their offices, and shall not absent themselves there-
 tention to offices. from for a longer period than two days without written authority
 from the inspector in charge of the division in which the office is
 located, but in every instance absence for two days or less shall
 be reported promptly to the inspector in charge. Postmasters at
 offices of the first, second, and third classes shall devote a mini-
 mum of eight hours daily during the business part of the day to
 their duties as postmaster.

2. Postmasters at offices of the first, second, and third classes shall be granted, upon application, 30 days leave of absence with pay and, when necessary, 30 days with pay on account of personal sickness, each fiscal year. Sundays and holidays are not included in annual or sick leave but must be counted in all other leave.

Annual leave of absence postmasters, first, second, and third classes.

3. Fourth-class postmasters will be granted leave of absence not to exceed 30 days in any fiscal year, except that in cases of urgent necessity or illness leave may be extended to 90 days in any fiscal year. Request for extension, however, must be made at the end of each 30-day period. When extension is requested on account of illness, the postmaster shall submit to the inspector in charge a doctor's certificate that such leave is necessary.

Annual leave, of absence, fourth-class postmasters.

4. Applications for leave of absence shall be addressed to the inspector in charge of the division in which the office is located. Postmasters' telegrams applying for leave must be prepaid and replies thereto from the inspector in charge sent "collect."

Applications for leave to be addressed to inspector in charge.

5. There is no appropriation from which to grant additional allowance for clerk hire at a third-class office on account of the postmaster's absence, and during such absence a competent assistant who has taken the oath of office and furnished the required bond shall be left in charge. (See secs. 304 and 353.)

Absence, third-class postmasters.

6. Postmasters at offices where branch offices and stations are maintained shall visit the same frequently.

Postmasters to visit stations.

Sec. 331. At post offices where the appointment of an assistant postmaster has not been specifically authorized by the department the postmaster shall designate one of the clerks to perform the duties of the postmaster during his absence.

Assistant postmasters.—appointment of.

2. At post offices of the first and second classes the position of assistant postmaster is in the competitive classified service, and when appointments thereto are authorized they shall be made in accordance with the civil-service rules and be reported (on the proper form in triplicate) to the First Assistant Postmaster General for approval.

—in accordance with civil-service rules at first and second class offices.

3. Assistant postmasters at offices of the third and fourth classes may be selected without the approval of the department, but males under 21 years of age and females who are not of age under the laws of the State are not eligible for such appointment at any presidential post office. Such selections need not be reported to the department unless the office has a money-order credit with the Treasurer of the United States. (See sec. 304.) A member of the postmaster's family or a surety on his bond may, if competent, be appointed assistant postmaster at a third or fourth class office or designated to perform the duties of the postmaster during his absence.

—at third and fourth class offices.

4. Assistant postmasters or persons designated to act for the postmaster shall perform such duties as may be assigned to them by the postmaster except as otherwise prescribed by departmental instructions.

—duties of.

5. At post offices of the first, second, and third classes the person appointed assistant postmaster or the person designated to perform the duties of postmaster during the postmaster's absence

—bond.

shall, if he has not already done so, furnish bond on Form 1117. The bonds of all such employees shall be filed by the postmasters in their offices.

—clerical help, third and fourth class offices.

6. The postmaster at an office of the third or fourth class may employ as clerks without expense to the department, in addition to the required assistant, such competent members of his family or other persons, whether of legal age or not, as he may desire to have assist him. All persons eligible and competent who are regularly employed or likely to be called upon to handle mail or perform other official work in such a post office shall take the oath of office (Form 9005), which oath shall be filed in the post office.

—mail contractors, etc., ineligible.

7. Contractors or subcontractors for carrying the mail, mail messengers, assistant messengers, or persons concerned in the prosecution of claims against the Government shall not be appointed assistant postmaster or clerk in a post office; except that in the discretion of the Postmaster General, a postmaster, an assistant postmaster, or a clerk of a post office of the third or fourth class may enter into a contract for the performance of mail-messenger service, provided the total amount payable under such contract shall not exceed \$300 in any one year. (See secs. 509, 1253, and 1318.)

—exceptions.

See sec. 305 as to authority of assistant postmaster to perform duties of office during absence of postmaster; sec. 304 as to designation at money-order offices of some clerk besides the assistant postmaster to perform duties of office during absence of postmaster; sec. 32 as to oath of office; secs. 335 and 348 as to clerks in offices of the first and second classes; secs. 349 and 350 as to clerical help at distributing offices for extraordinary business.

Oaths of assistant postmasters, clerks, etc.

Sec. 332. 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. 32), and postmasters shall retain such oaths on the files of their respective offices.

Assistant postmasters, second-class offices, salaries of.

1920, June 5; 41 Stat. 1048.
1921, July 21; 42 Stat. 145.

Sec. 333. The Postmaster General is authorized to fix the salaries of assistant postmasters at offices of the second class, based on gross postal receipts for the calendar year immediately preceding the adjustment at the following rates, namely:

\$8,000, but less than \$12,000, \$1,850;
\$12,000, but less than \$15,000, \$1,900;
\$15,000, but less than \$18,000, \$1,950;
\$18,000, but less than \$22,000, \$2,000;
\$22,000, but less than \$27,000, \$2,050;
\$27,000, but less than \$33,000, \$2,100;
\$33,000, but less than \$40,000, \$2,150.

Assistant postmaster to conduct office during vacancy, etc.

Sec. 334. When a postmaster resigns or dies, or is removed, the assistant postmaster or designated employee shall conduct the business of the office until otherwise instructed by proper authority, or until an acting postmaster has been appointed and assumed charge of the office, as provided in sections 300 and 301, or until a successor is appointed and commissioned.

See secs. 300 and 301 as to placing post-office inspector in charge of post office.

Clerks at post offices of the first and second classes.

—employment of, to be authorized.

Sec. 335. 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.

2. The allowances for clerk hire made to postmasters of the first and second class post offices by the First Assistant Postmaster General, out of the annual appropriation for clerks in post offices, shall cover the cost of clerical services of all kinds in such post offices, including the cost of clerical labor in the money-order business.

Allowances to include all clerical services.
1894, Jan. 27;
28 Stat. 31.

Sec. 336. At offices of the first class, the annual salaries of the employees, other than those in the automatic grades, shall be in even hundreds of dollars, based upon the gross postal receipts for the preceding calendar year, as follows:

Classification and salaries of employees at offices of first class, other than those in the automatic grades.

Receipts \$40,000, but less than \$50,000—Assistant postmaster, \$2,200; superintendent of mails, \$2,100.

1920, June 5;
41 Stat. 1049.
1921, July 21;
42 Stat. 144.

Receipts \$50,000, but less than \$60,000—Assistant postmaster, \$2,200; superintendent of mails, \$2,100.

Receipts \$60,000, but less than \$75,000—Assistant postmaster, \$2,200; superintendent of mails, \$2,100.

Receipts \$75,000, but less than \$90,000—Assistant postmaster, \$2,300; superintendent of mails, \$2,200.

Receipts \$90,000, but less than \$120,000—Assistant postmaster, \$2,400; superintendent of mails, \$2,300; foremen, \$2,100.

Receipts \$120,000, but less than \$150,000—Assistant postmaster, \$2,500; superintendent of mails, \$2,400; foremen, \$2,100.

Receipts \$150,000, but less than \$200,000—Assistant postmaster, \$2,600; superintendent of mails, \$2,500; foremen, \$2,100.

Receipts \$200,000, but less than \$250,000—Assistant postmaster, \$2,700; superintendent of mails, \$2,600; foremen, \$2,100.

Receipts \$250,000, but less than \$300,000—Assistant postmaster, \$2,800; superintendent of mails, \$2,700; assistant superintendent of mails, \$2,200; foremen, \$2,100.

Receipts \$300,000, but less than \$400,000—Assistant postmaster, \$2,900; superintendent of mails, \$2,800; assistant superintendent of mails, \$2,200; foremen, \$2,100.

Receipts \$400,000, but less than \$500,000—Assistant postmaster, \$3,000; superintendent of mails, \$2,900; assistant superintendent of mails, \$2,200; foremen, \$2,100.

Receipts \$500,000, but less than \$600,000—Assistant postmaster, \$3,200; superintendent of mails, \$3,000; assistant superintendent of mails, \$2,300; foremen, \$2,100; postal cashier, \$2,600; money-order cashier, \$2,300.

Receipts \$600,000, but less than \$1,000,000—Assistant postmaster, \$3,400; superintendent of mails, \$3,200; assistant superintendent of mails, \$2,500; foremen, \$2,100; postal cashier, \$2,800; money-order cashier, \$2,500.

Receipts \$1,000,000, but less than \$2,000,000—Assistant postmaster, \$3,600; superintendent of mails, \$3,400; assistant superintendents of mails, \$2,300, \$2,500, and \$2,800; foremen, \$2,100 and \$2,200; postal cashier, \$3,000; assistant cashiers, \$2,300; money-order cashier, \$2,700; bookkeepers, \$2,000; station examiners, \$2,000.

Receipts \$2,000,000, but less than \$3,000,000—Assistant postmaster, \$3,700; superintendent of mails, \$3,500; assistant superintendents of mails, \$2,300, \$2,500, \$2,700, and \$3,000; foremen, \$2,100 and \$2,200; postal cashier, \$3,100; assistant cashiers, \$2,200 and \$2,400; money-order cashier, \$2,800; bookkeepers, \$2,000 and \$2,200; station examiners, \$2,300.

Receipts \$3,000,000, but less than \$5,000,000—Assistant postmaster, \$3,800; superintendent of mails, \$3,600; assistant superintendents of mails, \$2,300, \$2,500, \$2,800, and \$3,200; foremen, \$2,100 and \$2,200; postal cashier, \$3,300; assistant cashiers, \$2,200, \$2,400, and \$2,800; money-order cashier, \$3,000; bookkeepers, \$2,000 and \$2,200; station examiners, \$2,300 and \$2,500.

Receipts \$5,000,000, but less than \$7,000,000—Assistant postmaster, \$4,000; superintendent of mails, \$3,800; assistant superintendents of mails, \$2,300, \$2,500, \$2,800, \$3,000, and \$3,400; foremen, \$2,100 and \$2,200; postal cashier, \$3,500; assistant cashiers, \$2,200, \$2,600, and \$2,800; money-order cashier, \$3,200; bookkeepers, \$2,000, \$2,200, and \$2,300; station examiners, \$2,300 and \$2,500.

Receipts \$7,000,000, but less than \$9,000,000—Assistant postmaster, \$4,300; superintendent of mails, \$4,000; assistant superintendents of mails, \$2,300, \$2,500, \$2,800, \$3,200, and \$3,600; foremen, \$2,100 and \$2,200 postal cashier, \$3,700; assistant cashiers, \$2,300, \$2,500, \$2,800, and \$3,000; money-order cashier, \$3,300; bookkeepers, \$2,000, \$2,200, and \$2,300; station examiners, \$2,300 and \$2,500.

Receipts \$9,000,000, but less than \$20,000,000—Assistant postmaster, \$4,500; superintendent of mails, \$4,200; assistant superintendents of mails, \$2,400, \$2,500, \$2,800, \$3,200, \$3,400, and \$3,800; foremen, \$2,100, \$2,200, and \$2,300; postal cashier, \$3,800; assistant cashiers, \$2,300, \$2,500, \$2,800, and \$3,000; money-order cashier, \$3,400; bookkeepers, \$2,000, \$2,200, \$2,300, and \$2,500; station examiners, \$2,300 and \$2,500.

Receipts \$20,000,000 and upward—Assistant postmaster, \$4,600; superintendent of mails, \$4,400; assistant superintendents of mails, \$2,400, \$2,600, \$2,800, \$3,200, \$3,600, and \$3,800; superintendent of delivery, \$4,400; assistant superintendents of delivery, \$2,400, \$2,600, \$2,800, \$3,200, \$3,600, and \$3,800; foremen, \$2,100, \$2,200, and \$2,300; superintendent of registry, \$4,000; assistant superintendents of registry, \$2,400, \$2,600, \$2,800, and \$3,200; superintendent of money orders, \$4,000; assistant superintendent of money orders, \$3,800; auditor, \$3,600; postal cashier, \$4,000; assistant cashiers, \$2,300, \$2,500, \$2,800, \$3,000, and \$3,200; money-order cashier, \$3,600; bookkeepers, \$2,100, \$2,300, \$2,500, and \$3,000; station examiners, \$2,300 and \$2,500.

Supervisory employees in Washington, D. C., post office.

Limitations as to number of supervisory officials.

Minimum salary of foreman in first-class offices.

Minimum salary, assistant superintendent mails, at certain offices.

Grades, special clerks.

Printers, mechanics, and skilled laborers part of clerical force.

Clerks and other employees in first and second class offices.

1907, Mar. 2; 34 Stat. 1206. 1920, June 5; 41 Stat. 1045. Clerks shall be divided into grades.

2. *Provided*, That in fixing the salaries of supervisory employees in the post office at Washington, District of Columbia, the Postmaster General may in his discretion add not to exceed 50 per centum to the gross postal receipts of that office:

3. *Provided further*, That not more than one assistant superintendent of mails, one assistant superintendent of delivery, one assistant superintendent of registry, and one assistant cashier shall be paid the maximum salary provided for these positions at any office, except where the receipts are \$9,000,000 and less than \$20,000,000, to which offices two assistant superintendents of mails shall be assigned at the maximum salary, one to be in charge of the City Delivery Service.

4. Effective July 1, 1921, the minimum salary of foreman in first-class offices shall be \$2,100 per annum.

Effective July 1, 1921, the minimum salary of assistant superintendents of mails in post offices with receipts of \$1,000,000, but less than \$2,000,000, shall be \$2,300 per annum.

5. *And provided further*, That there shall be two grades of special clerks, as follows:

First grade, salary, \$1,900; second grade, salary, \$2,000.

6. *And provided further*, That printers, mechanics, and skilled laborers shall, for the purpose of promotion and compensation, be deemed a part of the clerical force.

Sec. 337. Clerks in first and second class post offices * * * shall be divided into five grades as follows:

| | | |
|---------------------|-------|----------|
| First grade—salary | ----- | \$1, 400 |
| Second grade—salary | ----- | 1, 500 |
| Third grade—salary | ----- | 1, 600 |
| Fourth grade—salary | ----- | 1, 700 |
| Fifth grade—salary | ----- | 1, 800 |

2. *Provided*, * * * That hereafter substitute clerks in first and second class post offices * * * when appointed regular clerks * * * shall have credit for actual time served on a basis of one year for each three hundred and six days of eight hours served as substitute, and appointed to the grade to which such clerk * * * would have progressed had his original appointment as substitute been to grade one:

Substitutes.

That watchmen, messengers, and laborers in first and second class post offices shall be divided into two grades as follows:

Watchmen, messengers, and laborers.

First grade—salary----- \$1,350
 Second grade—salary----- 1,450

3. *Provided*, That watchmen, messengers, and laborers shall be promoted to the second grade after one year's satisfactory service in the first grade.

4. *And provided further*, That in post offices designated as state depositories for surplus postal funds and central accounting offices where the gross postal receipts are less than \$500,000 and no postal cashier is provided the employee directly in charge of the records and adjustments of such accounts shall be allowed an increase of \$200 per annum, and if the gross postal receipts of such offices are \$500,000 and less than \$5,000,000, the postal cashier shall be allowed an increase of \$200 per annum.

Employee in charge of records at central accounting and State depository offices.

5. The salary of superintendents of classified stations shall be based on the number of regular employees assigned thereto and the annual postal receipts: *Provided*, That no allowance shall be made for sales of stamps to patrons residing outside of the territory of the stations.

Superintendents of classified stations.

6. At delivery stations each \$100,000 of postal receipts shall be considered equal to one additional employee. At nondelivery classified stations known as finance stations, each \$25,000 of postal receipts shall be considered as equal to one additional employee.

7. At classified stations having less than four employees and where the receipts are less than \$100,000, the salary of the superintendent shall not be greater than that of a special clerk.

8. At classified stations having four employees or more the salary of the superintendent shall be as follows:

Four and not exceeding six employees----- \$2,100
 Seven and not exceeding eighteen employees----- 2,200
 Nineteen and not exceeding thirty-two employees----- 2,300
 Thirty-three and not exceeding forty-four employees----- 2,400
 Forty-five and not exceeding sixty-four employees----- 2,500
 Sixty-five and not exceeding ninety employees----- 2,600
 Ninety-one and not exceeding one hundred and twenty employees----- 2,700
 One hundred and twenty-one and not exceeding one hundred and fifty employees----- 2,800
 One hundred and fifty-one and not exceeding three hundred and fifty employees----- 3,000
 Three hundred and fifty-one employees and over----- 3,200

9. At classified stations having sixty-five or more employees there may be an assistant superintendent of stations with salary as follows:

—assistant superintendents.

Sixty-five and not exceeding ninety employees----- \$2,200
 Ninety-one and not exceeding one hundred and twenty employees----- 2,300
 One hundred and twenty-one and not exceeding one hundred and fifty employees----- 2,400
 One hundred and fifty-one and not exceeding three hundred and fifty employees----- 2,600
 Three hundred and fifty-one employees and over----- 2,800

Clerks shall be promoted successively.

10. Clerks in first and second class post offices * * * shall be promoted successively after one year's satisfactory service in each grade to the next higher grade until they reach the fifth grade. All promotions shall be made at the beginning of the quarter following one year's satisfactory service in the grade.

—may be reduced in grade.

11. 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 * * * 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 at the beginning of second or subsequent quarter, when.

—eligible for promotion to higher positions.

Restoration to former grade not to be construed as a promotion.

12. Whenever an employee herein provided for 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, and the restoration to a former grade or advancement to an intermediate grade shall not be construed as a promotion within the meaning of the law prohibiting advancement of more than one grade within one year.

Clerk may be transferred to carrier and carrier to clerk.

13. The Postmaster General may, when the interest of the service requires, transfer any clerk to the position of carrier or any carrier to position of clerk, such transfer to be made to the corresponding grade and salary of the clerk or carrier transferred. * * * 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 employee to promotion: *Provided*, That no clerk * * * shall be promoted more than one grade within any one year's period of service.

Compensation of substitute, temporary, or auxiliary clerks.

14. Substitute, temporary or auxiliary clerks at first and second class post offices * * * shall be paid at the rate of 60 cents an hour.

Classified civil service.

—all employees of first and second class offices included in. —efficiency a requisite.

Sec. 338. Under civil-service rule 2 all 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.

Officer or employee shall not be instructed for examinations.

2. 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.

Beginning of probationary period.

3. The probationary period of six months for persons appointed in the post office service shall begin with the date of appointment as a regular substitute and terminate on the basis of 1,224 hours of actual service performed, or, where the appointment is made direct from a register to the position of regular clerk, car-

rier; or other regular employee, on the basis of six calendar months from date of appointment.

Sec. 339. 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. (See sec. 198, par. *d.*)

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. 338) 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 Post-office Service, 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 General Accounting Office by the First Assistant Postmaster General; and no payment on account of salaries of clerks shall be allowed, except where such payments are made to persons employed by authority of the First Assistant Postmaster General.

Appointments and changes to be certified to General Accounting Office.

See sec. 21 as to preference to be given to honorably discharged soldiers, sailors, and marines, their widows and orphans. See sec. 51 on reinstatements.

Sec. 340. 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.

Superintendents of mails.—how appointed.

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 346; 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.

—subject to postmaster.

—duties of. Dispatch and receipt of mails.

Case examinations. Errors.

Sec. 341. Postmasters shall not suspend clerks or other post-office employees 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

Suspension and demeriting of clerks.

—postmasters to obtain authority for, except.

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 employees be demerited as provided for in the rules governing efficiency records.

See sec. 44 as to reductions and removals.

Leaves of absence for clerks.—postmasters to arrange for.

Sec. 342. 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.

When substitutes may be employed.

2. 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 60 cents an hour.

Leave of absence without pay.

3. Postmasters may, in addition to leave of absence with pay, provided by law, grant leave of absence without pay to employees for personal reasons, such leave not to exceed 30 days in any case during any one fiscal year. Application for leave of absence for a period longer than 30 days shall be submitted to the First Assistant Postmaster General with a full statement of the facts. An employee shall not be allowed to start on such leave until formal approval has been received.

Method of granting leave on account of personal illness.

4. A postal employeec shall not be separated from the service on account of illness for a period less than one year. Postmasters may, without specific approval from the department, upon written application of an employee of their office, accompanied by proper physician's certificate, grant leave without pay on account of personal illness of the employee concerned in 30-day periods for a total not to exceed one year's continuous absence. Each new application shall be accompanied by a physician's certificate. When an employee has been continuously absent three months or longer, his return to duty for a period of less than 30 days will not be considered as breaking the period of his continuous absence. Employees desiring leave for a longer period will be dropped from the service without prejudice. However, no employee who has been absent for one year on account of illness, and has enough service to his credit to entitle him to retire under section 5 of the act of May 22, 1920, should be separated from the service until he has been given an opportunity to retire.

See sec. 45 as to statutes covering leaves of absence of employees in the postal service; sec. 330 as to postmasters; sec. 26 as to employees of the Post Office Department; sec. 46 as to employees of the mail-equipment shops; secs. 47, 48, 49, and 50 as to military duty.

Employment and payment of substitute when clerk is absent on other than annual leave. 1905, Mar. 3; 33 Stat. 1085.

Sec. 343. 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 ab-

sent clerk or letter carrier at a rate not to exceed the pay of the grade of work performed by such substitute.

See secs. 337 and 664 for statutory authority for rate of pay of substitutes of clerks in post offices and carriers.

Sec. 344. 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 Postmaster General at the rate of 60 cents an hour, to be paid out of the appropriation for temporary and auxiliary clerk hire.

Sec. 345. 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 Post-office Service, 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.

Sec. 346. At offices of the first class having a superintendent of mails all clerks regularly assigned (at least once each week) to the distribution of mail, either incoming or outgoing, shall be examined yearly on the distribution schemes in use in their offices. Such examinations shall be conducted by the superintendent of mails.

2. At first-class offices not having a superintendent of mails and at second-class offices all clerks, including assistant postmasters, assigned to the distribution of mail one hour or more daily, or who from time to time are assigned to assist in distribution during rush hours or periods of congestion, shall be examined once yearly on the distribution schemes in use in their offices. Such examinations on dispatching schemes shall be conducted by chief clerks of the Railway Mail Service, and on city schemes by the postmaster or assistant postmaster.

3. A record shall be kept of the number of cards distributed per minute and the number of errors made.

4. Clerks engaged in distribution shall also be frequently questioned regarding orders affecting the distribution of mail. Incompetent distributing clerks will not be retained in the service.

Sec. 347. 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.

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.

Substitutes for clerks subpoenaed as witnesses.

Temporary clerks.—application for.

—may be authorized when regular force can not do work at particular times.

Examination of distributing clerks.—what examination to consist of.

Clerks serving on civil-service boards.

—not to affect relations to post office.

—to apply to postmaster for permission to attend meetings.

—to be under direction of Civil Service Commission.

—not to neglect duties as clerks.

Postmasters to facilitate work of civil-service boards.

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.

Hours of service of clerks, watchmen, messengers, and laborers.

1912, Aug. 24; 37 Stat. 554.

1919, Feb. 28; 40 Stat. 1192.

—clerks in post offices.
—in emergency cases.

Sec. 348. 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.

—compensatory time.

1920, June 5; 41 Stat. 1053.

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: *Provided further*, That hereafter whenever practicable in case of emergency or otherwise a substitute is available the postmaster is prohibited from employing a regular clerk overtime.

3. When the needs of the service require the employment on Sundays or holidays of foremen, special clerks, clerks, * * * watchmen, messengers, or laborers at first and second class post offices, * * * they shall be allowed compensatory time within 6 days next succeeding the Sunday and within 30 days next succeeding the holiday on which service is performed, and that portion of the act approved July 2, 1918, authorizing the payment for overtime in lieu of compensatory time is hereby repealed. (See sec. 322 for enumeration of holidays.)

—special clerks.
1916, July 28; 39 Stat. 416.

4. Section five of the act approved August twenty-fourth, nineteen hundred and twelve, entitled "An act making appropriations for the service of the Post Office Department for the fiscal year ending June thirtieth, nineteen hundred and thirteen, and for other purposes" (see paragraphs 1 and 2 above), be, and the same is hereby, amended to include employees of first and second class post offices designated as "special clerks."

—watchmen, messengers, and laborers.

1918, July 2; 40 Stat. 753.

5. Watchmen, messengers, and laborers in first and second class post offices, * * * shall be required to work not more than eight hours a day, and * * * the eight hours of service shall not extend over a longer period than ten consecutive hours, and * * * in cases of emergency or if the needs of the service require they may be required to work in excess of eight hours a day, and for such additional services they shall be paid in proportion to their salaries as fixed by law.

—time recorders.

6. At offices supplied with time recorders the recorders shall be used by clerks, carriers, and all other employees (except assistant postmasters, cashiers, superintendents of delivery, superintendents of mails, superintendents of money order, superintendents of vehicle service, and superintendents of registry) in reporting for duty, on leaving for and returning from trips or meals, and at the close of their tours of duty. 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. At post offices not equipped with time recorders the prescribed form shall be used in keeping the time of employees.

Clerical services at third-class offices.

1920, June 5; 41 Stat. 1052.

Sec. 349. No allowance to third class post offices to cover the cost of clerical services in excess of \$450 shall be made where the salary of the postmaster is \$1,000, \$1,100, or \$1,200; Nor in excess of \$600 where the salary of the postmaster is \$1,300, \$1,400, or \$1,500;

Nor in excess of \$700 where the salary of the postmaster is \$1,600, \$1,700, or \$1,800;

Nor in excess of \$900 where the salary of the postmaster is \$1,900 or \$2,000;

Nor in excess of \$1,200 where the salary of the postmaster is \$2,100 or \$2,200:

Provided, That the Postmaster General may in the disbursement of the appropriation for this purpose and within its limitation provide for the employment at a maximum salary of \$900 per annum of assistant postmasters at post offices of the third class where the salary of the postmaster is \$2,100 or \$2,200 per annum.

NOTE.—The law in this section does not fix the amounts to be allowed by the department but fixes the maximum allowance permissible for each of the several grades of offices. (See sec. 193, par. d.)

Sec. 350. 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.

2. The Postmaster General may allow to fourth-class postmasters additional compensation for separating services and for unusual conditions during a portion of the year, in lieu of the allowance for clerical services for those purposes now authorized by law.

NOTE.—Postmasters of the third class shall furnish vouchers signed by the clerk to whom payments are made under the provisions of paragraph 1.

3. 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 Post-office Service, stating the amount of mail handled for other offices and the reasons why help is necessary in order to attend properly to such distribution.

4. 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.

5. 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.

6. 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. |

Allowances for clerk hire at distributing offices of third and fourth classes.

R. S. § 3859. Additional compensation in lieu of allowance for clerical services of fourth-class postmasters. 1910, May 12; 36 Stat. 359. Note.

—applications for.

—at post offices of third and fourth classes located at intersection of mail routes.

Allowances for separating mails.

Scale of allowances.

| | |
|-----------------------------|-----------------|
| 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..... | 96 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. |

Allowances for clerical assistance where unusual business accrues.
 R. S. § 3863.
 —applications for.

Sec. 351. Whenever unusual business accrues at any post office, the Postmaster General shall make a special order allowing reasonable compensation for clerical service.

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 Post-office Service, and allowances may be granted when it is shown that the salary of the office (or the commissions on cancellations and regular clerk hire at third-class offices) 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.

Employment under allowances for separating mails, etc.

Sec. 352. When an allowance is made for clerical assistance at any post office of the third or fourth class, the postmaster may employ any responsible and trustworthy person who is competent and can take the oath of office. (See sec. 32.) No report of the person employed need be made to the Post Office Department. (See sec. 349.)

See sec. 238 as to vouchers to be filed with the General Accounting Office for payments out of allowances for separating mails, etc.

Bonds of officials and clerks in post offices.
 1898, June 13;
 30 Stat. 444.
 —when required.
 —penalty of.
 —what to cover:

Sec. 353. Assistant postmasters and cashiers at first, second, and third class post offices, and when deemed necessary by the Postmaster General for the better protection of the interests of the Government any other employees in such offices, shall, before entering upon the duties of their office, give bond to the United States with good and approved security, and in such penalty as the Postmaster General shall prescribe, conditioned for the faithful discharge of all duties and trusts imposed upon them either by law or the rules and regulations of the Post Office Department.

Note.

NOTE.—Cashiers are allowed only at first-class post offices. See sec. 69 as to release from suretyship and approval of new bond.

Clerks in post offices required to give bond.

Sec. 354. 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 department.

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.

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 accounting of all moneys which may come into their possession while performing the duties of any other clerk or employee or of any position under any other roster designation or classification whatever.

Bonds to cover all duties imposed.

3. The amount of bond in each instance shall be fixed by the postmaster, based according to financial responsibility upon the minimum amount as fixed by the department in the schedule printed in the Official Postal Guide.

Amount of bond.

4. 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.

5. Bonds of assistant postmasters at first, second, and third class offices and other employees at first and second class offices (except regular and substitute rural carriers) may be accepted by the postmaster for and on behalf of the Postmaster General.

Bonds may be accepted by Postmasters in behalf of Postmaster General.

6. It is the duty of postmasters at first, second, and third class post offices to see that only clerks and employees who are under bond are permitted to handle money, stamps, registered mail, and other valuable matter, and postmasters will be held responsible for any losses of such matter chargeable to an unbonded employee intrusted with such matter in disregard of this provision.

Only bonded employees permitted to handle money and valuable matter.

7. Assistant postmasters (and clerks who perform the duties of the postmaster in his absence) at third-class post offices must give bond to the United States. Bonds are not required of assistant postmasters and clerks at fourth-class post offices or of clerks at third-class offices who do not handle money, stamps, registered mail, or other valuable matter. However, such personal employees may be required to give bond in favor of the postmaster if he so desires. Postmasters will be held responsible for any losses of money, stamps, registered mail, or other valuable matter chargeable to an unbonded employee, regardless of the class of the office. (See sec. 355.)

Bonds of clerks and assistant postmasters, third and fourth class offices.

Postmaster held responsible for losses chargeable to unbonded employee.

Sec. 355. 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 postmasters upon their official bonds for the proper discharge of all the duties of their office and the due accounting for all public funds which may be in, or come into, their custody as postmaster; and postmasters and their sureties are responsible on their official bonds to the same extent as theretofore for the defaults and defalcations of their subordinates. The bonds taken from assistants and clerks in post offices are simply additional security of which the United States may avail itself in case of loss.

Liability of postmaster not affected by taking bonds from clerks.

NOTE.—Money received by a clerk in a post office is, in contemplation of law, received into the official custody of the postmaster; and the fact that such money is embezzled by the clerk does not constitute a defense to an action to recover. (Bryan v. U. S., 90 Fed. Rep. 473, 474, citing opinions of the United States Supreme Court.)

Note.

CHAPTER 5.

LEASES, ALLOWANCES, AND SUPPLIES FOR POST OFFICES.

Expenditures for rent, light, and fuel at first, second, and third class offices.

—how authorized.

Note.

Rent, light, and fuel. —applications for allowances.

—expenditures not to exceed amount authorized.

—vouchers to be filed.

Room occupied by other parties not to be rented for post office without approval of department.

Premises rented by department not to be sublet without authority.

No allowance at fourth-class offices.

Leases for premises for use of post offices. 1920, Apr. 24; 41 Stat. 578. —may be entered into for not exceeding 20 years.

Note.

—no rent to be paid under, when building unfit for use.

1885, Mar. 3; 23 Stat. 336. 1922, June 19; 42 Stat. 656.

—requests for additional equipment.

Sec. 356. 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. (See also sec. 3860, R. S.)

NOTE.—The act of April 24, 1920 (41 Stat. 518), removed limitation of prior statutes as to allowances to third-class offices. (See sec. 198, par. d.)

Sec. 357. 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 Post-office and Garage Quarters. The amount needed for each item should be specified.

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 accompany the quarterly postal account. (See sec. 238.)

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.

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.

5. No allowance for rent, light, or fuel can be made under the law to any office of the fourth class.

Sec. 358. The Postmaster General may, in the disbursement of the appropriation for rent, light, and fuel for first, second, and third class post offices, apply a part thereof to the purpose of leasing premises for the use of post offices of these classes at a reasonable annual rental, to be paid quarterly for a term not exceeding 20 years.

NOTE.—Leases for quarters for the housing of Government-owned automobiles (garages) are limited to a term of not exceeding 10 years. (See act of Feb. 14, 1923.)

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.

3. Where, under the terms of a lease for post-office quarters, the lessor is required to provide equipment, postmasters shall

submit requests for additions to the First Assistant Postmaster General, Division of Post-office and Garage Quarters, and not make demands directly upon the lessor of the quarters.

4. All correspondence relative to the leasing of premises for post offices shall be addressed to the First Assistant Postmaster General, Division of Post-office and Garage Quarters.

Correspondence relative to lease.

See sec. 357 as to subletting any portion of post-office premises.

Sec. 359. Applications for canceling machines at first and second class offices and allowances covering the purchase of miscellaneous items at such offices shall be addressed to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, 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.

Sec. 360. 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 accompany the quarterly postal account. (See sec. 238.)

Expenditures not to be made without authority.

—vouchers for, to be filed.

3. Applications for allowances for labor incident to cleaning post office and station quarters should be addressed to the First Assistant Postmaster General, Division of Post-office and Garage Quarters, and for telephones, laundering towels, and other service items to the First Assistant Postmaster General, Division of Post-office Service.

NOTE.—There is no objection to postmasters procuring canceling machines at their own expense.

Note.

Sec. 361. 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.

Allowances not made for expenses in making payments or collections.

Sec. 362. Requisitions for supplies, including stationery, general service, and money-order forms and postal-savings certificates, shall be made on such forms and submitted in such manner as may be prescribed by the Fourth Assistant Postmaster General, Division of Equipment and Supplies, through the medium of the Official Postal Guide and through general orders issued from time to time.

Supplies.

—requisitions for, how made.

2. Postmasters shall not permit any person or firm 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 whatsoever, without first obtaining specific written authority from the department: *Provided, however,* That this provision 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 or article purchased at his own expense.

Prohibition against leaving devices in post offices for test.

CHAPTER 6.

LETTER BOXES, CALL AND LOCK BOXES, AND KEY DEPOSITS.

LETTER, CALL, AND LOCK BOXES.

Letter drops at offices of third and fourth classes. **Sec. 363.** 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.

Box equipments at offices of second and third classes. **Sec. 364.** 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.

Note. **NOTE.**—Equipments are furnished by the Treasury Department for post offices located in Government buildings. (See sec. 358.)

Box equipment at offices of fourth class. **Sec. 365.** 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 of predecessor. **Sec. 366.** 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. 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.

Key or automatic keyless should be provided. 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.

Lock boxes may be erected in post offices by patrons. **Sec. 367.** 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. 370.)

R. S. § 4052. —to become property of United States. —rent therefor.

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 Post-office Service.

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.

Sec. 368. 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:

Box-rent rates.

—schedule of.

| Gross receipts of post office. | Rate per quarter. | | | | | |
|---|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---------------------------------|---------------------------------------|
| | Call boxes, small. ¹ | Call boxes, large. ² | Lock boxes, small. ¹ | Lock boxes, medium. ³ | Lock boxes, large. ⁴ | Lock boxes, extra large. ⁵ |
| Less than \$500..... | \$0.10 | \$0.15 | \$0.20 | \$0.25 | \$0.35 | \$0.45 |
| \$500 and less than \$1,900..... | .15 | .20 | .25 | .35 | .45 | .60 |
| \$1,900 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. 369. 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. 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.

—to be collected for the entire quarter.

3. When a box is taken during a quarter, rent shall be collected pro rata for the remainder of the 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 rented until the beginning of the following quarter. Boxes shall not be assigned or transferred to others.

—when taken or used for part of quarter.

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. When box equipments are changed during a quarter or the equipment is destroyed, boxes bearing the same numbers, if possible, in the new outfit shall be assigned to box holders without payment of additional rental.

Change of box equipment during quarter.

7. Boxes shall not be rented in cases in which a postmaster has good reason to believe that they will be used for immoral or improper purposes (see sec. 470), or for the conduct of a fraudulent or lottery business (see secs. 469 and 473); and when it is found that boxes are being used for any of these purposes 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.

8. Boxes shall not be rented to persons who do not exercise proper care thereof or who disregard the rules concerning their use.

Sec. 370. Postmasters at all offices, including those where box equipment is furnished by the postmaster, shall enter in their quarterly accounts the amount of all rents collected for boxes assigned for that quarter as part of the receipts of the office (see sec. 310), and in case of retirement from office during a quarter the exact amount of box rents collected only shall be reported. When 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 General Accounting Office, and proper credits given each postmaster. (See sec. 310.)

NOTE.—Box rents shall be debited in the account covering the quarter for which the rental is due, irrespective of the date of collection.

Sec. 371. Postmasters shall keep in their offices and deliver to their successors a list of box holders, with the number of the boxes assigned to each, the time during which it has been used, the payments therefor, and the quarter for which rent is prepaid.

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-receipts shall be preserved at all offices.

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. 219 to 221 as to accounts of box rents received.

Sec. 372. 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.

KEY DEPOSITS.

Sec. 373. 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

lock boxes and drawers to whom keys are issued
l to return them, whether a deposit has been made
whenever the box or drawer is surrendered.

s shall not permit renters of lock boxes and draw-
eys except those regularly issued through the post

Return of
● only reg
keys to be us

postmasters will be held responsible under their
r the safe-keeping of, and due accounting for, all
as deposits for keys.

Liability
postmasters
key-depo
funds.

These funds are not a part of the regular funds of
the trust funds which are held for the redemption
of keys, and when forfeited such funds may be
turned to the direction of the Third Assistant Postmaster
for the purpose of replacing keys that have been lost or
stolen.

Use of key
deposit funds.

Provision for transfer of key-deposit funds to successor; secs. 109
and 110 of public funds, which will be observed in regard to
such funds; sec. 124 as to deposit of public funds in banks.

A postmaster shall be permitted to expend from the
fund of his post office any amount in payment of bills de-
biting the fund unless such bills contain an itemized statement
of the number and kind of keys for which payment is de-

Rules as to
deposits.
Payments fr
key deposits.

MAIL MATTER.

CHAPTER 1.

MAIL MATTER: CLASSIFICATION AND RATES OF POSTAGE.

GENERAL PROVISIONS.

Sec. 376. Mailable matter shall be divided into four classes:
First, Written matter;
Second, Periodical publications;
Third, Miscellaneous printed matter;
Fourth, Merchandise. * * * all other matter, including farm and factory products, not now embraced by law in either the first, second, or third class.

Sec. 377. 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 any place between the possessions of the United States, and to that of the transmission to or from the United States or its possessions and to officers or members of crews of United States naval vessels; to officers and men of the United States Marine Corps, and of the Army in the United States Naval Hospital at Yokohama, Japan, and to any other places where the United States Mail Service may be in operation. The term "United States" includes Hawaii, Porto Rico, and the Virgin Islands of the United States. The term "possessions of the United States" includes the Philippine Islands, Guam, Tutuila and Manua Islands of the Samoan group east of longitude 171 degrees (west of Greenwich), and the Canal Zone.

NOTE.—The islands in the Bay of Panama named Perico, Nalebra, and Flamenco are embraced in the term "Canal Zone." The Virgin Islands of the United States embrace St. Thomas, St. John, St. Croix, and adjacent islands, formerly known as the Danish West Indies.

Sec. 378. Postage on all mail matter must be prepaid in stamps at the time of mailing, unless herein otherwise provided.

See sec. 389 as to transmitting unpaid soldiers', sailors', and marines' letters; sec. 387 as to first class matter prepaid 2 cents; sec. 388 as to certain letters paid at drop-letter rates; sec. 835 as to unpaid special delivery letters; sec. 390 as to ship and steamboat letters; secs. 412, 413 and 452 as to payment of postage in money.

Sec. 379. 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.

See secs. 569 to 574 as to collection of postage due; sec. 389 as to soldiers', sailors', and marines' letters; sec. 390 as to postage on ship and steamboat letters.

| | |
|--|------------------|
| ...-class matter. (See sec. 453.) | to be treated as |
| ...ul cards issued by the Post Office Department | Postal card |
| ...printed, or other additions as follows: | |
| ...of the card may be divided by a vertical line | —printing |
| ...tely one-third of the distance from the left end | writing on |
| ...space to the left of the line to be used for a mes- | dress side. |
| ...space to the right for the address only. | |
| ...upon postal cards * * * may be either writ- | —address lab |
| ...fixed thereto, at the option of the sender. | on. |
| | 1876, July 1 |
| ...sheets of paper may be attached to the card on | 19 Stat. 82. |
| ...ey completely adhere thereto. | —thin sheets |
| | paper, attachm |
| ...ments, illustrations, or writing may appear on the | of. |
| ...and on the left third of the face. | —advertisement |
| | etc., on back |
| ...to a postal card of matter other than as above | face. |
| ...ays its privilege as a postal card. | —unauthori |
| | additions. |
| ...shall be lawful to transmit by mail, at the postage | |
| ...piece, payable by stamps to be affixed by the | Private ma |
| ...er such regulations as the Postmaster General | ing cards ("p |
| ...written messages on private mailing cards, such | cards") auth |
| ...openly in the mails, to be no larger than the size | ized. |
| ...vention of the Universal Postal Union, and to be | 1898, May 1 |
| ...of the same form, quality, and weight as the | 30 Stat. 419. |
| ...card now in general use in the United States. | 1919, Feb. 2 |
| | 40 Stat. 1150. |
| ...private mailing cards ("post cards") in the domestic | Private ma |
| ...form to the following conditions: | ing cards ("p |
| ...card" shall be an unfolded piece of cardboard | cards"). |
| ...approximately $3\frac{1}{8}$ by $5\frac{1}{8}$ inches nor less than | —size. |
| ... $\frac{3}{4}$ by 4 inches. | |
| ...in form and in the quality and weight of paper be | —form, qual |
| ...e the Government postal card. | and weight. |
| ...be of any color not interfering with a legible | —color. |
| ...mark. | |
| ...r may not, at the option of the sender, bear near | —indicia. |
| ...ce the words "Post card." | |
| ...of the card may be divided by a vertical line; | —division of |
| ...be used for a message, etc., but that to the right | for message |
| ...only. | address. |
| ...sheets of paper may be attached to the card, | —sheets may |
| ...on condition that they completely adhere thereto. | attached. |
| ...ments and illustrations may appear on the back | —advertisem |
| ...on the left half of the face. | and illustrat |
| ...ble that post cards bear in the upper right corner | in a y ap |
| ...blong diagram containing the words "Place post- | where. |
| ..." and at the bottom of the space to the right of | —inst ructor |
| ...ding line the words "This space for the address." | placing st |
| | and address. |

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.

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.

NOTE.—Cards mailed under cover of sealed envelopes (transparent or otherwise) shall be charged with postage at the first-class rate, and, if 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.

RATES OF POSTAGE.

Sec. 384. Upon all matter of the first class * * * postage shall be charged * * * at the rate of two cents for each ounce or fraction thereof; and drop letters shall be mailed at the rate of two cents per ounce or fraction thereof, including delivery, at letter-carrier offices, and one cent for each ounce or fraction thereof where free delivery by carrier is not established.

Postage on letters deposited in rural or star-route boxes, or mailed to persons who are served by rural or star-route carriers, shall be charged at the rate of 2 cents for each ounce or fraction thereof.

When persons or concerns of any city or place send their letters in bulk for mailing for local delivery at a post office at another place where the 1-cent drop-letter rate is applicable, such letters are not drop letters and are not entitled to the 1-cent drop-letter rate, but shall be charged with postage at the rate of 2 cents for each ounce or fraction of an ounce. (See par. 2, section 386.)

NOTE.—A drop letter is one addressed for delivery from the office at which it is posted. There is no drop rate on any matter except letters. See section 390 as to rates of postage on ship and steamboat letters and section 452 as to payment of postage in money.

Sec. 385. The Postmaster General, in his discretion, may require the payment of postage on mail carried by aeroplane at not exceeding 24 cents per ounce or fraction thereof.

See sec. 861 as to registration; sec. 1330 as to airplane mail service.

Sec. 386. Postal cards shall be transmitted through the mail at a postage charge of one cent each, including the cost of manufacture.

See secs. 154 and 155 as to postal cards.

Private mailing cards shall be transmitted by mail at a postage charge of 1 cent each. (See sec. 382.)

pressed to a locality within the delivery of an-
offices, which shall have been inadvertently pre-
or local letter rate of postage only, may be for-
destination through the proper office, charged
nt of the deficient postage, to be collected on

to collection of postage due.

e Postmaster General may * * * provide, by
transmitting unpaid and duly certified letters of
, and marines in the service of the United States
tion, to be paid on delivery.

Soldiers',
ors', and
rines' letter
1879. Mar
20 Stat. 358
R. S. § 39
—transmissi
unpaid.

it by soldiers, sailors, and marines in the United
located in the United States or any of its posses-
places where the United States domestic mail
eration, addressed to places in the United States
possessions, when inclosed "Soldier's letter," "Sail-
"Marine's letter," and signed thereunder either
hand stamp or in writing, with his official designa-
or staff officer, post or detachment commander, to
d the soldier belongs, or by a surgeon or chaplain
here he may be; and in the Navy and Marine serv-
missioned officer attached to the vessel or officer
hospital or detachment ashore, may be dispatched
without prepayment of postage, and only the single
shall be collected on delivery.

—how mar

letters conveyed by vessels not regularly employed
e mail shall, if for delivery within the United
ged with double postage, to cover the fee paid to

Double pos
on ship lett
R. S. § 39

rs shall be charged double rate of postage, to be
e office of delivery; but on any such letter which
aid by United States stamps at such double rate
harge shall be made.

Rating of
age on ship
ters.

d packages carried in a private ship or vessel from
another in the United States, if the whole of the
st road by law, shall be charged only with single
ly a part of the voyage be over water declared to
such letters and packages shall be charged with
of postage. (See sec. 1246.)

—if carried
over water
clared a
road.

—if carried
a portion o:
way over a
road.

as to meaning of "ship letters"; secs. 1379, 1383, 1384.
to masters of vessels for carrying ship and steamboat
ent thereof; secs. 517 and 518 as to treatment of ship
ffices.

atter delivered to a post office by the master of a
from a foreign port and not regularly engaged
e mail, which is wholly unpaid, shall be charged

Printed
matter.

—how trea

velopes or by private persons and prepaid by stamps.

See sec. 319 as to posting weather reports received by postmaster and sec. 1255 as to display of such reports.

Sec. 392. Mutilated coin and paper currency belonging to individuals shall not be transmitted to the Treasurer of the United States for redemption except as mail matter of the first class upon which the regular postage shall be prepaid.

See sec. 871 and 872 as to registration of packages of mutilated coin, etc., without payment of fee.

MATTER OF THE SECOND CLASS—DESCRIPTION.

Sec. 393. Mailable matter of the second class shall embrace newspapers and other periodical publications which are issued at stated intervals and as frequently as four times a year, and within the conditions named in sections twelve and fourteen.

NOTE.—Secs. 12 and 14 referred to are given as sec. 431 and 394, I and R. There are two classes of second-class matter: (1) That sent by publishers or news agents (see sec. 412); (2) that sent by others than publishers or news agents (see sec. 419).

See sec. 417 as to definition of "newspapers" and "periodical publications."

Sec. 394. The conditions upon which a publication shall be admitted to the second class are as follows:

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.

Second. It must be issued from a known office of publication.

Third. It must be formed of printed paper sheets, with 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.

See sec. 403 as to applications for entry; sec. 409 as to penalty for submitting false evidence to secure entry of matter as second class.

Sec. 395. All periodical publications issued from a known office 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 trade 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 m

cerns; but such periodical publications, hereby
 any advertising matter, must not be designed or
 rily for advertising purposes, and shall be origi-
 shed to further the objects and purposes of such
 aternal societies or orders, trades-unions, or other
 tively; and all such periodicals shall be formed
 r sheets, without board, cloth, leather or other
 ing, such as distinguish printed books for preser-
 odical publications: *Provided*, That the circula-
 e mails of periodical publications issued by, or
 ces of, benevolent or fraternal societies or orders,
 s, or by strictly professional, literary, historical, or
 ies, as second-class mail matter, shall be limited
 l to such members as pay therefor, either as a part
 r assessments or otherwise, not less than fifty per
 regular subscription price; to other bona fide sub-
 changes, and ten per centum of such circulation as
Provided further, That when such members pay
 part of their dues or assessments, individual sub-
 cepts shall not be required: *Provided further*,
 of publication of any such periodical publication
 y the association or body by which it is published,
 ative board, and such publication shall be printed
 and entered at the nearest post office thereto.

Restrictio

Limitation
 circulation.

Paid with

Office of
 lication req

Under this act a publication is not required to have subscri-
 e case of publications of the societies, orders, or trades-
 therein, which carry advertisements in the interest of
 r concerns than such societies, orders, or unions. The
 ough the mails at the pound rates of postage of publica-
 ties, orders, or trades-unions referred to, whose mem-
 therefor, the publications being for free circulation, is
 e membership and to exchanges. Publications of such
 , or trades-unions, not meeting the requirements of the
 a limitation on circulation, and publications of institu-
 , State boards of health, and State boards or departments
 es and corrections, carrying advertisements, including the
 inter, pertaining to other persons or concerns than such
 s, or trades-unions, institutions of learning, or State
 entitled to the privileges of the act.
 s to application for entry.

Note.

Under this act periodical publications issued from a known place
 at stated intervals as frequently as four times a
 departments of agriculture shall be admitted to the
 ad-class mail matter: *Provided*, That such matter
 shed only for the purpose of furthering the objects
 ments: *And provided further*, That such publica-
 contain any advertising matter of any kind.
 s to applications for entry.

Periodic
ued by
department
agriculture
 1900, Ju
 31 Stat. 66
 —admissio
 as second
 matter.
 —not to c
 advertising
 ter.

Foreign newspapers and other periodicals of the same
 eter as those admitted to the second class in the
 may, under the direction of the Postmaster General,
 of the publishers thereof or their agents, be trans-
 a the mails at the same rates as if published in the
 Nothing in this act shall be so construed as to
 nsmission through the mails of any publication
 any copyright granted by the United States.
 s to applications for entry.

Foreign
cations.
 1879, M
 20 Stat. 3
 —entry of

id shall not bear a double number.

2. Publications of colleges and schools, otherwise admissible second-class matter, shall not lose such privileges by suspension or non-issue during vacation.

3. Extra editions of a publication admitted as second-class matter and manifestly issued for the purpose of communicating additional news and imparting information germane to the publication 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.

Sec. 399. 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.

2. In towns having letter-carrier service 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 mailed by the publisher as second-class matter at the pound rates of postage at the post office or post offices where entered. The name and names of the post office or post offices of entry shall precede the names of any other offices of the publication and be given equal prominence in all printed notices relative to the offices of publication.

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 on the publication.

5. A publication of a benevolent or fraternal society or order, trades-union, or strictly professional, literary, historical, or scientific society to be admissible as second-class matter under the act of August 24, 1912 (see sec. 395), is required to be printed at the office of publication.

Sec. 400. 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 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;

acts of a publisher in fixing the price of his publications by the giving of premiums, or considerations, or by clubbing his paper with or by giving commissions upon subscriptions obtained, will be carefully scrutinized in respect of their legitimacy of the subscription list and upon the primary design of the publication. Persons whose names are obtained at a nominal rate can not be included in the "legitimate list of subscribers" required by the regulations. Names obtained at a nominal rate when in connection with the methods or offers effecting a lower than the regular advertised annual subscription price to be obtained under the conditions set forth in the following

Subscriptions at a price, premium, clubbing arrangements, etc.

(a) and (b):

(a) Subscriptions obtained at a reduction to the subscriber of 30 per cent of the regular advertised annual price for publication whether the reduction be a direct discount through a rebate, premium offer, clubbing arrangement or otherwise, and whether full payment is made at one time or in instalments. (The actual cost of a publication when taken with a subscription shall, together with the cost of the subscription offer, be filed by the publisher with the Postmaster General, Division of Classification, showing the value of a premium, not only the cost but the time and worth or value represented to the subscriber.)

(b) Subscriptions obtained through agents or agencies in connection with clubbing arrangements with other publications in cases where the amount received by the publisher after deducting the amount allowed or paid as commission, or through other arrangement, is less than 30 per cent of the amount at the regular advertised annual subscription price for the publication.

The regulations of publishers to extend in good faith credit on their publications is recognized and will not be abridged, and although such credit is regarded as expiring with the period for which it was obtained, nevertheless, in order to give an opportunity for renewals, copies of their publications will be mailed as to subscribers at the usual second-class postage for a period of one year from the date of expiration of their subscriptions, unless such subscriptions are renewed for a definite time, together with an actual payment or a bona fide promise of payment, will

Expired subscriptions.

not be accepted as subscribers' copies but will be accepted as other than subscribers' copies at the rates shown in section 420.

Advertising sheets.—definition of.

Sec. 401. 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 shall be determined in each case from the evidence.

“Meaning of primarily.”

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. 397) 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.

Nominal rate.

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. 400) 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.

Stencil or hectograph publications inadmissible.

Sec. 402. Alleged periodical publications produced by the stencil or hectograph process will not be admitted to the mails as second-class matter.

APPLICATION FOR AND ADMISSION TO ENTRY AS SECOND-CLASS MATTER.

Applications for entry of domestic publications as second-class matter.

Sec. 403. When a publication is offered for mailing for the first time as “matter of the second class” (see sec. 393), 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, 1897 (see sec. 394), 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 pro-

fessional, 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. 395 and 396), shall be made on Form 3501-b,

(c) Application for entry as second-class matter of newspapers and periodicals published in a foreign country (see sec. 397) shall be made on Form 3501-a. Foreign publications.

See sec. 469 as to matter in violation of copyright laws.

2. When a publisher of a publication entered as second-class matter at any post office desires an additional entry at another post office, an application for such additional entry shall be submitted through the postmaster at the office of original entry to the Third Assistant Postmaster General. Such application should show the approximate number and weight of the copies to be mailed at the office at which additional entry is sought and the territory to be served from such office. Additional entry at another post office.

3. Postmasters shall not, except as provided in section 406, 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 or fourth-class rate, whichever is applicable according to the physical characteristics of the publication, shall be prepaid by means of stamps affixed, or in money under permit as provided by section 452. Mailings of publications before entry as second-class matter.

See sec. 404 for further instructions.

Sec. 404. When an application has been made as provided in section 403 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. 434), and require a deposit of money sufficient to cover postage at the third-class rate, or the rate for books, whichever is applicable, according to the physical characteristics of the publication, 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 the quarterly postal account nor in 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 not admitted, 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. Conditional acceptance by postmasters of publications as second-class matter.

Deposit of third or fourth-class postage.

Indicia in publications.

2. The following indicia shall be conspicuously printed on one of the first five pages, preferably on the first page, of each copy of publications entered as second-class matter :

- (a) Title of the publication.
- (b) Date of issue.
- (c) Regular periods of issue;
- (d) Serial number.
- (e) Known office of publication.
- (f) Subscription price.
- (g) Notice of entry reading as follows :

Entered as second-class matter _____ at the post office at _____ under the Act of _____.

—insertion of notice before entry.

3. The insertion in a publication before entry of a notice that it is entered as second-class matter 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. 409 and 430.) Pending action on an application for admission of a publication as second-class matter, there may be printed on the copies the words "Application for entry as second-class matter is pending."

Admissibility of publications as second-class matter. —final decision as to.

Sec. 405. 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.

Procedure in case of change in title or frequency of publications.

Sec. 406. 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 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. 399), 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.

Department record of second-class publications.

Sec. 407. 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. 408. Postmasters shall keep a record of all publications of the second class mailed at their post offices.

Record of second-class matter at post offices.

Sec. 409. 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 as to character of publications to secure entry as second class. 1909, Mar. 4, ch. 321, § 223; 35 Stat. 1133.

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.

False evidence submitted to secure entry of publications.—postmasters to report.

Sec. 410. 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.

Cancellation of certificate of entry.

1901, Mar. 3; 31 Stat. 1107.—hearing.

SWORN STATEMENTS REQUIRED: PAID EDITORIAL AND READING MATTER.

Sec. 411. 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.

Sworn statements of names, etc., of editors, owners, stockholders, etc., to be filed semiannually.

1912, Aug. 24; 37 Stat. 553.

Circulation of newspapers.

Religious, etc., publications not affected.

Small stockholders omitted.

To be printed in next issue.

Denied admission to mails on failure.

Paid editorial, etc., to be marked "advertisement."

1912, Aug. 24; 37 Stat. 554.

Penalty for failure.

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 Gen-

Statements to be made in duplicate and delivered to postmasters.—disposition of.

Postmasters to furnish forms when. eral, 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.

Postmasters to obtain copies of publications containing state-ments. 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.

Reports of failure to file and publish state-ments. 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.

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.

POSTAGE ON SECOND-CLASS MATTER.

Postage on second-class matter. 1917, Oct. 3; 40 Stat. 327, 328. Sec. 412. The rates of postage on publications entered as second-class matter (including sample copies to the extent of ten per centum of the weight of copies mailed to subscribers during the calendar year) when sent by the publisher thereof from the post office of publication or other post office, or when sent by a news agent to actual subscribers thereto, or to other news agents for the purpose of sale;

—rates. (a) In the case of the portion of such publication devoted to matter other than advertisements shall be * * * 1½ cents per pound or fraction thereof.

(b) In the case of the portion of such publication devoted to advertisements the rates per pound or fraction thereof for delivery within the several zones applicable to fourth-class matter shall be as follows (but where the space devoted to advertisements does not exceed five per centum of the total space, the rate of postage shall be the same as if the whole of such publication was devoted to matter other than advertisements) :

| | Cts. | | Cts. |
|--------------------------------|------|----------------------|------|
| For the first and second zones | 2 | For the fifth zone | 6 |
| For the third zone | 3 | For the sixth zone | 7 |
| For the fourth zone | 5 | For the seventh zone | 9 |
| | | For the eighth zone | 10 |

Where weight of one edition does not exceed one pound. 2. Where the total weight of any one edition or issue of any publication mailed to any one zone does not exceed one pound, the rate of postage shall be 1 cent.

Rates related to entire bulk mailed to any one zone. 3. The zone rates provided by this title shall relate to the entire bulk mailed to any one zone and not to individually addressed packages.

Publications in the interest of religious, educational, and other organizations. 4. In the case of newspapers and periodicals entitled to be entered as second-class matter and maintained by and in the interest of religious, educational, scientific, philanthropic, agricultural, labor, or fraternal organizations, or associations not organized for profit and none of the net income of which inures to the benefit of any private stockholder or individual, the second-class postage

rate shall be, irrespective of the zone in which delivered (except when the same are deposited in a letter-carrier office for delivery by its carriers, in which case the rates shall be the same as now provided by law), $1\frac{1}{2}$ cents a pound or fraction thereof on and after July 1, 1918, and until July 1, 1919, and on and after July 1, 1919, $1\frac{1}{2}$ cents a pound or fraction thereof. The publishers of such newspapers or periodicals before being entitled to the foregoing rates shall furnish to the Postmaster General, at such times and under such conditions as he may prescribe, satisfactory evidence that none of the net income of such organization inures to the benefit of any private stockholder or individual.

5. No publication shall be accepted for mailing at the special rate provided in paragraph 4 of this section until the publisher has furnished the evidence prescribed in that paragraph and the postmaster has been authorized by the Third Assistant Postmaster General to accept the publication at such postage rate. The publisher shall submit such evidence to the postmaster, who shall forward it to the Third Assistant Postmaster General, Division of Classification. Pending consideration by the department of the evidence submitted, the publication may, if already entered as second-class matter, be accepted under deposits of money to cover postage at the rates set forth in paragraph 1 of this section, such deposits to be treated and disposed of in the manner prescribed in section 404.

Mailings at special rate to be accepted only when authorized by department.

6. The rates of postage prescribed in paragraphs 1, 2, and 4 of this section are applicable to second-class matter mailed by publishers for delivery in Mexico, Cuba, Panama, and certain other foreign countries designated in the current Postal Guide, and to daily newspapers, issued as frequently as six times a week, addressed to bona fide subscribers in Canada, the eighth zone rate being applicable to advertising portions of publications subject to the zone rate. 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. 413. Single sheets or portions thereof from any publication entered as second-class matter, sent by a publisher to an advertiser or the latter's agent on account of and in proof of the insertion of an advertisement, shall, under such rules and regulations as may be prescribed by the Postmaster General, be received and transmitted through the mails at the zone rates of postage applicable under the law to the advertising portions of such second-class matter.

Single sheets or portions thereof sent in proof of insertion of advertisement. 1923, Mar. 3; 42 Stat. 1434.

2. Single sheets or portions thereof from publications entered as second-class matter, which a publisher desires to send in proof of the insertion of an advertisement to an advertiser or the latter's agent at the zone rates of postage applicable to the advertising portions of publications, shall be prepared and presented for mailing in accordance with instructions issued by the Third Assistant Postmaster General,

—to be prepared in accordance with instructions of Third Assistant Postmaster General.

Back numbers and reprints.
—postage on.

Sec. 414. Unbound back numbers of a publication may be mailed at the second-class rates so long as the publication continues to be published as second-class matter.

2. Bound back numbers and unbound reprints will be treated as books or as miscellaneous printed matter according to their physical characteristics.

Collection of postage.
R. S. §§ 3884, 3906.
1898, June 13; 30 Stat. 443.

Sec. 415: Postage on second-class matter mailed shall be collected and accounted for under such regulations as the Postmaster General may prescribe.

—in money before dispatch.
—manner of, and receipts.

2. The postage on all second-class matter mailed at the pound rates shall be collected in money before the matter is dispatched.

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 520, 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. When specially authorized by the Third Assistant Postmaster General, the postmaster may give this receipt to the publisher at the end of the mailing of each issue of the publication or at stated periods.

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. 146 and 217.)

See sec. 226 as to statement of postage to be rendered.

Matter transmitted by printer to publisher.
—not entitled to second-class rate.

Sec. 416. 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. 399.) When sent by a printer to a publisher they must be prepaid at the third-class rate, or the rate for books, whichever is applicable, according to the physical characteristics of the publication.

Free county matter and rates on second-class matter at letter-carrier offices.
R. S. § 3907.
R. S. § 3872.
1879, Mar. 3; 20 Stat. 361.
1885, Mar. 3; 23 Stat. 387.
1917, Oct. 3; 40 Stat. 328.

Sec. 417. 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 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.

—daily newspapers deposited at letter-carrier offices.

2. The rate of postage on daily newspapers, when the same are deposited in a letter-carrier office for delivery by its carriers, shall be (one cent each), the same as now provided by law (act of Mar. 3, 1879); and nothing in this title shall affect existing

law (act of Mar. 3, 1879) as to free circulation and existing rates on second-class mail matter within the county of publication.

3. Publications of the second class (mailed for delivery within the county of publication), 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 1 cent a pound or a fraction thereof (except as otherwise provided in the preceding and following paragraphs of this section).

—publications sent by publisher or news agency.

—exceptions.

4. 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:

—conditions necessary.

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 letter-carrier service.

5. 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.

6. Second-class matter mailed at a post office in the county of publication where letter-carrier service is not established, if addressed to a letter-carrier office in the same county, shall be charged with postage at the cent-a-pound rate.

—to letter-carrier offices.

7. Publications of the second class mailed by the publishers thereof or news agents at a letter-carrier office for distribution through the boxes or general delivery thereof, or addressed to another letter-carrier office in the same county, or for delivery on rural or star routes emanating from such 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.

8. Weekly newspapers mailed by the publishers thereof or news agents at a 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.

9. 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 letter carriers, shall be charged with postage at the rate of 1 cent each.

—rate on other than weekly newspapers and periodicals not exceeding 2 ounces in weight.

10. Periodicals exceeding 2 ounces in weight, mailed by publishers or news agents for local delivery by 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.

“Newspaper.”
—definition of.

11. A “newspaper” is held to be a publication regularly issued at stated intervals of not longer than one week and having the characteristics of second-class matter prescribed by statute.

“Periodical.”
—definition of.

12. 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.

Publications
mailed by news
agents or pub-
lishers under ad-
ditional entry.
—exception.

13. Publications of the second class mailed by news agents, or by publishers under additional entry, at a post office outside the county of publication shall be charged with postage at the rates set forth in section 412 except as prescribed in paragraphs 9 and 10 of this section.

Regulations
respecting free
county matter.

Free county
publications.
—must be
mailed sepa-
rately.
—weight of, to
be reported to
department.

Sec. 418. 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 pound rates. Free county matter shall be weighed and recorded in the post-office records separately from that which is mailed at the pound rates.

See sec. 226 as to statement of free county mailings.

Separations of
second-class mat-
ter at city-deliv-
ery offices.
—how made.

2. At letter-carrier 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 417, 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;
23 Stat. 40.
—when sent by
others than pub-
lisher or news
agent, no change
in rates.
1917, Oct. 3;
40 Stat. 328.

Sec. 419. 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.

See sec. 452 as to mailings without stamps affixed.

—sent to any
place in United
States, to Can-
ada, Cuba, Mex-
ico, and Panama.

2. Where a newspaper or periodical is mailed by other than the publisher or his agent or a news agent or dealer, the rate shall be the same as now provided by law (act of June 9, 1884, set forth in preceding paragraph).

—when sent by
publishers to
others than sub-
scribers.

3. Newspapers and periodicals which have been admitted as second-class matter may be sent to any place in the United States, Canada, Cuba, Mexico, Panama, and certain other countries designated in the current Postal Guide, without regard to the place of mailing or destination, at the rate of postage herein provided.

4. 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 as subscribers' copies, but will be accepted as other than subscribers' copies at the rates shown in section 420.

—if portion of
publication de-
tached, transient
rate inapplicable.

5. 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, or the rate for books, whichever is applicable except as provided in section 413.

Sec. 420. Copies of publications entered as second-class matter, not entitled to be mailed as subscribers' copies or as sample copies (see pars. 3 and 4, sec. 400; par. 4, sec. 419; pars 5 and 6, sec. 421) if presented for mailing by a publisher, shall be accepted at the transient second-class rate of 1 cent for each 4 ounces or fraction thereof, except when the postage at the pound rates is higher, in which case the pound rates shall apply.

Rates on copies of publication entered, but not mailable as subscribers' or sample copies.

SAMPLE COPIES OF SECOND-CLASS PUBLICATIONS.

Sec. 421. Sample copies, which may be sent by publishers from the office of entry at the second-class pound rates, 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 pound rates to the extent of not exceeding 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 pound rates. Should a publisher offer for mailing as "sample copies" copies in excess of the amount above prescribed, the postmaster shall require postage on such excess copies at the rates shown in section 420.

—mailing of.

—extra numbers not sample copies, when.

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. 404.

Note.

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 paid for by advertisers or others for advertising purposes, mailed by a publisher, shall be subject to the rates shown in section 420, and such mailings 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."

When not mailable as "sample copies" may be mailed at transient rate.

Sample copies.—not entitled to free county circulation.

7. Sample copies shall not be admitted to the mail as free county matter. (See sec. 417.)

SUPPLEMENTS TO AND ILLEGAL INCLOSURES WITH SECOND-CLASS PUBLICATIONS.

Supplements.
1879, Mar. 3;
20 Stat. 360.
—admitted as second-class matter.
—must be germane to publication.

Sec. 422. Publishers of matter of the second class may without subjecting it to extra postage, fold within their regular issues a supplement; but in all cases the added matter must be germane to the publication which it supplements, that is to say, matter supplied in order to complete that to which it is added or supplemented, but omitted from the regular issue for want of space, time, or greater convenience, which supplement must in every case be issued with the publication.

Characteristics of permissible supplements.

Municipal publications, etc.

Sec. 423. 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.

Supplements must bear name of publication, 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.

Maps, diagrams, 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 ———."

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. 427.)

Supplements must be folded 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 or fourth class rate, according to their physical characteristics.

Characteristics of illegal supplements.

Independent publications.

Sec. 424. 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.

Circulars, handbills, etc.

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.

Matter printed outside of office as supplements to various papers.

3. Matter printed elsewhere than at the office of publication, to be used as supplements to various newspapers for the purpose of securing circulation 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.

Sec. 425. 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. Advertisements.—to be permanently attached.

2. Advertisements printed on sheets exceeding in size the regular pages are inadmissible, though folded to the size of the regular pages. —inadmissible when larger than pages of publications.

ADDITIONS TO MATTER OF THE SECOND CLASS.

Sec. 426. Mailable matter of the second class shall contain no writing, print, or sign thereon or therein in addition to the original print, except as herein provided, to wit: The name and address of the person to whom the matter shall be sent, index figures of subscription book either printed or written, the printed title of the publication and the place of its publication, the printed or written name and address without addition of advertisement of the publisher or sender, or both, and written or printed words or figures, or both, indicating the date on which the subscription to such matter will end, the correction of any typographical error, a mark, except by written or printed words, to designate a word or passage to which it is desired to call attention; the words "sample copy" when the matter is sent as such, the words "marked copy" when the matter contains a marked item or article. And publishers or news agents may inclose in their publications bills, receipts, and orders for subscriptions thereto, but the same shall be in such form as to convey no other information than the name, place of publication, subscription price of the publication to which they refer, and the subscription due thereon. Permissible writing, printing, or additions on second-class matter. R. S. § 3886. 1888, Jan. 20: 25 Stat. 1.

2. A pledge to pay the postage for the return of undeliverable copies (see secs. 614 and 619) may be printed on wrappers of second-class matter. Pledge to furnish return postage.

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. 457.) Words "Please exchange," etc., on wrapper prohibited.

4. The number of copies inclosed may be indicated upon the wrapper or face of a package. Number of copies in package.

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. Printed illustrations, etc.

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 third-class matter. Coupons, etc., consisting of not more than one-half of one page shall be regarded as an incidental feature. Coupons, order forms, etc.

Bills, receipts, orders, etc., accompanying second-class matter.

Sec. 427. Bills or receipts printed or written in substantially the following form may be inclosed with second-class matter:

NEW YORK, N. Y., _____, 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 _____.

Bills or receipts in a y include what.

2. A bill or receipt for subscription may include the names of more than one publication and their regular prices, provided they are all published by the same individual or company, or sent by the same news agent, and may also include any period of subscription or any number of shipments to a news agent.

Orders 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.

Subscription blanks with receptacles for coin permissible.

4. Subscription blanks, otherwise conforming to these requirements, may be mailed with second-class publications at the regular second-class rates of postage, although printed on cardboard and arranged with a receptacle for coin.

NEWS AGENTS: MAILING OF SECOND-CLASS PUBLICATIONS.

News agents. — definition of.

Sec. 428. 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, or the publications of one publisher, 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.

Application of news agents for registry.

Sec. 429. When a person, firm, or corporation desires to mail second-class matter as a news agent at the second-class pound rates of postage, 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.

Registration.

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. 430. When periodical publications are presented by a news agency 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.

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 accept at second-class rates publications which do not bear such a notice. (See sec. 405.)

Printed notice
evidence of entry.

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.

Matter ad-
dressed to other
agents.

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. 412 and 417.)

Publications
not to be re-
mailed without
additional pre-
payment of post-
age, except.

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.

Packages of
publications not
to be opened and
distributed.

6. Unsold second-class matter returned by news agents to either publishers or other news agents, and copies sent by news agents to other news agents, except for the purpose of sale, or to persons not subscribers to such agency, shall be subject to postage at the rate of one cent for each four ounces or fraction thereof, except when the postage at the pound rates is higher, in which case the pound rates will apply.

Unsold matter
not to be re-
turned to pub-
lishers or news
agents 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. 435.)

Portions of un-
sold publications
not to be re-
turned at pound
rate.

MISCELLANEOUS PROVISIONS.

Sec. 431. 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.

Examination
at mailing office.
1879, Mar. 3;
20 Stat. 359.
—for matter sub-
ject to higher
rate of postage.

Sec. 432. 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 char-
acter of publica-
tion.

See sec. 409 as to penalty for submitting false evidence as to second-class publications; sec. 410 as to annulment of entry.

Sec. 433. 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

Detention of
matter not en-
titled to second-
class rate, and
collection of
proper postage.

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 matter, with a full statement of the facts in the case. Should the publication be held entitled to the second-class rates, the excess of the deposit over the same 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 404.

Conversion of deposit.

Wrapping and folding of publications, etc.
R. S. § 3883.

Sec. 434. 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 practicable.

—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.

MATTER OF THE THIRD CLASS—DESCRIPTION.

Third-class matter.

1879, Mar. 3; 20 Stat. 359.
1912, Aug. 24; 37 Stat. 657.
—defined.
—rate of postage.

Sec. 435. Mail matter of the third class shall embrace * * * circulars, and other matter wholly in print (except books, and newspapers and other periodical publications entered as second-class matter), proof sheets, corrected proof sheets, and manuscript copy accompanying the same, and postage shall be paid at the rate of 1 cent for each 2 ounces or fractional part thereof, and shall fully be prepaid by postage stamps affixed to said matter.

Order of Postmaster General, Dec. 6, 1913.

See sec. 452 as to payment of postage on third-class matter in money; sec. 390 as to postage on printed ship matter.

Circulars.
1879, Mar. 3; 20 Stat. 360.
—definition and characteristics.

Sec. 436. 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.

—rate of postage on, in case of written additions.

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. 384.)

See sec. 441 as to permissible additions to matter of third class.

Sec. 437. "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;
20 Stat. 360.
—defined.

Sec. 438. All impressions obtained upon paper or cardboard, by means of printing, engraving, lithographing, or any other mechanical process easy to recognize—except the typewriter, letterpress, 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 handwriting or typewriting, 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.

Typewritten matter.
—facsimile copies.

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. 442.)

Samples of printing; third class.
Samples of paper; fourth class.

Sec. 439. 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.

Letters for the blind.
1899, Mar. 2;
30 Stat. 984.

Sec. 440. The postage on each copy of the daily Congressional Record mailed from the city of Washington as transient matter shall be one cent.

Postage on transient copies Congressional Record.

See sec. 480 as to transmission of Congressional Record free under frank of Members of Congress, etc.

1874, June 23;
18 Stat. 237.

PERMISSIBLE ADDITIONS ON THIRD-CLASS MATTER.

Sec. 441. 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.

Permissible additions on third-class matter.
1888, Jan. 20;
25 Stat. 1.

—what are.

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.

"Please do not open until Christmas."
1911, Mar. 4;
36 Stat. 1340.

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."

—designation of contents, serial number, "Merry Christmas," "Happy New Year," etc.

—imprints by hand stamp.

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 shall be sufficient evidence of impersonal character to entitle such matter to the third-class rate of postage.

—hand-stamped dates, etc., on cards giving certain information.

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.

See sec. 436 as to definition of circular and additions thereto.

MATTER OF THE FOURTH CLASS: PARCEL POST—DESCRIPTION.

Fourth-class mail matter defined.

1912, Aug. 24; 37 Stat. 557.
Orders of Postmaster General:
1913, July 25;
1913, Dec. 6;
1915, July 10;
1918, Feb. 26.

Limit of weight and size.
Note.

Sec. 442. Fourth-class mail matter shall embrace all other matter, including farm and factory products (and books), not now embraced by law in either the first, second, or third class (books excepted), not exceeding eleven (seventy) pounds in weight (when mailed for delivery within the first, second or third zones, nor exceeding fifty pounds in weight when mailed for delivery within any of the other zones), nor greater in size than seventy-two (eighty-four) 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.

NOTE.—The words inserted within parentheses in above paragraph show the effect of the orders of the Postmaster General issued in pursuance of the authority contained in acts of August 24, 1912, and July 28, 1916 (see sec. 444, par. 3), as follows: Order No. 7349 of July 25, 1913, increasing the weight limit of fourth class from 11 pounds to 20 pounds in the first and second zones and reducing the rates of postage in these zones, effective August 15, 1913; order No. 7705 of December 6, 1913, extending the classification of articles mailable as parcel post to include books, effective March 16, 1914; order No. 7706 of December 6, 1913, increasing the limit of weight of fourth class for delivery within the first and second zones from 20 to 50 pounds and in the third, fourth, fifth, sixth, seventh, and eighth zones from 11 to 20 pounds, and reducing the rates of postage in the third, fourth, fifth, and sixth zones, effective January 1, 1914; order No. 9005 of July 10, 1915, increasing the limit of size of parcels of fourth class from 72 inches to 84 inches in length and girth combined, effective July 10, 1915; order No. 1140 of February 26, 1918, increasing weight limit from 50 pounds in first and second zones and 20 pounds in the third zone to 70 pounds, and in all other zones from 20 to 50 pounds, effective March 15, 1918.

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 approxi-

mately one hundred and fifty miles from the center of a given unit of area.

(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.

Third 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.

Fourth 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.

Fifth 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.

Sixth 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.

Seventh zone.

(h) The eighth zone shall include all units of area outside the seventh zone.

Eighth zone.

See sec. 602 as to delivery of matter in excess of weight or size inadvertently dispatched; sec. 459 as to determination of admissibility of matter to the mails; secs. 460 to 462 as to preparation for mailing of liquids, disease germs, and matter liable to injure mails or persons; secs. 534 and 602 as to treatment of dangerous matter excluded from mails.

Sec. 443. If a parcel of fourth-class matter exceeds the size, in length and girth combined, prescribed in paragraph 1, section 442, it shall not be accepted for mailing, no matter how small the excess may be. In excess of 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 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. —how measured.

RATES OF POSTAGE.

Sec. 444. 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. Rates of postage.

NOTE.—The word "distinctive" is omitted from the above paragraph at the point indicated by asterisks. Distinctive postage stamps for parcel post were discontinued by order of Postmaster General dated June 26, 1913, based upon the authority of the act of August 24, 1912. See paragraph 3 below.

See sec. 445 for rates on books; sec. 446 for rates on seeds, plants, etc.; sec. 452 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:

(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 For local or rural delivery.

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).

For the first zone.

(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 (and except where the distance by the shortest regular mail route from the office of origin to the office of delivery is 300 miles or more, in which case the rates of postage shall be six cents for the first pound or fraction of a pound and two cents for each additional pound or fraction of a pound).

For the second 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 (except where the distance by the shortest regular mail route from the office of origin to the office of delivery is 300 miles or more, in which case the rates of postage shall be six cents for the first pound or fraction of a pound and two cents for each additional pound or fraction of a pound).

For the third zone.

(d) For delivery within the third zone, six cents for the first pound or fraction of a pound and two cents for each additional pound or fraction of a pound.

For the fourth zone.

(e) For delivery within the fourth zone, seven cents for the first pound or fraction of a pound and four cents for each additional pound or fraction of a pound.

For the fifth zone.

(f) For delivery within the fifth 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 the sixth zone.

(g) For delivery within the sixth zone, nine cents for the first pound or fraction of a pound and eight cents for each additional pound or fraction of a pound.

For the seventh 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 the eighth 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.

Authority to re-classify articles, rates, conditions of mailability, etc.

1912, Aug. 24;
37 Stat. 557.
1916, July 28;
39 Stat. 431.

3. If the Postmaster General shall find on experience that the classification of articles mailable, as well as the weight limit, or the rates of postage, zone or zones, and other conditions of mailability, under section 8 of the act approved August twenty-fourth, nineteen hundred and twelve, 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 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: *Provided, however,* That before any change is hereafter made in weight limit, rates of postage, or zone or zones, by the Postmaster General, the proposed change shall be approved by the Interstate Commerce Commission after thorough and independent consideration by that body in such manner as it may determine.

Rates and conditions applicable to Alaska, Hawaiian Islands, Canal Zone, Philippine Islands.

Sec. 445. The parcel-post rate between any point in the United States and any point in the Hawaiian Islands, and any point in Alaska, and between any two points in Alaska, except for parcels of books, seeds, plants, etc., weighing 8 ounces or less, on which the rate is 1 cent for each 2 ounces or fraction of 2 ounces, and except for all other 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. 444.)

2. The eighth-zone rate of postage shall apply to parcels of fourth-class mail, subject to the pound rates, 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.

—naval vessels.

3. 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. 444) shall apply to all parcels of fourth-class matter, except books, mailed in the United States for delivery in Canada, Mexico, Cuba, and the Republic of Panama.

—Canada, Mexico, Cuba, and Republic of Panama.

See sec. 504 and the Official Postal Guide for foreign parcel post.

4. The rate of postage on parcels of books weighing 8 ounces or less shall be 1 cent for each 2 ounces or fraction thereof, and on those weighing more than 8 ounces the pound rates shown in section 444 shall apply.

Rates on books weighing 8 ounces or less.

5. The rate of postage on gold coin, gold bullion, and gold dust offered for mailing between any two points in Alaska, or between any point in Alaska and any point in the United States or its possessions, shall be 2 cents an ounce or fraction thereof, regardless of distance. Such gold coin, gold bullion, or gold dust shall be inclosed in sealed packages not exceeding 11 pounds in weight and sent by registered mail. See sec. 863 for amount of registry fee.)

Gold between points in Alaska and the United States.

Sec. 446. Seeds, cuttings, bulbs, roots, scions, and plants shall hereafter be embraced in and carried as fourth-class matter, and for the same rates of postage: *Provided*, That all packages thereof containing 8 ounces or less shall be charged for at the rate of 1 cent for 2 ounces or fraction thereof.

Seeds, bulbs, plants, etc.
1888, July 24 ;
25 Stat. 347.
1912, Aug. 24 ;
37 Stat. 557.
1914, Apr. 24 ;
38 Stat. 346.

2. The rate of postage on parcels of seeds, cuttings, bulbs, roots, scions, and plants weighing 8 ounces or less is 1 cent for each 2 ounces or fraction thereof, regardless of distance; on parcels weighing more than 8 ounces the pound rates shown in section 444 apply. These rates apply whether the articles are for planting or other purposes.

—postage on.

See sec. 453 as to preparation of seeds, etc., for mailing.

PERMISSIBLE ADDITIONS TO FOURTH-CLASS MATTER.

Sec. 447. With a package of fourth-class matter prepaid at the proper rate for that class, the sender * * * may write upon the wrapper or cover thereof, or tag or label accompanying the same, his name, occupation, residence or business address, preceded by the word "from," and any marks, numbers, names, or letters for purpose of description, or may print thereon the same, and any printed matter not in the nature of a personal correspondence, but there must be left on the address side or

Permissible additions to fourth-class matter.
1888, Jan. 20 ;
25 Stat. 1.

face of the package a space sufficient for a legible address and necessary stamps.

"Please do not open until Christmas,"
1911, Mar. 4;
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.
Inclosures.
—invoices, etc.

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.

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.

MISCELLANEOUS PROVISIONS.

Receipt to sender at mailing office.

Sec. 448. When desired, the postmaster at the mailing office shall, on payment of 1 cent, give the sender of an ordinary parcel of fourth-class mail a receipt therefor. A postage stamp to cover the charge for the receipt shall be affixed thereto and canceled and the receipt postmarked. No receipt for the parcel shall be obtained from the addressee on delivery. (See sec. 1072.)

Supplies for parcel-post system.
1912, Aug. 24;
37 Stat. 558.

Sec. 449. 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.)

PROVISIONS APPLICABLE TO THE SEVERAL CLASSES OF MAIL MATTER.

LIMIT OF WEIGHT AND SIZE OF MAIL MATTER.

Limit of weight and size of mail matter.

1896, June 8;
29 Stat. 262.
R. S. § 3829.
1912, Aug. 24;
37 Stat. 557.

Orders of Postmaster General:
1913, July 25,
Dec. 6; 1915,
July 10; 1918,
Feb. 26.

Sec. 450. The 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 seventy pounds in weight when mailed for delivery within the first, second, or third zone, and not exceeding fifty pounds in weight when mailed for delivery within any of the other zones, nor greater in size than eighty-four inches in length and girth combined), 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 the Smithsonian Institution.

Note.

NOTE.—The words inserted within parentheses in above paragraph placing books in fourth-class matter and increasing the weight limits and size of fourth-class or parcel-post matter, are based upon orders of the Postmaster General. The orders were issued in pursuance of the authority contained in acts of August 24, 1912, and July 25, 1916. (See sec. 444, par. 3.)

2. The limit of weight of mail matter of the first class shall be the same as is applicable to mail of the fourth class. First-class matter. 1916, May 18; 39 Stat. 162.

3. 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. —matter for the blind. 1904, Apr. 27; 33 Stat. 313.

4. Matter addressed to Manila, Philippine Islands, shall not exceed 50 pounds in weight; parcels for Iloilo, Cebu, and Zamboanga shall not exceed 44 pounds, and parcels for all other post offices in those islands shall not exceed 20 pounds in weight. —matter addressed to the Philippine Islands.

5. 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. —in excess of, not to be accepted, except.

See sec. 602 as to delivery of matter in excess of weight inadvertently dispatched.

Sec. 451. Mail matter of the second class prepaid at either the publishers' second-class pound rates or the transient second-class rate shall be accepted for mailing regardless of the weight thereof. Matter to which limit of weight is inapplicable. —second class.

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 under a penalty envelope or label at the post office at Washington, D. C., only. Such official matter weighing more than 4 pounds, but not exceeding the limit of weight prescribed by section 450, may be accepted for mailing at other post offices only when postage is prepaid thereon. (For further information with respect to the acceptance of official matter see section 488.) —printed or written official matter from Washington; when mailed at other post offices

4. The weight of official matter relating to the postal service, including postal supplies and equipment, sent in the mails from any post office shall not exceed the maximum weight limit for fourth-class mail (see sec. 442) except in special cases where specific instructions are issued. —official matter relating to postal service.

5. 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. 488 and 494.) —postage stamps, stamped envelopes, internal-revenue stamps, and other stamped paper. —copyright matter.

6. The limit of weight for miscellaneous printed matter constituting third-class mail (the rate of postage on which is 1 cent for each 2 ounces or fraction thereof) is 4 pounds. Parcels of miscellaneous printed matter weighing more than 4 pounds, but which are within the limit of weight and size for matter of the fourth class, come within that class and are mailable at the pound rates of postage prescribed for fourth-class matter in section 444. —miscellaneous printed matter.

MAILING MATTER WITHOUT POSTAGE STAMPS AFFIXED.

Mailing matter without stamps affixed.

1920, Apr. 24; 41 Stat. 583. First class.

1904, Apr. 28; 33 Stat. 440. 1916, May 18; 39 Stat. 162.

Identical pieces of second, third, and fourth class matter.

See. 452. The Postmaster General, under such regulations as he may prescribe for the collection of such postage, is hereby authorized to accept for delivery and deliver, without postage stamps affixed thereto, mail matter of the first class on which the postage has been fully prepaid at the rate provided by law.

2. 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, without postage stamps affixed, quantities of not less than 300 identical pieces of third-class matter and of second-class matter, and 250 identical pieces of fourth-class matter, and packages of money and securities mailed under postage at the first or fourth class rate by the Treasury Department: *Provided*, That postage shall be fully prepaid thereon at the rate required by law for a single piece of such matter.

—postmasters to apply for authority to receive such.

3. 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 matter of any class for mailing without stamps affixed under this section. Only such second-class matter may be accepted under the provisions of this section as is chargeable with the transient second-class rate of postage (see sec. 419) or the special rates prescribed by paragraphs 9 and 10, section 417.

Application for privilege.

4. Persons desiring the privilege of mailing matter of any class 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.

—indicia on matter.

5. 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 by means of a printing press or other device a statement showing the amount of postage paid on the piece, the word "Paid," the name of the post office and State where mailed, the permit number, and, in the case of first-class matter, such other information as may be required, all in the form and in the size of type prescribed in instructions issued by the Third Assistant Postmaster General. Matter mailed without stamps affixed under the provisions of this section is not to be postmarked.

6. Except as otherwise provided in instructions issued by the Third Assistant Postmaster General, Division of Classification,

each mailing 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, the exact weight of a single piece, and such other information as may be required. To facilitate the handling of such matter in the mails, the mailer must comply with all reasonable requests of the postmaster for the separation thereof into States, cities, etc. Postage on the entire quantity shall be paid at or before 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. When the mailing of matter of the second, third, or fourth class extends over two or more consecutive days, and the number of pieces presented on the last day to complete the mailing is less than that prescribed, such number shall be accepted and an indorsement made on receipt Form 3603, as follows:

This is the remainder of mailing of _____
(Give date of preceding mailing.)

7. A receipt (Form 3603) for each mailing of second, third, or fourth-class matter shall be issued by the postmaster to the sender. Such receipt shall also be issued for each mailing of first-class matter except when otherwise specially authorized by the Third Assistant Postmaster General, Division of Classification, in connection with the authorization in each case of the issuance of the permit to the mailer. 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.

8. 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, shall be held responsible for the strict enforcement of this regulation.

9. 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.

10. At the close of each quarter the postmaster shall send with the quarterly postal account the duplicate receipts on Form 3603 and 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.

—matter mailed by U. S. Treasury Dept.

11. The envelope, wrapper, or label of matter mailed by the United States Treasury Department under the provisions of this section shall bear in the upper right corner the words "_____ cents paid, Washington, D. C.," followed by the permit number.

Packages must admit of examination.

1879, Mar. 3; 20 Stat. 361.

R. S. § 3881. —otherwise postage to be at first-class rate.

Sec. 453. 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.

Second and third class matter.

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.

Fourth-class matter. —examination of contents. —when inclosed in boxes.

3. Parcels of fourth-class matter shall not be accepted for mailing unless packed so as to insure safe shipment and permit the contents to be easily examined. (See sec. 462.) 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 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."

—when inclosed in sewed bags.

Two or more packages mailed as a single parcel.

4. Two or more pieces or packages of fourth-class matter shall, in order to be mailable as a single parcel, be of approximately the same size or shape or constitute parts of one article, and be securely tied, wrapped, or otherwise firmly fastened together.

Seeds, etc. —in sealed transparent envelopes.

5. Seeds or other articles not prohibited, which are liable from their form or nature to loss or damage unless specially protected, shall, if not labeled as is provided in paragraph 6, 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 articles of merchandise, farm and factory products.

6. (a) Proprietary articles of merchandise not in themselves unmailable (see secs. 442, 460, and 470), such as fancy soaps, tobacco, harmless medicinal preparations, fruits, nuts, and other farm and factory products, put up in fixed quantities by the manufacturer, producer, or shipper, 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, provided the parcels are labeled in printing to show the specific nature and quantity of contents, together with the name of the manufacturer, producer, or shipper.

(b) Articles of merchandise or other articles embraced in mail of the fourth class which are not in themselves unmailable (see secs. 442, 460, and 470), when inclosed in sealed parcels bearing printed labels which show, in a general way, the nature of contents as, for example, "Contents: Merchandise—fourth-class mail," and name of the manufacturer, producer, or shipper, and indorsed "Postmaster: This parcel may be opened for postal inspection if necessary," or words to that effect, shall be accepted for mailing at the fourth-class rates of postage.

Merchandise in sealed parcels.

See section 454 as to penalty for inclosing matter of a higher class in that of a lower class and mailing same at a lower rate than would be required for such higher class.

7. When any matter offered for mailing is sealed against inspection, except as provided in paragraphs 5 and 6 of this section, or contains or bears writing not permissible (see secs. 426, 441, and 447), it shall be charged with postage at the first-class rate and treated as first-class matter (see secs. 387 and 529). When in doubt as to classification, postmasters should submit samples to the Third Assistant Postmaster General, Division of Classification.

Parcels closed against inspection, etc.

8. Postmasters shall examine parcels when presented for mailing to ascertain that the postage is fully prepaid. (See secs. 426, 441, 447, 431, and 433.)

Examination.

9. So-called "window" envelopes, having an opening or a transparent panel in the front, through which the address upon the inclosure is disclosed, are mailable under conditions prescribed by the Third Assistant Postmaster General. (See Official Postal Guide.)

Window envelopes.

MISCELLANEOUS PROVISIONS.

Sec. 454. 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.

Inclosing higher class in lower class matter.

1909, Mar. 4, ch. 321, § 221; 35 Stat. 1132.

—fine for.

See secs. 426, 441, and 447 for permissible additions to second, third, and fourth class matter; sec. 453 as to merchandise in sealed parcels.

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

—office of address.

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.

Third or fourth class matter accompanied by communication.

Sec. 455. When the sender desires that a parcel of third or fourth class matter on which the postage is fully prepaid at the rate for the respective class, or a package of second-class matter prepaid at the rate of 1 cent for each 4 ounces or fraction of 4 ounces, or at publishers' second-class rates, be accompanied with a communication, or other matter of the first class, which is not a permissible inclosure at the lower rate, the communication may be placed in an envelope, and after the full amount of postage at the first-class rate is affixed to the envelope it may be tied to or otherwise securely attached to the outside of the parcel or package in such manner as to prevent its separation therefrom and not to interfere with the address thereon. The envelope shall be addressed to correspond with the address on the parcel. Combination envelopes or containers having separate portions for a letter and matter of a lower class may be used for mailing together two classes of matter. Parcels or packages with which communications are mailed in this manner shall be treated as second, third, or fourth class matter, as the case may be. When second-class matter accompanied with a communication under the provisions of this section is prepaid at publishers' second-class rates, a notice of entry as second-class matter shall be placed in the upper right corner of the address side of the package. Properly prepaid third-class matter inclosed in unsealed envelopes endorsed "Third-Class" may be mailed with fully prepaid packages of second, third or fourth-class matter under these conditions.

Overcharges on mail matter. 1905, Mar. 3; 33 Stat. 1091.

—may be refunded.

Application for refund.

Payment and receipt.

Credit to be claimed.

Sec. 456. 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.

2. All applications for refunds under the provisions of this section should be addressed to the Third Assistant Postmaster General, Division of Classification, accompanied 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.

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.

4. Credit for the amount of the refund shall be claimed by the postmaster in the quarterly postal account.

See sec. 571 as to procedure in cases where the addressee objects to the payment of postage due.

Sec. 457. In all cases directions for transmit (transmission), delivery, forwarding, or return shall be deemed part of the address.

Directions for transmission, etc., part of 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.

1888, Jan. 20 ;
25 Stat. 1.

"personal" or "to be called for," etc., deemed part of address.

3. Space should be left on the address side of all mail sufficient for a legible address and for all directions permissible thereon, for postage stamps, for postmarking, rating, and any words necessary for forwarding or return. Watermarks which do not render the reading of the address difficult will be permitted.

Sufficient space to be left for address, etc.
Watermarks.

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 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.

Must bear return card.

5. All mail shall bear a complete, definite, and legible address, and, when intended for delivery at a letter-carrier office, the address should include the street and number or post-office box number of the addressee. The address should be placed in the lower right portion of the face or address side of envelopes, cards, or wrappers, the postage stamps or permit indicia (see sec. 452) indicating amount of postage paid being placed in the upper right corner, and the return card of the sender in the upper left corner of the side used for the address. Unaddressed matter is unmailable.

6. When it is desired to send a piece of advertising or other matter as ordinary mail to every boxholder on a rural route, the name and box number of the addressee may be omitted, provided each piece is definitely addressed in the following manner :

Box holder,
Route 1,
Bristol, Tenn.,

postage at the proper rate is fully prepaid thereon, and all the pieces for the same route are put up by the mailer in a package labeled, preferably by means of a facing slip, as follows :

For distribution to box holders,
Route 1,
Bristol, Tenn.

7. The sender's name and complete address must also be placed on all window envelopes and on all registered mail and should be placed on all other mail, in the upper left corner of the address side.

NOTE.—See paragraph 3, sec. 508, as to furnishing information concerning number of rural routes and number of boxes served by each carrier.

Fourth-class matter.
 1914, Mar. 9;
 38 Stat. 304.
 1914, Apr. 24;
 38 Stat. 346.
 Time within which delivery shall be made.

Weight limitation on shipments.

Sec. 458. The Postmaster General may, in his discretion, by order, fix the time within which all parcels of the fourth class shall be delivered.

2. When more than 200 pounds of parcel post, other than perishable matter, is offered for mailing by one sender to one addressee on the same day, and the delivery thereof to destination will involve its transportation over a star route, the postmaster shall apply to the Fourth Assistant Postmaster General for special authorization before accepting such shipment.

MATTER LIABLE TO DAMAGE THE MAILS OR INJURE THE PERSON; PREPARATION AND PACKING WHERE ADMISSIBLE; PLANT QUARANTINE.

Second Assistant Postmaster General to determine what matter shall be excluded as liable to injure mails.

—to prescribe manner of packing.

—postmasters to submit questions of exclusion, etc., to General Supt., R. M. S.

Division superintendents to report improper admission of matter.

Sec. 459. 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 secs. 442 and 460), and what precautions should be observed as to preparation and packing where such matter is admitted to the mails. (See secs. 453, 460 to 463.)

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.

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. 442 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.
 1920, May 26;
 41 Stat. 620.

Sec. 460. All kinds of poison, and all articles and compositions containing poison, and all poisonous animals, insects, and reptiles, and explosives of all kinds, and inflammable materials, and infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode and all disease germs or scabs, and all other natural or artificial articles, compositions, or material, of whatever kind, which may kill or in anywise 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, from the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, and veterinarians, under such rules and regulations as he shall prescribe, 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 non-mailable, unless in accordance with the rules and regulations hereby authorized to be prescribed by the Postmaster General, shall be fined not more than \$1,000 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 non-mailable, 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 \$10,000 or imprisoned not more than twenty years, or both.

2. (a) 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, corrosive materials, fireworks, and explosives of every kind, and inflammable materials liable to cause fire by self-ignition through friction, through absorption of moisture, or through spontaneous chemical changes, 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. 461), 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, insects, birds or fowls (except as prescribed in sec. 466), fresh hides or pelts, or any articles exhaling bad odor, whether sealed as first-class matter or not, shall not be admitted to the mails.

Liquids, explosives, insects, etc., in the mails.—what not to be admitted.

(b) Inflammable liquids and substances having a flash-point below 80° F., such as paints, varnishes, automobile tire-repair outfits containing rubber cement, etc., that are not liable to cause fire by self-ignition through friction, through absorption of moisture, or through spontaneous chemical changes, and are not poisonous or explosive or unmailable for reasons other than their inflammability, shall be accepted for transmission in the domestic mails, when in quantities of not more than four ounces and when contained in tightly closed metal tubes or cans and packed in strong papier-mâché tubes or in boxes made of good quality double-faced corrugated pasteboard. The word "inflammable" and the proper name of the article must be plainly marked on the outside of the package.

(c) Substances mentioned in the preceding paragraph (b) when in larger quantities shall be accepted for transmission in the domestic mails when in tight and strong metal containers inclosed

in tight and strong outside wooden boxes or cases: *Provided*, That the maximum quantity of any inflammable liquid packed in one outside container must not exceed one gallon when the flash point is 20° F. or below, and must not exceed five gallons when the flash point is above 20° F. and below 80° F., and the containers must not be entirely filled—not less than two per cent of their capacity to be left vacant. The proper name of the inflammable substance contained therein must be plainly marked on the outside of the package and caution labels (red for liquid and yellow for solids) must be attached thereto by the shipper. These caution labels must be diamond shaped, each side four inches long, with the wording printed in black letters inside of a black-lined border measuring three and a half inches on each side. The wording on the red labels to be:

Notice to postal employees. Caution. Do not drop. Keep away from fires, stoves, radiators, lighted matches, lanterns, and direct sunlight. Any leaking package must be removed to a safe place. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

Shipper's name.

The wording on the yellow labels to be:

Notice to postal employees. Caution. Do not drop. Keep fire and lights away. Sweep up and remove carefully contents of broken packages. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

Shipper's name.

All such parcels to be handled outside of mail bags.

Liquids, pastes, confections, etc., when admitted.

3. Liquids not spirituous, vinous, malted, fermented, or otherwise intoxicating, 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 462 and 463.

Medicines, when admitted.

4. (a) Medicines which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unavailable (see secs. 442 and 470), may be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in section 462: *Provided*, That the term "medicines" 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, pharmacist, druggist, or veterinarian preparing or prescribing the same.

Poisonous drugs and anesthetic agents, when admitted.

(b) Poisonous drugs and medicines and anesthetic agents which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not otherwise unavailable (see secs.

442 and 470), when securely packed for safe transmission may be admitted to the mails for transmission in the domestic mails when sent by the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, and veterinarians, when addressed as such: *Provided*, That the container of the article mailed is plainly labeled to show its contents, is marked "Poison," and bears the label or superscription of the manufacturer thereof.

5. (a) Motion-picture films must be packed in spark-proof metal boxes or cans, complying with specification No. 32 of the Interstate Commerce Commission regulations for the shipment of dangerous articles. Case and cover must be lined throughout with hard fiber board at least one-eighth inch thick. Each outside metal case shall be plainly and permanently marked in the metal by embossing the following symbol, consisting of a rectangle and the following mark:

| |
|----------------|
| I. C. C.—32 A. |
|----------------|

The letters and figures in this symbol must be at least one-half inch high, and the final letter may be either A, B, C, D, E, F, or G.

(b) Motion-picture films may also be packed in outside wooden boxes complying with specifications No. 19 of the Interstate Commerce Commission regulations for the shipment of dangerous articles, provided each reel is placed in a tightly closed inside metal container. Each box must be plainly marked with the words "Complies with I. C. C. Spec'n No. 19," or, if desired, this marking may be indicated by a symbol consisting of a rectangle as follows:

| |
|--------------|
| I. C. C.—19. |
|--------------|

The letters and figures in this symbol must be at least one-half inch high.

(c) Short motion-picture films (not exceeding 25 feet in length) may be accepted when placed in tightly closed metal cans and in outside containers of corrugated strawboard or other suitable material.

(d) Noninflammable motion-picture films may be accepted without other restriction when packed in sufficiently strong containers; each outside container must be plainly marked "Motion-picture films—Not dangerous."

(e) Pyroxylin plastics (celluloid, fiberloid, pyralin, viscoloid, zylonite, etc.) in sheets, rolls, or tubes, must be packed in strong spark-proof wooden boxes, or sheet pyroxylin may also be packed flat in double-faced corrugated strawboard packages, provided that the total thickness of sheet material in one package does not exceed one-half inch in thickness. The pyroxylin plastic must be wrapped in paper and the box must not be less than two thicknesses of double-faced corrugated strawboard at all points. When material is in rolls, it must be placed in fiber or strawboard cylinders with walls not less than 0.045 inch thick, and the cylinders must be lined with single-faced corrugated strawboard two-

tenths inch thick. The maximum amount of pyroxylin plastics in one of these cylinders must not exceed 6 pounds.

(f) All packages containing inflammable motion-picture films (except short lengths) or pyroxylin plastics (except manufactured articles) must have attached thereto by the shipper a diamond-shaped yellow label, each side 4 inches long, with the wording printed in black letters inside of a black line border measuring 3½ inches on each side, reading as follows:

Caution. Keep away from fire, heat, and open-flame lights. Sweep up and remove carefully contents of broken packages. This is to certify that the contents of this package are properly described by name and are packed and marked and are in proper condition for transportation, according to the regulations prescribed by the Interstate Commerce Commission.

(Shipper's name.)

(g) Motion-picture films must be loaded in cars occupied by a postal or railroad employee and in a place that will permit of their ready removal in case of fire. They must not be loaded in cars nor stored in stations or offices in contact with steam pipes or other sources of heat.

(h) Postmasters must exercise special care in accepting motion-picture films and pyroxylin plastics for shipment and see that containers are in good condition and have attached thereto the required caution label.

(i) The address labels must be plain, with the name of the shipper shown in the upper left corner less conspicuously than the name and address of the addressee, which must appear on the lower half of the label, and all old labels and postage stamps must be removed.

(j) Packages of motion-picture films must not exceed the size and weight limit for parcel-post mail.

(k) Motion-picture films packed in containers which were manufactured and purchased prior to September 1, 1921, and which comply with previous Post Office Department or Interstate Commerce Commission regulations may be accepted for shipment if the containers are in good shipping condition.

Diseased tissues.
—when mailable.

Sec. 461. 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.

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 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 tissue shall be placed in a bottle made of tough glass not over 3 inches in diameter, closed with a stopper of rubber, cork, or cotton and sealed with paraffin or covered with a tightly fitting rubber cap, or 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 in a similar manner. In place of a glass bottle or test tube a hermetically sealed tinned container not over 3 inches in diameter may be used.

(b) The aforesaid container 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.

(d) Specimens of blood, blood serum, and spinal fluid for serological examination shall be transmitted in a glass vial or test tube, closed by fusing the glass or by a rubber or cork stopper of good quality. The glass vial or test tube shall be surrounded evenly and completely with sufficient absorbent cotton to absorb the contents should the container be broken, and packed in a metal, wooden, papier-mâché, or pasteboard block or tube of sufficient strength to resist rough handling and support the weight of the mails piled in bags. This block or tube shall be closed with a screw-top cover with sufficient threads to require at least one and one-half turns before it will come off.

NOTE.—In lieu of the above, specimens may be transmitted as provided in subdivisions (a), (b), and (c) of this paragraph.

(e) Infectious matter upon swabs, such as are used for the diagnosis of diphtheria and which can not escape from a suitable container in case of breakage, shall be transmitted in a strong glass tube. This tube shall be packed and placed in a container as described in subdivision (d).

In lieu of the above, specimens may be transmitted as provided in subdivisions (a), (b), and (c) of this section.

(f) Specimens of feces for examinations for intestinal parasites shall be transmitted in a slip-top metal ointment box and this ointment box to be packed as described in subdivision (d).

INSERT No. 246. ORDER No. 4763.

OCTOBER 15, 1926.

Paragraph 4(d), section 462, Postal Laws and Regulations, is amended to read as follows:

“(d) Mailable liquids in securely closed (hermetically sealed or screw-top) metal containers when in quantities of less than 1 gallon and suitably boxed for shipment inside of mail bags are mailable, but when in friction top cans the tops must be securely soldered on or the cans be surrounded with sawdust, bran, or other suitable absorbent material in sufficient quantity to absorb all the liquid if the top of the can should come off. Mailable liquids in tightly closed metal containers in quantities of 1 gallon or more are acceptable for mailing when suitably boxed or crated to be dispatched outside of mail bags, but when in extra strong metal containers such as heavy milk cans the boxing or crating may be omitted.

Specimens for malaria or typhoid-fever test.

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.

Indorsement on packages.

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."

When articles liable to damage mail or injure employees may be accepted.

Sec. 462. 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:

When fragile.

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.

Liquids and oils for local delivery.

3. Admissible liquids and oils (see sec. 460) in packages not exceeding the limit of weight of fourth-class matter (see sec. 442) shall be accepted for mailing when intended for delivery at the office of mailing or on a rural route starting therefrom when inclosed in strong and securely closed containers, provided it is not necessary to transport them over steam or electric railways.

—for points beyond.

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:

Bottles of 4 ounces or less.

(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 then all placed in a box made of cardboard or other suitable material and packed in a container made of double-faced corrugated pasteboard of good quality. The corners of the container must fit tightly and be reinforced 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 paragraphs (b) and (c):

Bottles of 16 ounces or less.

(b) When in glass bottles holding more than 4 and not more than 16 ounces, the bottle must be very strong and must be inclosed in a block or tube of metal, wood, or 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 watertight 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. Such bottles may also be packed in strong and tight

receptacles of wood, metal, or waterproof corrugated pasteboard if surrounded with bran, sawdust, or other absorbent material in sufficient quantity to absorb all the liquid if the bottle should be broken.

(c) Mailable liquids, in quantities of more than 16 ounces, when in securely sealed glass bottles, shall be accepted for mailing when packed in strong boxes and surrounded with sawdust or other suitable substance to protect the contents from breakage. All such packages to be marked "Fragile—This side up," or with similar inscription, and to be transported outside of mail bags. Bottles over 16 ounces.

(d) Liquid in securely closed metal containers may be mailed when suitably boxed or crated; but, when in extra strong metal containers, such as heavy milk cans, the boxes or crating may be omitted. Liquids in "friction-top" cans are unmailable unless sent in quantities of one gallon or more to be handled outside mail bags, or the tops are securely soldered on. In metal containers.

(e) All packages containing liquid must be marked "Fragile—Liquid." Mark "Fragile."

5. Pastes, salves, etc., not easily liquefiable shall be accepted for mailing when inclosed in water-tight containers and placed in a strong pasteboard or wooden box. Pastes, salves, etc.

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. Specimens to be submitted.

7. Sharp-pointed or sharp-edged instruments or tools 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. Plowshares, stove castings, pieces of machinery, etc., shall have all points, edges, and corners thoroughly protected with excelsior or similar material and be wrapped in burlap, cloth, or tough paper, or be properly boxed to prevent damage to mail or equipment, when intended for other than local delivery. Sharp instruments, etc.

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. Powders.

9. Candles, confectionery, yeast cakes, soap in hard cakes, etc., shall be inclosed in boxes and so wrapped as to prevent injury to other mail matter. Confectionery, soaps, etc.

10. Mailable hides and pelts (secs. 460 and 465) shall be thoroughly wrapped to prevent grease soaking through the package and damaging other mail matter. Hides and pelts.

11. Unloaded pistols or guns 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. Cartridges or loaded shells are not mailable. Pistols and guns.

Fragile articles. 12. 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.

Perishable articles. **Sec. 463.** 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.

Butter, lard, etc., fruits, etc. 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, shall be accepted for mailing to any office which in the ordinary course of mail they can reach without spoiling, when inclosed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents and prevent the escape of anything therefrom. If necessary for safe shipment, such parcels shall be transported outside of mail bags. Berries, fruits, and vegetables shall not be accepted for mailing unless they are in good dry shipping condition.

Eggs. 3. Eggs shall be accepted for mailing when packed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents. Such packages to be transported outside of mail bags. All parcels containing eggs shall be plainly marked "EGGS." When necessary, they should be marked "THIS SIDE UP."

Eggs for hatching. 4. Eggs for hatching shall be accepted for mailing, when each egg is wrapped separately and surrounded with excelsior, wood-wool, or other suitable material and packed in a basket, preferably with a handle, or other suitable container, lined with paper, fiber board, or corrugated pasteboard. Such parcels shall be labeled "Eggs for hatching," "Keep from heat and cold," "Please handle with care," or other suitable words, and shall be handled outside of mail sacks.

Cured meats and meat products. **Sec. 464.** Fresh, 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 shall be accepted for mailing only to post offices to which, in the ordinary course of mail, it can be sent without spoiling. (See sec. 463.)

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 carrier or other person shall transport or receive for transportation from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, any article derived wholly or in part from cattle, sheep, swine, or goats unless and until a certificate is made and furnished to him 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).

(b) When any meat or product which has been inspected and passed and bears the inspection legend is offered to any carrier for transportation from one State or Territory or the District of Columbia, to or through another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, the carrier shall require, and the shipper shall make and deliver to the carrier, a certificate in the following form :

Date_____ 19__ —form of.
 Name of common carrier_____
 Shipper _____
 Point of shipment_____
 Consignee _____
 Destination _____

I hereby certify that the following described meat or meat-food products which are offered for shipment in interstate or foreign commerce, have been U. S. inspected and passed by Department of Agriculture, 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.)

The signature of the shipper or of his agent shall be written in full. This certificate may be stamped upon or incorporated in any form which is ordinarily used in the transportation of meat and products. Certificates of this form or copies thereof need not be forwarded to the (Bureau of Animal Industry) at Washington.

(c) When any meat or product which has not been inspected and passed under these regulations is offered for transportation from one State or Territory or the District of Columbia to or through another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, by any retail butcher or retail dealer who holds a certificate of exemption issued (by the Secretary of Agriculture), the carrier shall require, and such retail butcher or retail dealer shall make and deliver to the carrier, a certificate in duplicate in the following form :

Date_____ 19__ —form of.
 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 or foreign commerce under a certificate of exemption 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 signature of the shipper or of his agent shall be written in full, and each certificate shall show the exemption number of the shipper. This certificate shall be separate and apart from any waybill, bill of lading, or other form ordinarily used in the transportation of meat. The duplicate certificate shall be forwarded immediately by the initial carrier to the Chief of the Bureau of Animal Industry, Washington, D. C.

Certificate of exemption as to animals slaughtered on farms.

(d) When cattle, sheep, swine, or goats have been slaughtered by a farmer on the farm and any meat or product derived therefrom is offered to a carrier for transportation from one State or Territory or the District of Columbia to or through another State or Territory or the District of Columbia, or to any place under the jurisdiction of the United States, or to a foreign country, the carrier may so transport such meat or product which is identified as derived from any of such animals slaughtered by a farmer on the farm.

The carrier shall require, and the shipper shall make and deliver to the carrier, a certificate in duplicate in the following form:

—form of.

Date _____ 192__

Name of common carrier _____
 Shipper _____
 Point of shipment _____
 Consignee _____
 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 or foreign commerce as exempted from inspection according to the 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 signature of the shipper or of his agent shall be written in full. This certificate shall be separate and apart from any waybill, bill of lading, or other form ordinarily used in the transportation of meat. The duplicate certificate shall be forwarded immediately by the initial carrier to the Chief of the Bureau of Animal Industry, Washington, D. C.

Note.

NOTE.—The exemptions set forth in paragraphs 2 (c) and 2 (d) of this section, applying to animals slaughtered by any farmer on a farm and to retail butchers and retail dealers in meat-food products do not apply to meat or meat-food products of horses slaughtered or handled by farmers or retail butchers or dealers. See par. 7 of this section.

Parcels unaccompanied with proper certificates not to be accepted.

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.

Instructions for making out certificates.

4. In making out the certificate the sender or shipper should give the United States mails as the 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.

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. Under the act of July 24, 1919, providing for the inspection of horse meat and products thereof and the regulations promulgated in connection therewith by the Department of Agriculture, horse meat and food products thereof may be accepted for mailing from one State or Territory or the District of Columbia to another State, Territory, or the District of Columbia, or to any place under the jurisdiction of the United States, or to any foreign country, only when labeled or marked "Horse meat" or "Horse-meat products" and each shipment is accompanied with a certificate in the form indicated in paragraph 2 (b) of this section.

Horse meat and products thereof may be accepted, when.

NOTE.—The regulations of the Department of Agriculture provide that the domestic meat labels for horse meat or meat-food products shall be printed on paper light green in color. The legend composing the body of each label shall be as follows: "The horse meat or meat-food product contained herein has been United States inspected and passed by the Department of Agriculture," and in lieu of the phrase "domestic meat label" there shall be printed thereon the phrase "domestic horse meat or horse-meat product."

Note.

Sec. 465. Postmasters shall not accept for mailing any parcel containing the dead bodies, or parts thereof, of any wild animals or birds which have been killed or are offered for shipment in violation of the laws of the State, Territory, or District in which the same were killed or offered for shipment: *Provided, however,* That the foregoing shall not be construed to prevent the acceptance for mailing of any dead animals or birds killed during the season when the same may be lawfully captured, and the export of which is not prohibited by the law in the State, Territory, or District in which the same are captured or killed.

Dead wild animals or birds or portions thereof.—when not mailable.

2. Parcels containing the dead bodies of any game animals, or parts thereof, including furs, skins, skulls, or meat, or of any game or wild birds, or parts thereof, including skins or plumage, may be admitted to the mails only when plainly marked on the outside to show the actual nature of the contents and the name and address of the sender or shipper: *Provided, however,* That fresh game in any form may be accepted for transmission only to post offices to which, in the ordinary course of mail, it can be sent without spoiling. (See sec. 463.)

—when acceptable.

—parcels to be marked how.

NOTE.—Secs. 242, 243, and 244, act of March 4, 1909 (35 Stat. 1137), make it unlawful to ship in interstate commerce the dead bodies, or parts thereof, of any game animals or wild birds which have been killed or shipped in violation of the laws of the State, Territory, or District in which the same were killed or from which they were shipped.

Note.

Sec. 466. (a) 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

Queen bees.

from which said queen bees are shipped is free from disease or by a copy of a statement by the beekeeper 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 departments 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.

Other live insects.

Dried insects and reptiles.

Honey bees.

(b) Honey bees in quantities may be sent in the mails under the same conditions as are prescribed for queen bees and their attendant bees when delivery can be made to the addressees within a period of five days. If the cages are wooden, the material of which they are constructed shall not be less than three-eighths of an inch thick and the saw cuts therein or space between slats shall not be over one-eighth of an inch wide; if wire screen is used for the sides of the cages, there shall be two thicknesses of screen, separated by slats at least three-eighths of an inch in thickness. The container shall be provided with a suitable handle and no water or liquid food shall be placed therein. Such parcels shall be transported outside of mail bags.

Live day-old chicks.

2. Live day-old chicks shall be accepted for mailing when the package in which they are contained is properly prepared and can be delivered to the addressee within 72 hours from the time they are hatched.

Harmless live animals, fish, worms, etc.

3. Harmless live animals, having no offensive odor and not likely to become offensive in transit, and which do not require food or water while in transit, such as goldfish packed in moss, baby terrapin, soft crabs, shellfish, blood worms, chameleons, etc., may be sent in the mails to points they may reasonably be expected to reach in good condition. They must be properly prepared for safe transmission, and containers must be labeled "Perishable," and the nature of the contents marked thereon.

Insurance and C. O. D.

4. Live day-old chicks, honey bees, and harmless live animals, mailed under the conditions set forth in the preceding paragraphs of this section, may be accepted for insurance or collect on delivery, and indemnity will be paid on account of the outright loss thereof only and in accordance with the provisions of section 1075, paragraph 6.

Plant quarantine.

Sec. 467. 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.

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 propagation, 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 from a State or Government inspector to the effect that the nursery or premises from which such nursery stock is shipped has been inspected within a year and found free from injurious insects, and plant diseases 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.

Sec. 468. (a) When any State shall provide for terminal inspection of plants and plant products, and shall establish and maintain, at the sole expense of the State, such inspection at one or more places therein, the proper officials of said State may submit to the Secretary of Agriculture a list of plants and plant products and the plant pests transmitted thereby, that in the opinion of said officials should be subject to terminal inspection in order to prevent the introduction or dissemination in said State of pests injurious to agriculture. Upon his approval of said list, in whole or in part, the Secretary of Agriculture shall transmit the same to the Postmaster General, and thereafter all packages containing any plants or plant products named in said approved lists shall, upon payment of postage therefor, be forwarded by the postmaster at the destination of said package to the proper State official at the nearest place where inspection is maintained. If the plant or plant products are found upon inspection to be free from injurious pests, or if infected shall be disinfected by said official, they shall upon payment of postage therefor be returned to the postmaster at the place of inspection to be forwarded to the person to whom they are addressed; but if found to be infected with injurious pests and incapable of satisfactory disinfection the State inspector shall so notify the postmaster at the place of inspection, who shall promptly notify the sender of said plants or plant products that they will be returned to him upon his request and at his expense, or in default of such request that they will be turned over to the State authorities for destruction

(b) It shall be unlawful for any person, firm, or corporation to deposit in the United States mails any package containing any plant or plant product addressed to any place within a State maintaining inspection thereof, as herein defined, without plainly marking the package so that its contents may be readily ascertained by the inspection of the outside thereof. Whoever shall fail to so mark said packages shall be punished by a fine of not more than \$100.

(c) The Postmaster General is hereby authorized and directed to make all needful rules and regulations for carrying out the purposes hereof.

2. When the Secretary of Agriculture furnishes the Postmaster General a list of plants and plant products subject to terminal inspection under the provisions of the preceding paragraph, appropriate instructions in regard thereto shall be issued to postmasters by the Third Assistant Postmaster General, Division of Classification.

Nursery stock,
etc.

Certificate of
inspection.

Terminal in-
spection of plants
and plant prod-
ucts by the sev-
eral States.
1915, Mar. 4 ;
38 Stat. 1113.

Packages to be
marked so that
contents may be
ascertained.

Postmaster
General author-
ized to make nec-
essary regulation,

Appropriate in-
structions to be
issued by Third
Assistant.

Addressee to furnish postage for forwarding package to place of inspection and return.

3. When a package containing plants or plant products subject to terminal inspection is received at the post office of address, the postmaster shall at once notify the addressee of the required amount of postage for forwarding it to the place of inspection and return. Upon payment of the required amount, the postmaster shall affix to the parcel stamps sufficient to cover the postage from his office to the place of inspection, and place in an official envelope, to be attached to the parcel and addressed to the postmaster at the place of inspection, the stamps representing the amount of postage furnished by the addressee for its return. The postmaster shall then indorse on the wrapper of the parcel the words—

Forward to ----- for inspection,
(Give post office of inspection.)

and transmit the parcel to the postmaster at the place of inspection.

Treatment of parcel at office of inspection.

4. (a) On receipt of the parcel at the post office of inspection the postmaster shall deliver it to the proper State official, and if such official shall return it to him marked to show that it has been inspected and passed, the postmaster shall affix to the parcel the postage furnished for returning it to the post office of address and promptly transmit it to that office. It shall then be delivered to the addressee.

Disposition of infected products.

(b) If the State official to whom a parcel containing plants or plant products has been sent for inspection shall inform the postmaster at the place of inspection that such plants or plant products are infected with injurious pests and incapable of satisfactory disinfection, the postmaster shall promptly notify the sender that the parcel is undeliverable, giving the reason therefor, together with the name and address of the addressee, and stating the amount of postage required for its return, and that if the postage is not promptly furnished the parcel will be turned over to the State authorities for destruction. After the sending of such notice the postmaster shall wait the length of time prescribed in paragraph 8, section 614, when, if postage be not received by that time, he shall inform the State authorities that the parcel may be destroyed by them.

Return of unused postage stamps.

5. When a parcel containing plants or plant products is returned to the sender or destroyed under the provisions of the preceding paragraph, the postage stamps representing the amount of postage furnished by the addressee for the return of such parcel from the post office of inspection to the office of address shall be sent by the postmaster at the former office to the addressee, together with a letter of information as to the disposition of the parcel.

State inspector to be notified if addressee fails to furnish postage.

6. If the addressee, after having been notified, as prescribed in paragraph 3 of this section, fails to furnish the required postage for sending the parcel to the place of inspection and return, the postmaster shall so notify the State inspector at that place and advise him of the amount of postage required for sending the parcel to him. If such official furnishes the postage the post-

master shall, after affixing the necessary stamps, indorse on the wrapper of the parcel the words:

Forward to-----for inspection,
(Give post office of inspection)

together with the words "Postage paid by State," and transmit it to the postmaster at the place of inspection. If the State inspector shall return the parcel to the postmaster at the point of inspection, marked to show that it has been inspected and passed, and having postage properly prepaid, it shall be transmitted to the office of address and delivered to addressee. Should the State inspector fail to furnish the postage for sending the parcel to him for inspection, the parcel shall be treated as other undeliverable fourth-class matter, as prescribed in section 614.

UNMAILABLE MATTER.

Sec. 469. Unmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being transmitted in the mails, or which by reason of illegible, incorrect, or insufficient address it is found impossible to forward to destination. Unmailable matter is classified as follows:

(a) Matter which is insufficiently prepaid to entitle it to be dispatched in the mail. Unmailable matter.—definition.
Classification.
—held for sufficient postage.

(b) Matter without address or so incorrectly, insufficiently, or illegibly addressed that it can not be transmitted to its destination. —misdirected.

(c) Matter which from its harmful nature is forbidden in the mails. (See secs. 460 to 462.) —destructive.

(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. —mutilated.

(e) Packages exceeding the limit of weight or size allowed. (See secs. 450 and 451.) —excess of weight or size.

(f) Obscene matter. (See sec. 470.) —obscene matter.

(g) Libelous and indecent matter. (See sec. 471.) —libelous and indecent matter.

(h) Reasonable matter. (See sec. 472.) —reasonable matter.

(i) Liquor advertisements. (See sec. 473.) —liquor advertisements.

(j) Lottery matter. (See sec. 473.) —lottery schemes.

(k) Fraudulent matter. (See sec. 475.) —fraudulent schemes.

(l) Publications which violate copyrights granted by the United States. —violations of copyrights.

Sec. 470. 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 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

Obscene matter unmailable.
R. S. § 3893.
1888, Sept. 26;
25 Stat. 496.
1909, Mar. 4,
ch. 321, § 211;
35 Stat. 1129.

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.

Arson, murder, assassination. 1911, Mar. 4; 36 Stat. 1339. Threat to harm the President. 1917, Feb. 14; 39 Stat. 919.

2. And the term "indecent" within the intendment of this section shall include matter of a character tending to incite arson, murder, or assassination.

3. That any person who knowingly and wilfully deposits or causes to be deposited for conveyance in the mail or for delivery from any post office or by any letter carrier any letter, paper, writing, print, missive, or document containing any threat to take the life of or to inflict bodily harm upon the President of the United States, or who knowingly and wilfully otherwise makes any such threat against the President, shall upon conviction be fined not exceeding \$1,000 or imprisoned not exceeding five years, or both.

See sec. 474 as to treatment of matter when mailable is in question.

Libelous and indecent matter on wrappers or envelopes. 1888, Sept. 26; 25 Stat. 496. 1909, Mar. 4; ch. 321, § 212; 35 Stat. 1120.

Punishment for mailing.

Sec. 471. 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 circulation 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. 531 as to treatment of scurrilous matter, etc., at mailing offices; sec. 562 at offices in transit; sec. 580 at offices of delivery; sec. 474 as to treatment of matter when mailable is in question.

Disloyal matter not mailable. 1917, June 15; 40 Stat. 230.

Sec. 472. Every letter, writing, circular, postal card, picture, print, engraving, photograph, newspaper, pamphlet, book, or other publication, matter, or thing, of any kind, in violation of any of the provisions of this Act is hereby declared to be non-

mailable matter and shall not be conveyed in the mails or delivered from any post office or by any letter carrier: *Provided*, That 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, or other person upon a search warrant authorized by law, to open any letter not addressed to himself.

2. Every letter, writing, circular, postal card, picture, print, engraving, photograph, newspaper, pamphlet, book, or other publication, matter, or thing, of any kind, containing any matter advocating or urging treason, insurrection, or forcible resistance to any law of the United States, is hereby declared to be non-mailable. Matter urging treason, etc.

3. Whoever shall use or attempt to use the mails or Postal Service of the United States for the transmission of any matter declared by this title to be nonmailable, shall be fined not more than \$5,000 or imprisoned not more than five years, or both. Any person violating any provision of this title 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. Use of mails forbidden.

NOTE.—Paragraph 1 above relates to mail matter of any class which is in violation of any of the provisions of the act of June 15, 1917 (40 Stat. 217), and when the United States is at war applies specifically to all matter which is intended to interfere with the operation or success of the military or naval forces of the United States or to promote the success of its enemies, or which is intended to cause insubordination, disloyalty, mutiny, or refusal of duty, in the military or naval forces of the United States, or which is intended to obstruct the recruiting or enlistment service of the United States. (See act of June 15, 1917, sec. 3, Title I, 40 Stat. 219.) Note. Interference with military or naval forces.

See sec. 474 as to treatment of matter when mailability is in question.

Sec. 473. 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. 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. Lottery, gift enterprise, etc., circulars not mailable. R. S. § 3894. 1890, Sept. 19; 26 Stat. 465. 1895, Mar. 2; 28 Stat. 963. 1909, Mar. 4, ch. 321, § 213; 35 Stat. 1129.

Punishment.

Place of trial.

See secs. 476 and 1114 as to forbidding delivery of mail matter and payment of money orders to persons or concerns conducting lotteries or

fraudulent enterprises; sec. 1631 as to penalty for importing, etc., lottery tickets; sec. 474 as to treatment of matter when mailability is in question.

Postmasters shall not give opinions, but refer matter to Solicitor.

Sec. 474. The postmaster shall not give opinions to the public, and when in doubt as to the mailability of any matter under sections 470, 471, 472, 473, 475, 477, 478 he shall withhold the same from dispatch or delivery and submit the question with sample of the matter to the Solicitor for the Post Office Department for instructions.

See sec. 507 as to breaking seal of letters or packages supposed to contain unmailable matter; sec. 531 as to treatment of lottery matter at mailing offices; sec. 562 at offices in transit; sec. 580 at offices of delivery; sec. 626 as to lottery matter in foreign mails.

Green goods, fraudulent and fictitious matter. 1889, Mar. 2; 25 Stat. 874. —nonmailable.

Sec. 475. All matter the deposit of which in the mails is by this act (sec. 1628) 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.

See sec. 507 as to breaking seal of letters or packages supposed to contain unmailable matter; sec. 531 as to treatment of fraudulent matter at mailing offices; sec. 562 at offices in transit; sec. 580 at offices of delivery; sec. 626 as to fraudulent matter in foreign mails; sec. 473 as to matter relating to schemes for obtaining money by false pretense; secs. 476 and 1114 as to forbidding delivery of mail matter and payment of money orders to persons or concerns conducting fraudulent schemes; sec. 474 as to treatment of matter when mailability is in question.

Delivery of mail matter to person or concerns conducting lotteries or fraudulent enterprises, etc. R. S. § 3929. 1890, Sept. 19; 26 Stat. 466. —Postmaster General may forbid, when.

Sec. 476. The Postmaster General may, upon evidence satisfactory to him that any person or company is engaged in conducting any lottery, gift enterprise, or scheme for the distribution of money, or of any real or personal property by lot, chance, or drawing of any kind, or that any person or company is conducting any other scheme or device for obtaining money or property of any kind through the mails by means of false or fraudulent pretenses, representations, or promises, instruct postmasters at any Post office at which registered letters arrive directed to any such person or company, or to the agent or representative of any such person or company, whether such agent or representative is acting as an individual or as a firm, bank, corporation, or association of any kind, to return all such registered letters to the postmaster at the office at which they were originally mailed, with the word "Fraudulent" plainly written or stamped upon the outside thereof; and all such letters so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the Postmaster General may prescribe. But nothing contained in 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.

Return of matter to senders. Matter not to be opened.

Public advertisement evidence of agency.

Ordinary matter included. 1895, Mar. 2; 28 Stat. 963.

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. 1114 as to forbidding payment of money orders to persons or concerns conducting lotteries or fraudulent enterprises; sec. 997 as to treatment of registered matter under "fraud order"; secs. 623 and 1157 as to treatment of matter addressed to, and money orders payable in, foreign countries.

Sec. 477. 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. 475 and 1628), 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.

Fictitious matter.
1889, Mar. 2; 25 Stat. 873.
Treatment of matter addressed to fictitious names, etc., for promotion of unlawful business.

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.

—delivery of from post office when.

See sec. 581 as to identification of persons claiming fictitious matter; sec. 474 as to treatment of matter when mailability is in question.

Sec. 478. No letter, postal card, circular, newspaper, pamphlet, or publication of any kind containing any advertisement of spirituous, vinous, malted, fermented, or other intoxicating liquors of any kind, or containing a solicitation of an order or orders for said liquors, or any of them, shall be deposited in or carried by the mails of the United States, or be delivered by any postmaster or letter-carrier, when addressed or directed to any person, firm, corporation, or association, or other addressee, at any place or point in any State or Territory of the United States.

Liquor advertisements unmailable.
1917, Mar. 3; 39 Stat. 1969.

2. If the publisher of any newspaper or other publication or the agent of such publisher, or if any dealer in such liquors or his agent, 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 \$1,000, or imprisoned not more than six months, or both; and for any subsequent offense shall be imprisoned not more than one year. 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 direction thereon, or in which it was caused to be delivered by mail to the person to whom it was addressed.

Penalty.

3. Section five of the act approved March third, nineteen hundred and seventeen, * * * shall not be construed to apply to ethyl alcohol for governmental, scientific, medicinal, mechanical, manufacturing, and industrial purposes, and the Postmaster General shall prescribe suitable rules and regulations to carry into effect this section in connection with the act of which it is amendatory, nor shall said section be held to prohibit the use of the mails by regularly ordained ministers of religion, or by officers of regularly established churches, for ordering wines for

Certain liquor matter, mailable.
1917, Oct. 3; 40 Stat. 329.

sacramental uses or by manufacturers and dealers for quoting and billing such wines for such purposes only.

Foreign news-papers deliverable. 1919, Oct. 28; 41 Stat. 313.

4. Nothing in this (national prohibition) Act or in the Act * * * approved March 3, 1917 (39 Stat. 1069), shall apply to newspapers published in foreign countries when mailed to this country.

See sec. 474 as to treatment of matter when mailability is in question.

FREE MATTER IN THE MAILS.

MATTER TO BE FRANKED.

Congressional documents. 1895, Jan. 12; 28 Stat. 622. —may be sent and received by mail free, by whom, and when.

Sec. 479. 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.

1911, Feb. 15; 36 Stat. 910.

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. 417 and 418 as to free county publications of the second class; sec. 503 as to free matter in foreign mails.

Cong. Record. 1875, Mar. 3; 18 Stat. 343. —carried free under frank of Member of Congress.

Sec. 480. The Congressional Record, or any part thereof, or speeches or reports therein contained, shall, under the frank of a Member of Congress, or Delegate, to be written by himself, be carried in the mail free of postage, under such regulations as the Postmaster General may prescribe.

Seeds and agricultural reports. 1875, Mar. 3; 18 Stat. 343. —may be sent free by Secretary of Agriculture, Members of Congress, and Delegates.

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. 28; 33 Stat. 441. 1895, Jan. 12; 28 Stat. 622.

Sec. 481. 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 529.

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." Name of person franking to appear on envelope.

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 Third Assistant Postmaster General, Division of Classification. 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. Forgery or misuse of frank.

NOTE.—This section does not affect secs. 479 and 480, relating to the franking of public documents, the Congressional Record, and seeds. Note.

Sec. 482. All mail matter sent by the post by Frances F. Cleveland (Preston), 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, and by Edith Carow Roosevelt, widow of the late Theodore Roosevelt, under her written autograph signature, will be conveyed free of postage during the natural life of each, respectively. Special grants of franking privilege. Frances F. Cleveland. Mary Lord Harrison. 1909, Feb. 1; 35 Stat. 591. Edith Carow Roosevelt. 1919, Oct. 27; 41 Stat. 1449.

Sec. 483. No matter shall be admitted to the mails under an authorized frank unless admissible as ordinary mail matter. Use of franking privilege. What matter may be franked. Name and designation of person franking matter to be affixed.—except when.

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. Franked matter may be forwarded, but not remailed without refranking. Bulk packages of franked matter.

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 refranking. Bulk packages of franked matter.

NOTE.—This section relates to matter entitled to free carriage under secs. 479 and 480; see sec. 503 as to franked matter in foreign mails. Note.

Sec. 484. 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; 34 Stat. 477.

OFFICIAL MATTER.

Sec. 485. 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; 19 Stat. 325.—use of, who entitled to. 1884, July 5; 23 Stat. 158. 1886, July 2; 24 Stat. 122. 1894, Aug. 18; 28 Stat. 372. 1897, Feb. 20; 29 Stat. 590. 1914, Sept. 23; 38 Stat. 716.—endorsements on.

1895, Jan. 12; 23 Stat. 611. 2. Official correspondence of the superintendent of documents * * * shall be entitled to free transmission by mail (under the penalty clause).

1895, Jan. 12; 23 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 28; 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; 23 Stat. 158. 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. (See sec. 489, par. 2.)

Enlisted man may return uniform, when, 1918, July 9; 40 Stat. 891. 6. Upon the discharge or furlough to the reserve of an enlisted man, * * * within four months after such termination of his active service he shall return all uniform clothing, which he was * * * permitted to retain for wear to his home, by mail, under a franked (penalty) label which shall be furnished him for the purpose, and in conformity with the instructions given him at the time of such termination of his active service.

—not to be used by officers receiving allowances for postage, 1884, July 5, 23 Stat. 158. 7. (The privilege of using penalty envelopes) shall not extend or apply to * * * officers who receive a fixed allowance as compensation for their services, including expenses of postage.

1909, Mar. 4, ch. 321, § 227; 35 Stat. 1134. 8. 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. 370 as to delivery of part-paid matter to executive departments at Washington; sec. 503 as to free matter in foreign mails; sec. 869 as to registration of official matter.

Public documents. 1895, Jan. 12; 23 Stat. 620. —compliments not permissible on. Sec. 486. 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. 1919, Mar. 3; 40 Stat. 1301. —transmitted free. Sec. 487. All mail matter, of whatever class or weight, 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 \$300, to be prosecuted in any court of competent jurisdiction.

Bureau of Naturalization. 1917, Oct. 6; 40 Stat. 376. 2. All mail matter, of whatever class, relating to naturalization, including duplicate papers required by law or regulation to be sent to the Bureau of Naturalization by clerks of State or Federal courts, addressed to the Department of Labor, or the Bureau of Naturalization, or to any official thereof, and indorsed "Official Business," shall be transmitted free of postage * * * and so marked.

Penalty privilege. 1916, May 18; 39 Stat. 162. —limited to strictly mail matter. Sec. 488. No article or package exceeding 4 pounds in weight shall be admitted to the mails under the penalty privilege unless it comes within the exceptions named in the Acts of June 8, 1896, chapter 370. 29 Stat., 262; June 26, 1906, chapter 3546, 34 Stat., 477; and March 3, 1919, section 29, 40 Stat. 1301.

2. The exceptions referred to in the preceding paragraph embrace only single books, books and documents published or circulated by order of Congress, printed or written official matter emanating from any of the departments of the Government or from the Smithsonian Institution mailed at Washington, D. C., postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps and matter relating to the census when addressed to the Census Office or an official thereof. Official matter exceeding 4 pounds in weight which is not embraced within these exceptions shall not be accepted for mailing free of postage under a penalty envelope or label, but, if it does not exceed the limit of weight prescribed by section 450, shall be accepted provided postage is paid thereon at the rate for the class to which the matter belongs.

Sec. 489. Persons not officers writing to the executive departments or to officers of the United States concerning 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.

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.

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.

See sec. 503 as to free matter in foreign mails.

REPORTS AND BULLETINS OF AGRICULTURAL COLLEGES AND EXPERIMENT STATIONS.

Sec. 490. 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

—exceptions.

Use of penalty envelopes and labels. —restrictions.

Return penalty envelopes, etc., to be addressed before sending out.

Officer not entitled to use of penalty envelope after resignation, except.

Matter in official envelope, etc., not to be stopped on suspicion.

Reports of certain agricultural colleges, etc.
1862, July 2;
12 Stat. 503.
1890, Aug. 30;
26 Stat. 417.
1866, July 23;
14 Stat. 208.

2. The exceptions referred to in the preceding paragraph embrace only single books, books and documents published or circulated by order of Congress, printed or written official matter emanating from any of the departments of the Government or from the Smithsonian Institution mailed at Washington, D. C., postage stamps, stamped envelopes, newspaper wrappers, postal cards, and internal-revenue stamps and matter relating to the census when addressed to the Census Office or an official thereof. Official matter exceeding 4 pounds in weight which is not embraced within these exceptions shall not be accepted for mailing free of postage under a penalty envelope or label, but, if it does not exceed the limit of weight prescribed by section 450, shall be accepted provided postage is paid thereon at the rate for the class to which the matter belongs. —exceptions.

Sec. 489. Persons not officers writing to the executive departments or to officers of the United States concerning 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. Use of penalty envelopes and labels.—restrictions.

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 use of 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 sec. 503 as to free matter in foreign mails.

REPORTS AND BULLETINS OF AGRICULTURAL COLLEGES AND EXPERIMENT STATIONS.

Sec. 490. 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 Reports of certain agricultural colleges, etc. 1862, July 2; 12 Stat. 503. 1890, Aug. 30; 26 Stat. 417. 1866, July 23; 14 Stat. 208.

—free when transmitted to other such colleges, etc.

Note.

—how mailed.

Agricultural extension work.
1914, June 30;
38 Stat. 438.

1914, May 8;
38 Stat. 373.

Correspondence, bulletins, and reports.
—when to be accepted by postmaster.

—indicia on wrapper or envelope to be used.

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).

NOTE.—The matter in parentheses in connection with the text shows the present law, though the exact words of the statutes are not given.

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. 491. All correspondence, bulletins, and reports for the furtherance of the purposes of the Act approved May 8, 1914 (see paragraph 2 of this section), entitled "An Act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an Act of Congress approved July 2, 1862, and the Acts supplementary thereto, and the United States Department of Agriculture," may be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General, from time to time, may prescribe, by such college officer or other person connected with the extension department of such college as the Secretary of Agriculture may designate to the Postmaster General.

2. There may be inaugurated in connection with the college or colleges in each State now receiving, or which may hereafter receive, the benefits of the Act of Congress approved July 2, 1862 * * * (12 Stat., 503), and of the Act of Congress approved August 30, 1890 (26 Stat., 417), agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture. * * * Cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise.

3. Upon designation to the Postmaster General by the Secretary of Agriculture of a college officer or other person connected with the extension department of a State agricultural college receiving the benefits of the act of July 2, 1862, and the acts supplementary thereto, by whom the correspondence, bulletins, and reports mentioned in paragraph 1 of this section are to be transmitted, the Third Assistant Postmaster General shall authorize the postmaster at the post office where the extension department of such college is located to accept from the officer or person so designated such correspondence, bulletins, and reports for free transmission in the mails.

4. In the upper left corner of the envelope or wrapper containing such correspondence, bulletins, or reports shall be printed over the words "Free—Cooperative Agricultural Extension Work—Acts of May 8 and June 30, 1914," the name of the agricultural college and the name of the post office at which the matter is to be accepted free, followed by the name and title of the college officer or person designated to transmit such matter, and in the upper right corner the words "Penalty for private use to avoid payment of postage, \$300." The designated college officer or person is not

authorized to furnish such envelopes for use as return envelopes by individuals or concerns from whom replies are requested.

5. Only such correspondence, bulletins, and reports as are for the furtherance of the purposes of the act of May 8, 1914, set forth in paragraph 2 of this section, and are mailed at the authorized post office by the college officer or other person duly designated may be transmitted free under the provisions of this section. All such correspondence, etc., to be entitled to free transmission, must be conducted under the name of such designated college officer or person. Correspondence with autograph signature may be mailed sealed, but all other matter shall be presented unsealed.

6. When in doubt as to whether any particular matter presented for mailing under the provisions of this section is entitled to be transmitted free, the postmaster shall submit a sample to the Third Assistant Postmaster General, Division of Classification, and pending decision may dispatch the matter if the sender makes a deposit to cover the postage at the proper rate. The deposit will be refunded if the matter is held to be entitled to free transmission.

Sec. 492. Bulletins or reports of progress (one copy to each newspaper in the State or Territory in which the colleges hereafter referred to are located, and to such individuals actually engaged in farming as may request the same) and the annual reports (required by law to be published by the agricultural experiment stations established under the provisions of the act of March 2, 1887, entitled "An act to establish agricultural experiment stations in connection with the colleges established in the various States and Territories under the provisions of an act approved July 2, 1862, and the acts supplementary thereto" for the benefit of agriculture and the mechanic arts) (*of said stations*) shall be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General may from time to time prescribe.

NOTE.—The matter in parentheses in connection with the text shows the meaning of the existing law, though the exact words of the statutes are not used. The words in italics are part of the text of the law, but should be omitted in reading, as the matter in parentheses is an amplification thereof.

Sec. 493. 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.

—restrictions.

—questions as to mailability to be submitted to Third Assistant.

Bulletins and reports of certain agricultural experiment stations.

1887, Mar. 2 ;
24 Stat. 441.
1862, July 2 ;
12 Stat. 503.
1886, July 23 ;
24 Stat. 208.

—may be sent free.

Note.

Transmission in the mails of bulletins and reports of agricultural experiment stations.
—application for authority, how made.

Admission of bulletins and reports.—restrictions.

Manner of wrapping, addressing, and mailing.

Bulletins of Department of Agriculture mailed with station bulletins.

Station reports printed by State authority and containing extraneous matter, etc.

Bulletins and reports.—to whom may be sent.

2. If such privilege is allowed, the postmaster will be instructed to admit such bulletins and reports to the mails free of postage.

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 mailing station of the change of address of the addressee, or other reason for inability to deliver the same, and upon a bulk package a request to the postmaster to open and distribute the "franked" matter therein, in accordance with the addresses thereon.

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.

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.

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. 503 as to sending annual reports to certain foreign countries.

PUBLICATIONS FOR COPYRIGHT.

Copyright of works of an author, photographic print, etc. 1909, Mar. 4: 35 Stat. 1078.

Copies to be sent Copyright Office. Id., § 12.

See. 494. 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, Wash-

ington, 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.

NOTE.—Sec. 15 of the act of March 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:

- (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.

Note.
Copies shall be produced in United States.

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. When persons presenting copyright matter for transmission free of postage to the Register of Copyrights, Washington, D. C., desire to have such matter and the fee for copyright registration mailed together, this may be done, provided the remittance for such fee is inclosed in an envelope addressed to the Register of Copyrights, Washington, D. C., and postage is prepaid thereon at the first-class rate, 2 cents for each ounce or fraction thereof, in which case the postmaster, after properly canceling the stamps affixed to the envelope containing such fee, shall inclose it in the penalty envelope in which the copyright matter is transmitted to the Register of Copyrights, or it may be inclosed in a penalty

Fee for copyright may accompany matter, when.

envelope attached as a label to the parcel containing the copyright matter.

Registry fee.

7. Matter for copyright shall not be dispatched by registered mail without the prepayment of the registry 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.

READING MATTER FOR THE BLIND.

Books, pamphlets, etc., for the blind.
1904, Apr. 27; 33 Stat. 313.
—requirements to be entitled to transmission.

Sec. 495. 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.
—shall be sent by or returned to public library or institution for blind.

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 as a loan and returned by blind reader.

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.

—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. 439.)

Publications for the blind.
1912, Aug. 24; 37 Stat. 551.
—when may be mailed free by publishers.

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.

7. 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 publication. 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 publica-

Application for privilege.

tion, 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 404.

Conditional acceptance under deposits to cover postage.

8. 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 2.

FOREIGN MAIL MATTER: CLASSIFICATION AND RATES OF POSTAGE.

POSTAL CONVENTIONS.

Sec. 496. 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. § 398.
—to be negotiated by the Postmaster General.

NOTE.—The limit of weight of domestic mail matter (sec. 450) does not apply to conventions executed under the authority of this statute. See secs. 498, 499, 500, 501, and 505 as to rates of postage.

Note.

Sec. 497. 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. There shall be printed in slip form * * * four hundred and sixty (seven hundred and sixty) of * * * postal conventions, and treaties, which shall be distributed as follows: To the House document room, * * * one hundred copies of private laws; to the Senate document room, * * * one hundred copies of private laws; to the Department of State, five hundred copies of all laws; and to the Treasury Department, sixty of all laws. Postal conventions and treaties shall be distributed as private laws.

Printing and distribution of copies.
1895, Jan. 12;
28 Stat. 609.
21 Op. Atty. Gen. 405.

Sec. 498. Mail matter is classified by the Universal Postal Convention as follows:

Classification and payment of postage on matter in international mails.

- (a) Letters.
- (b) Post cards or postal cards, and post or postal cards with paid reply.
- (c) Commercial papers.
- (d) Printed papers.
- (e) Samples of merchandise.

Prepayment of postage.
—optional as to letter mail.
—other articles to be prepaid at least in part.

Business letters deficient in postage.

Manner of pre-paying postage.

Matter reforwarded.

Short-paid articles returned to sender.

Letters returned through Division of Dead Letters.

2. (a) Except where otherwise provided by special postal conventions (see Official Postal Guide) letters and post or postal cards may be dispatched whether or not any postage is paid 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 from the addressee. The option of no prepayment or of part prepayment of postage does not apply, however, to either letters or other articles mailed with the evident intention of avoiding prepayment.

(b) Except in the case of redirected letters or letters evidently being exchanged between branches of the same firm or corporation, business letters (unregistered) for foreign destinations, deficient in postage, bearing the address of the sender, will not be dispatched from the United States, but will be returned to the sender from the mailing or exchange office marked "Returned for additional postage." After being fully prepaid such letters will be forwarded to destination. The postage stamps originally affixed will, when the letter is again presented for mailing, be accepted in payment of postage to the amount of their face value.

3. Postage can be prepaid on articles for foreign countries only by means of postage stamps of the country in which the articles are mailed; and, except in the case of parcel-post packages, in cash under the permit system, as provided for by section 452, provided the mail matter so prepaid bears a stamped impression in the upper right corner of the address side, showing the name of the country of origin and the amount of postage prepaid—such stamped impression to be in bright red color, except where our domestic regulations apply. (See Official Postal Guide.) Articles (other than the reply half of double post 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 were mailed, shall be treated as if wholly unpaid.

4. 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.

5. 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 and, in addition, when returned through the division of dead letters, under the provisions of section 644, the sender shall be required to pay the fee of 3 cents for the return of letters to the writers, all of which charges shall be indicated on official or penalty envelopes before dispatch to post offices from the Division of Dead Letters or its respective branches.

6. Letters received from foreign countries to be returned to writers through the Division of Dead Letters are subject to a fee of 3 cents for the return of letters to writers, under the provisions

of section 644, and the amount to be charged shall be indicated on official or penalty envelopes before dispatch to post offices from the division of dead letters or its respective branches.

NOTE.—Detailed information setting forth the rates, conditions, and classification of admissible mail matter, the manner of its preparation for mailing, articles prohibited dispatch, and miscellaneous provisions will be found in the Official Postal Guide.

Note.

Sec. 499. 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. 498 and Official Postal Guide.

Note.

Sec. 500. 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 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.

Retaliatory postage on certain foreign matter.
R. S. § 4915.

—may be imposed, when.

See sec. 1409 as to letters brought to United States on foreign vessels.

Sec. 501. By virtue of special postal conventions or arrangements, United States domestic postage rates and conditions apply to certain mail matter destined for designated foreign countries. Detailed information will be found in the Official Postal Guide.

Domestic postage rates applicable.
—when.

Sec. 502. 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. (See sec. 377 as to rates of postage and conditions.)

Matter to and from United States war vessels.

FREE MATTER.

Freematter, all Postal Union countries.

Sec. 503. Under the Universal Postal Convention official correspondence relative to the postal service exchanged between postal administrations, between these administrations and the International Bureau of the Universal Postal Union, between post offices of union countries, and between these post offices and the administrations is exempt from postage.

—under special postal conventions or arrangements.

2. By virtue of special postal conventions or arrangements with certain countries extending the domestic rates and conditions to mail matter exchanged with said countries, all mail matter which is admissible to the domestic mails of the United States free of charge for postage is admissible under the same conditions to the mails for these countries. For a list of the countries referred to see the current Official Postal Guide.

INTERNATIONAL PARCEL-POST SERVICE.

Parcel post with certain foreign countries.

Sec. 504. Packages of mailable merchandise may be exchanged by parcel post with practically every country and colony in the world.

Note.

NOTE.—See Official Postal Guide for list of countries and colonies, and for information as to postage (and transit) rates and conditions.

EXCHANGE OF MAILS WITH FOREIGN COUNTRIES.

Exchange of mails, how governed.

Sec. 505. The exchange of mails between the United States and foreign countries generally is governed by the Universal Postal Convention. The exchange of mails with foreign countries not in the Universal Postal Union is effected through union countries having postal relations with countries outside the union.

UNMAILABLE MATTER.

Unmailable matter, what it includes.

Sec. 506. The following articles are prohibited transmission in the international mails by the provisions of the Universal Postal Convention:

(a) Samples and other articles which, from their nature, may expose postal officials to danger or soil or damage correspondence.

(b) Explosive, inflammable, or dangerous substances, animals and insects, living or dead, except in the cases provided for in the detailed regulations of the present convention.

(c) Samples of which the number forwarded by the same sender to the same addressee shows an obvious intention of avoiding payment of the customs charges due the country of destination.

(d) Articles liable to customs duty.

(e) Opium, morphine, cocaine, and other narcotics.

(f) Obscene or immoral articles.

(g) Any articles whatever the importation or circulation of which are forbidden in the countries of origin or destination.

2. All articles which are not admissible to the domestic mails of the United States shall not be admitted to the mails exchanged with foreign countries.

NOTE.—See Official Postal Guide for detailed information regarding articles prohibited generally in the regular mails exchanged between the United States and foreign countries, for list of special prohibitions to individual countries, and as to articles prohibited in the international parcel post.

Note.

See secs. 628 and 629 as to undeliverable articles of foreign origin; sec. 469 as to unmailable matter in domestic mails; sec. 462 as to articles not admissible because of possible resultant damage to the mails or injury to persons handling same; sec. 470 as to prohibition against obscene or immoral articles; sec. 471 as to matter bearing scurrilous or defamatory incorsements; sec. 473 as to matter relating to lotteries or similar enterprises, including newspaper advertisements, etc.; secs. 469 and 473 as to matter relating to schemes to defraud; sec. 460 as to intoxicating liquors, poisons, and articles containing poison; sec. 620 as to treatment of obscene, scurrilous, lottery, and fraudulent matter at mailing offices, sec. 580 at delivery offices, and sec. 623 at exchange offices; sec. 1629 as to importation of lottery and obscene matter; sec. 1630 as to penalty for officers aiding in importation of obscene matter; sec. 1631 as to importation of obscene or lottery matter.

TITLE FIVE.

TREATMENT OF MAIL MATTER IN POST OFFICES: NAVY MAIL SERVICE: LOSS OR IMPROPER TREATMENT: UNDELIVERABLE MAIL MATTER.

CHAPTER 1.

THE PRIVACY AND SAFEGUARDING OF THE MAILS.

Privacy of matter under seal.

Sealed matter not to be opened, except on warrant.

Sealed letters, etc., not to be opened.

Unsealed matter may be examined when suspected to contain unmailable matter.

Employees forbidden to place mail in clothing.

Information not to be given.

—except to officer of law, etc.

Sec. 507. No person in the postal service, except those employed for that purpose in the Division of Dead Letters, or a branch thereof, 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. 475.)

See sec. 632 as to articles supposed liable to customs duty.

2. The seal of letters or packages suspected to contain unmailable matter shall not be broken to ascertain that fact.

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.

4. No person employed in the postal service shall place or carry in his pockets or other part of his clothing any mail which is in the custody of the postal service.

See sec. 1623 as to penalty for improperly detaining, opening, or destroying letters; sec. 1625 as to penalty for intercepting or secreting letter; secs. 470 to 477 as to obscene, scurrilous, lottery, and fraudulent matter. See current Official Postal Guide for instructions in connection with mail matter for the Philippine Islands and transmitted by rural free delivery.

Sec. 508. 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 sender, the addressee, or the authorized representative of either, 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

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §500

the agent of either or to a representative of the Post Office Department, or under special instructions from the department. (See sec. 1533.)

2. Postmasters are permitted, though not required, to correct mailing lists, but the lists, whether corrected or not, shall be returned to the senders when postage stamps are furnished for this purpose. If a postmaster finds it practicable to correct a list he may cross off the names of persons to whom mail can not be delivered or forwarded; add the correct street, rural, or box number; correct initials where apparently there has been a bona fide intention to write a name known to the sender of the list; and when two or more names appear at any one address the head of the family may be indicated if known. Addresses of persons who have removed to other post offices shall not be furnished nor shall new names be added to the list.

Lists of names.
—correction of.

NOTE.—Under the limitations of paragraph 2 and with the consent of the owner of the list corrections may be made at first and second class offices by substitute clerks at the owner's expense, at the rate indicated in sec. 337. Postmasters of third and fourth class post offices are not prohibited from making a reasonable charge for such work.

—note.

3. Postmasters may furnish information as to the number of rural routes at their offices and the number of boxes served by each carrier, after satisfying themselves that such information is not to be used for any improper or unlawful purpose.

Number of rural
routes and boxes
served.

4. Postmasters shall acknowledge the receipt of letters 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.

Letters of in-
quiry to be ac-
knowledged.

5. A postmaster or other postal employee summoned as a witness shall obey the 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.

Testimony by
order of court.

See sec. 1236 as to postal savings.

Sec. 509. Postmasters shall not permit to have access to any mail matter in the post office any persons except duly sworn assistants, clerks, letter carriers, post-office inspectors, and those mail contractors and carriers who, under the terms of the contract, are required to perform duties necessitating their personal presence in the post office.

Access to mails
forbidden.

2. Mails should not be made up or handled within reach of unauthorized persons, and such persons should be excluded from the room appropriated to the use of the post office while the mails are being opened or made up.

—unauthorized
persons to be ex-
cluded.

See sec. 1464 as to care of mail locks and keys.

3. A former postmaster shall not be permitted to have access to or handle mail unless he takes the oath of office anew.

—former post-
masters.

See sec. 746 as to rural carriers; sec. 853 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. 31.)

Waste paper to be examined. —a safeguard against loss of mail matter.

Sec. 510. 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. 104 and Official Postal Guide as to waste paper and disposal thereof.

Matter unsealed or in bad order.

—to be officially sealed.

Sec. 511. 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.

—tags to be attached, etc.

2. When matter of the fourth class in bad order is received in a post office, or by a railway postal clerk, there shall be attached thereto a tag bearing the words "BAD ORDER" in conspicuous type, and appropriate instructions. The employee first discovering the damage shall postmark this tag and attach it to the parcel to be transmitted to the office of address, and shall also make a brief report of the essential facts, attaching thereto the pouch or sack label, to be sent to the Superintendent, Railway Mail Service.

Mail from infected localities. —postmaster should refuse to receive, when.

Sec. 512. 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.

Delivery of mail to infected houses.

2. Mail matter arriving at an office addressed to the inmates of such houses may be sent to them by the hands of some responsible person known to the postmaster.

How postmaster shall proceed upon service of declaration.

3. When a board of health serves upon a postmaster a certified copy of a declaration or order duly made that mail matter from any other post office is liable to communicate a contagious disease prevailing at the time, he should refuse to receive such mail matter from any carrier or messenger and 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 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.

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 Equipment and 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. 246 with regard to affidavits.

CHAPTER 2.

TREATMENT OF DOMESTIC MAIL MATTER AT POST OFFICES OF MAILING AND AT POST OFFICES IN TRANSIT.

RECEIPT OF MATTER AT MAILING OFFICES.

Sec. 513. 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.

Time for closing mails.
R. S. § 3840.

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.

—at first-class offices, one hour.
—at other offices.

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. 558 as to opening of mails at intermediate offices; sec. 1420 as to notice and record of arrival and departure of mails.

Sec. 514. 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. 221.)

Cancellation of stamps at railway stations.

See sec. 552 as to postmasters delivering late letters after cancellation to postal clerks in person or by clerks, but not by private hands.

Sec. 515. 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.

—credit not to be claimed.

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.

Fourth-class matter by freight or express to be deposited.

3. When matter entitled to transmission in the mails at the fourth-class rates of postage is shipped by freight or express, without solicitation by the postmaster, and not primarily for the purpose of increasing his compensation, to be deposited in the mails at a given post office, such office of mailing is construed to be the office of origin, and the mail shall not be considered as diverted. The postmaster shall be allowed commissions upon the amount of the stamps canceled on such mail.

Postage to be rated up on weight of matter at time of mailing.

Sec. 516. 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. 387 to 389, 529, and 835.)

Receipt of ship and steamboat matter.

Sec. 517. 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 in section 390, and indorsed "Postage due, — cents." and dispatched to destination.

See sec. 1382 as to ship letters and meaning thereof; secs. 1383 to 1385 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. 518. 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. 390 as to postage on such letters, and 1384 as to payment of fees.

Unpaid letters from steamboat routes.—how treated.

Sec. 519. 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. 529.)

See sec. 1379 as to nonpayment of fees in such cases.

Second-class matter.

1917, Oct. 3; 40 Stat. 328.

—what to be filed, with mailing.

—publisher may be required to separate mail.

Sec. 520. With the first mailing of each issue of each such (second-class) publication, the publisher shall file with the postmaster a copy of such issue together with a statement containing such information as the Postmaster General may prescribe for determining the postage chargeable thereon.

2. The Postmaster General may hereafter require publishers to separate or make up to zones in such a manner as he may direct all mail matter of the second class when offered for mailing.

—copy filed to be marked, how.

3. (a) The copy of the publication filed with the postmaster as required by paragraph 1 of this section shall be marked by the publisher to show the portion devoted to advertisements and

that to matter other than advertisements, and the percentage of each shall be indorsed on the first page of such copy by the publisher. The term "advertisements" as used herein and in paragraph 1 (b), section 412, embraces display, classified, and all other forms of advertisements as well as all editorial or other reading matter for the publication of which money or other valuable consideration is paid, accepted, or promised. Where the publisher has not been, and is not to be, compensated for the publication of editorial or other reading matter, such matter will take the rate of postage for other than advertising. In all cases where the publisher has been or is to be compensated in any form whatever the advertising rate of postage will be charged. Articles, items, and notices in the form of reading matter inserted in accordance with a custom or understanding, explicit or tacit, that a "reader" is to be given the advertiser or his products in the publication in which the display advertisement appears are advertising within the meaning of the law. Display advertising is obvious in its character and must pay the advertising mailing rate. When a newspaper or periodical advertises its own services or issues, or any other business of the publisher, in the form of either display advertisements, or editorial or reading matter, this is advertising within the meaning of the law and shall be charged the advertising mailing rate therefor. (See par. 2, sec. 411.)

(b) When a news agent presents for mailing second-class matter subject to the zone rates of postage, he shall submit to the postmaster a statement showing the per cent of the space in such matter devoted to advertisements and the per cent devoted to other than advertisements. Publishers should furnish this information to news agents purchasing copies of their publications in order that such agents may be able to prepare the statements required.

—news agents shall submit statement showing, what.

4. 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.

—where brought for mailing.

5. 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. The sacks or bundles shall be marked to show the route, State, or city and State, and also the zone when the copies are required to be separated by zones.

—how prepared for mailing.

6. Publishers shall make separate sacks or bundles of (1) sample copies to places within county of publication subject to postage at the rate of 1 cent a pound; (2) sample copies to places outside county of publication; (3) subscribers' copies entitled to free county circulation; (4) subscribers' copies to places within county of publication subject to postage at the rate of 1 cent a pound; (5) subscribers' copies to places outside county of publication. Such mail matter, when so presented, shall be weighed separately. (See sec. 418.)

—to be made up in separate sacks or bundles.

7. (a) In the case of sample copies of a publication carrying advertisements subject to the zone rates of postage as prescribed in section 412, the publisher shall arrange and present separately

—sample copies of publications carrying advertisements.

by zones the sacks or bundles of such sample copies addressed to places outside the county of publication. The publisher shall also arrange and present by zones copies addressed to subscribers outside the county of publication, except when such zone separation would interfere with their routing as required by paragraph 5 of this section, or the publisher prefers not to separate the copies, in which case they may be presented under the provisions of the following subparagraph (b) without being separated by zones.

—when separation of subscribers' copies by zones is not practicable.

(b) When it is not practicable because of the large quantity or other reasons to separate the subscribers' copies by zones without disarranging or interfering with their routing as required by paragraph 5 of this section, or when the publisher prefers not to do so, separation by zones shall not be required of the subscribers' copies subject to zone rates addressed to places outside the county of publication, but in such case the publisher shall present to the postmaster semiannually on April 1 and October 1, or more frequently when regarded necessary or the publisher so desires, a statement on Form 3539-a showing the total number of copies, the advertising portions of which are subject to the zone rates which, according to a careful analysis by the publisher of his subscription records at the time of the submission of the statement, are to be mailed to subscribers outside the county of publication, and the per centum of this number to be addressed to each zone. The percentages given in the publisher's statement on Form 3539-a (which shall be retained in the files of the post office) shall until a new statement is due or required be applied by the postmaster to the total weight of the subscribers' copies of each mailing subject to zone rates in order to ascertain the weight of and compute the postage on the portion devoted to advertisements going to the respective zones and the portion devoted to other than advertisements going to all zones. The postmaster shall make such test of the publisher's subscription list or records as may be necessary to determine the accuracy of the percentages given by the publisher on Form 3539-a. In case a postmaster desires information with respect to the manner of making such test, or if it should appear impracticable in any case to use the foregoing method in its entirety, he should address the Third Assistant Postmaster General, Division of Classification, for special instructions.

—copies of previous and current issues combined.

(c) When a reasonable number of copies of previous issues are included in a mailing of a current issue, they may be accepted and charged with postage on the basis of the percentages of advertisements and matter other than advertisements contained in the current issue, the issue forming the bulk of the mailing presented being regarded as the current issue. When such copies are presented under the provisions of the preceding subparagraph without being separated by zones, they shall be weighed with the copies of the current issue and charged with postage at the zone rates applicable to the latter.

—fractions in weight of.

8. 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.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §522

9. 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 in the upper right corner thereof.

—copies to one address in one package or sack.

Sec. 521. Parcels of books, seeds and plants, weighing more than 8 ounces, and parcels of other fourth-class matter weighing more than 4 ounces, must be mailed at a post office, branch post office, named, numbered, or lettered station, or delivered to a rural or other carrier duly authorized to receive such matter. Smaller parcels may be deposited in mail boxes.

Fourth-class matter to be mailed, where.

2. 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.

Parcels collected on star routes.

Sec. 522. 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 superscription 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.

Using, etc., canceled stamps. R. S. §§ 3922-3925.

1879, Mar. 3; 20 Stat. 362. 1909, Mar. 4, ch. 321, § 205; 35 Stat. 1127.

Punishment. —postal employees. —other persons.

2. When matter bearing previously used stamps is deposited for mailing (except as provided in sec. 575 as to forwarding mail), it shall be treated as "held for postage." (See sec. 529.) Upon receipt of stamps to pay postage they shall be affixed and canceled and the mail forwarded to addressee.

Treatment of matter bearing previously used stamps.

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 835.

Stamps not good for postage.

- 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.** 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.
- 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.

CANCELING AND POSTMARKING AT MAILING OFFICES.

- Stamps to be defaced.** **R. S. § 3921.** **Sec. 523.** 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.** 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.
- Canceling ink prescribed.** **Sec. 524.** Postmasters shall cancel stamps on mail matter by the use of black canceling ink furnished by the department and shall thoroughly and completely deface the stamps.
- 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.
- Postmark on mail matter.** **Sec. 525.** 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 452, 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 all insured and collect-on-delivery mail the date of mailing, and on first-class matter, the date of mailing, 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.

AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS

INSERT No. 244. ORDER No. 4712.

OCTOBER 2, 1926.

Paragraph 1, section 524, Postal Laws and Regulations, is amended to read as follows:

"SEC. 524. Postmasters shall cancel stamps on mail matter by the use of black canceling ink furnished by the department and shall thoroughly and completely deface the stamps. However, the postmarking portion of hand postmarking and canceling stamp shall not be used to cancel postage stamps."

INSERT No. 245. ORDER No. 4738.

OCTOBER 2, 1926.

Paragraph 4, section 1489, Postal Laws and Regulations, is amended to read as follows:

"Sick leave with pay shall be granted clerks, upon satisfactory evidence of illness, at the rate of 10 days a year, exclusive of Sundays and holidays, to be cumulative, but no sick leave with pay in excess of 30 days shall be granted during any one fiscal year. When an employee is attended by a physician during the period of his illness, and in other cases where deemed advisable to protect the interests of the service, he shall furnish a physician's certificate with his application for sick leave." (See sec. 45.)

INSERT No. 246. ORDER No. 4763.

OCTOBER 15, 1926.

Paragraph 4(d), section 462, Postal Laws and Regulations, is amended to read as follows:

"(d) Mailable liquids in securely closed (hermetically sealed or screw-top) metal containers when in quantities of less than 1 gallon and suitably boxed for shipment inside of mail bags are mailable, but when in friction top cans the tops must be securely soldered on or the cans be surrounded with sawdust, bran, or other suitable absorbent material in sufficient quantity to absorb all the liquid if the top of the can should come off. Mailable liquids in tightly closed metal containers in quantities of 1 gallon or more are acceptable for mailing when suitably boxed or crated to be dispatched outside of mail bags, but when in extra strong metal containers such as heavy milk cans the boxing or crating may be omitted.

INSERT No. 247. ORDER No. 4764.

OCTOBER 15, 1926.

The first paragraph of section 525, Postal Laws and Regulations, is hereby amended to read as follows:

"SEC. 525. All mail matter deposited in any post office for mailing to domestic destinations (except that of the second class mailed by publishers and news agents without stamps affixed, identical pieces of matter of the third or fourth class without postage stamps affixed mailed under the provisions of section 452, matter bearing precanceled stamps, and registered letters and other sealed registered articles which section 874, paragraph 3, stipulates shall be postmarked only on the back) shall be postmarked on the address side, the postmark to show the post-office name in full and the State name in full or abbreviated. All insured, all C. O. D., and all special-delivery mail of whatever class, and all mail addressed to foreign countries (except second-class matter mailed by publishers and news agents, without stamps affixed, for dispatch to those countries to which domestic conditions apply) shall show, in addition to the post-office and State names, the date of mailing. All mail of the first class when dispatched from a post office having an hour-dating stamp shall show the names of post office and State and the date and hour of mailing. All "special-handling" parcels and all parcels of motion-picture films accepted for mailing at any post office shall be postmarked or otherwise indorsed to show the post office and State and the date and hour of mailing."

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §528

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. 526. 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 period. At offices of the first class the time of postmarking first-class mail shall be changed each hour and half hour and kept one-half hour in advance. For instance, at 1 p. m. the time indicated in the postmark should be 1.30 p. m. and at 1.30 p. m. the time in the postmark should show 2 p. m., etc. 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 Equipment and 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. Nothing herein shall be construed to prohibit postmasters from purchasing or renting canceling machines from their personal funds, subject to the approval of the department: *Provided*, That no allowance shall be made for the purchase or rental of such machines in the event the office becomes entitled to a canceling machine under the rules of the department. —special stamps not permitted.

4. At all third and fourth class post offices a clear and distinct impression of the postmarking stamp shall be made immediately after each change in either date or hour, including Sunday where mail is made up for dispatch on that day. Such record of postmarks shall show every change made in the postmarking stamps and shall be kept in chronological order in suitable record books or on loose sheets to be supplied by postmasters. —records.

SHORT-PAID AND UNMAILABLE MATTER AT MAILING OFFICES.

Sec. 527. 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 * * * (unless the deficiency is furnished, as provided in section 529). (See secs. 636 and 647.) Unpaid letters. R. S. § 3937.—to be sent to Division of Dead Letters, except.

See sec. 388 for remainder of statute relating to forwarding in certain cases of matter mailed at drop-letter rate.

Sec. 528. 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 Unpaid letters accompanied by money insufficient for one full rate.

—to be returned to writer, when. person, and he is known and resides within the delivery of the mailing office, be returned to him, together with the money.

—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, or a branch thereof, as provided in section 641.

—to be treated as "held for postage," when. 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, or a branch thereof, as provided in section 641.

Unpaid or insufficiently paid matter. **Sec. 529.** 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, 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. 522.)

—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 post-marked and deficiency of postage noted. 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.

—returned to writer when ascertainable and patron of mailing office. 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.

—original postage to be accepted. 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.

—notice to sender or at another office. 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 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 not known addressee to be notified. 5. If the sender of any insufficiently paid letter or other matter shall pay the postage, after dispatch of notice to addressee, it

—time of holding. —remote offices.

—treatment if addressee pays postage.

—if sender subsequently pays postage.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §531

shall be indorsed "Postage subsequently paid by sender," the necessary stamps affixed and canceled, and the matter dispatched.

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 disposed of as provided in sections 638, 639, and 640.

—when to be marked "Unclaimed."

See sec. 522 as to matter bearing stamps not good for postage thereon; sec. 535 as to matter bearing special-delivery stamps, but without proper postage; sec. 569 as to treatment of unpaid or insufficiently paid matter at offices of delivery; secs. 575 and 614 as to payment of new postage on second, third, and fourth class matter before forwarding or return; sec. 620 as to the treatment of foreign mail matter unpaid; sec. 612 as to matter without value; and Title Seven, Registry System, as to registered matter.

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. 574.) If the addressee refuses to pay the postage, the matter shall be treated as prescribed by paragraph 6 of this section. (See secs. 637 and 640.)

Treatment of unpaid and insufficiently prepaid matter for local delivery.

Sec. 530. 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 575 and 577.

Misdirected matter at mailing office.

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.

—not to be dispatched unless destination is obvious.

—to be returned to sender if known.

—remailed, original postage good.

3. If the name of the sender is not known and the postoffice address can not be supplied with reasonable certainty at the mailing office, the mail shall be disposed of as unmailable. (See sec. 532.)

—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. 1559.)

—known county and State.

See sec. 577 as to treatment of misdirected mail after dispatch; sec. 589 as to directory service at city carrier offices.

Sec. 531. All matter which is unmailable under the provisions of sections 470, 473, or 1628 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.—treatment of.

—withdrawal and disposition.

—doubtful.

—to be refused when known to be unmailable.

Disposition of matter unmailable, misdirected, damaged, or held for postage.

Exception.

2. All matter which is manifestly unmailable under the provisions of section 473 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 Solicitor for the Post Office Department for decision.

3. Postmasters should exclude from the mails all unmailable matter, and when it is known at the time any matter is offered for mailing that it is unmailable under any statute the postmaster shall decline to receive it.

See sec. 469 as to unmailable matter generally; secs. 459 and 462 as to the admission of matter liable to injure the person or damage the mails, and admission of certain of such matter when properly packed, etc.; sec. 450 as to matter in excess of weight; sec. 443 as to matter in excess of size.

Sec. 532. 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, except that such matter posted in the States of New York, Maine, Massachusetts, New Hampshire, Vermont, Connecticut, and Rhode Island, shall be sent to the New York (N. Y.) post office, and matter posted in the States of Illinois, Indiana, Michigan, Minnesota, Wisconsin, North Dakota, South Dakota, Iowa, Missouri, Kansas, Nebraska, Montana, Wyoming, and Colorado, shall be sent to the Chicago (Ill.) post office, and matter posted in the States of California, Oregon, Washington, Idaho, Nevada, Arizona, Utah, New Mexico, and the Territory of Alaska shall be sent to the San Francisco (Calif.) post office; and when of the third or fourth class, to the post office at the proper headquarters of the divisions of the Railway Mail Service, under the provisions of section 636:

(a) "Held for postage" matter which can not be returned to sender and has not been prepaid by addressee, as provided in section 529.

(b) Misdirected matter which can not be dispatched to the addressee nor returned to the sender, as provided in section 530.

(c) Excess of weight and size matter, or those packages of domestic matter which exceed the weight or size limited by law. (See secs. 443, 450 and 451.)

(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. 511.)

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 612 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.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §536

3. Obscene, scurrilous, and lottery matter of any class, declared nonmailable by sections 469 to 473, shall be sent to the Division of Dead Letters. Obscene, scurrilous, and lottery matter.

See sec. 620 as to foreign matter; sec. 637 as to treatment of dead matter at receiving offices.

Sec. 533. 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 branches thereof, or to post offices at division headquarters of the Railway Mail Service, as prescribed in section 532, of all unmailable matter deposited therein, except articles of merchandise found loose in the mails, as provided in sections 638 to 643, unless other disposition thereof is directed. Frequency of returns of unmailable matter to Division of Dead Letters.

Sec. 534. When any article of destructive mail matter (see secs. 442 and 460) is received for forwarding or deposited 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. 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. 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 First Assistant Postmaster General, Division of Dead Letters, and await instructions. Disposal of destructive unmailable matter.—sender to be notified, when.—addressee to be notified, when.—report to First Assistant Postmaster General, when.

See sec. 602 as to delivery of dangerous matter reaching office of address.

WITHDRAWAL AND RECALL OF MAIL MATTER AT MAILING OFFICES.

Sec. 535. 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. 955 as to withdrawal from the mails of registered matter; sec. 622 as to withdrawal of foreign matter.

Sec. 536. When the sender of any article of unregistered 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 for such request. The matter Recall of matter after dispatch.—application for, how made.

—deposit to cover expense. shall be identified, the application accompanied by proper proof in writing, and a sum deposited with the postmaster sufficient to cover all expenses incurred.

—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.

—return to mailing office. 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. 571.) 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 :

_____, 19—.

Postmaster, _____ :

Please recall and deliver to myself or bearer a letter (or whatever article of mail matter it may be) deposited in _____ on or about _____, _____, 19—, addressed to _____, and described as follows: _____, and in the same handwriting as this application, and which was written by me or by my authority, and which I do not desire delivered to the addressee for the following reasons: _____.

It is hereby agreed that if the letter (or other article of mail matter) is returned to me I will protect you from any and all claims made against you for such return, and will fully indemnify you for any loss you may sustain by reason of such action, and I herewith deposit \$— to cover all expenses incurred, and will deliver you the envelope (or wrapper) of the letter (or other article of mail matter) returned.

[Name.] _____.
 [Address.] _____.

[Receipt.] Received _____, _____, 19—, of the postmaster the above-described piece of mail matter for account of the sender.

[Name.] _____.
 [Address.] _____.

Witness : [Name.] _____.

Note. NOTE.—Telegrams sent in such cases must be paid for at the regular commercial rates and not at the rates established for official business. See sec. 1566 as to return of matter by postal clerks upon request of postmaster; sec. 955 as to recall of registered matter; sec. 622 as to recall of foreign matter.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §541

DISTRIBUTION AND DISPATCH OF MAILS AT MAILING OFFICES.

Sec. 537. Postmasters shall be governed in the distribution and dispatch of mails at offices where a superintendent of mails is not employed (see sec. 340) 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.
—in absence of instructions.

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.

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. 620 as to dispatch of foreign mails; Title Seven as to registered mail; sec. 530 as to dispatch of matter addressed to known county and State but unknown post office.

Sec. 538. 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. 346.)

Orders relative to making up and dispatch.
—how kept.

Sec. 539. Postmasters shall carefully distribute and make up mails by the official schemes which may be furnished them and which must be kept corrected, 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.

Distribution of mails by schemes.

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.

—not to be changed without authority.

Sec. 540. 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 547; 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. 520 and 546.)

Distribution of mails by States, etc.

Mail to be made up in packages by States.

Sec. 541. 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.

Local mail for railroad and steamboat lines.

—to be made up in packages.

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."

—exception.

2. If the quantity of mail is not sufficient to warrant these separations, it shall be combined in one package addressed to the railway post office and train, the No. 1, No. 2, and No. 3 separations to be arranged in sequence.

Letters for delivery and distribution.

Sec. 542. 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.

Direct packages.—how made up.

Sec. 543. A direct package shall 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.

Mail not to be put in pouch loose, or under straps.—notice to messenger in case of.

Sec. 544. Letter and circular mail shall be properly "faced up" and tied in packages and not placed loose in the pouch or sack.

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.

Restrictions as to make up of through pouches.

Sec. 545. Postmasters shall not make up through pouches to be dispatched by mail trains unless specially instructed to do so.

Limit of weight of sacks of mail.

Sec. 546. Not more than 125 pounds of mail matter should be placed in a sack.

Sacks, when used for separations.

2. A mail sack may be used for a separation of second, third, and fourth class matter under the conditions prescribed in section 520, paragraph 9.

Facing slips.—to be used on packages and pouches.

Sec. 547. 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 or label 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 1550.

See sec. 534 as to filing and disposal of facing slips received.

Circular matter in canvas sacks, how labeled.

Sec. 548. 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 sacks must read, in addition to the regular address, "Circulars."

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §553

Sec. 549. Every sack containing perishable parcel post matter shall have attached thereto a distinctive tag bearing appropriate lettering, including the word "Perishable," in conspicuous type.

Sack containing "Perishable" parcel post, how marked.

Sec. 550. Hooks shall not be used in handling mail bags.

Use of hooks prohibited.

Sec. 551. 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.

Record of pouches dispatched.

See sec. 568 as to record of pouches at post offices; sec. 1281 as to record by railroad companies; sec. 1325 as to mail messengers; sec. 1537 as to railway postal clerks.

Sec. 552. Postmasters shall dispatch first-class mail to railway post offices in the lock pouches provided for that purpose.

Dispatch of first class matter to railway post offices.

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.

—in pouches.
—by hand, when.

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.

—by private person, after cancellation, forbidden.

See sec. 514 as to canceling stamps at railroad stations.

Sec. 553. 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.

Locked pouches and direct packages on star routes.

2. All mail matter of the first class carried on star routes shall be inclosed in locked pouches; other mail matter shall also be included in the locked pouches unless the quantity or bulk is so great as to warrant its being carried outside of bags or make the use of tie sacks for it advantageous.

What matter in locked pouches.

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.

When locked pouches to be used.

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. 543); 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. 540); 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.

Mail dispatched beyond terminal office, how distributed.

NOTE.—"Locked pouches," as used in this section, includes horse mail bags as well as mail pouches.

Note.

See sec. 1370 as to meaning of "star route"; Title Seven as to registered mail; secs. 1432 to 1470 as to mail bags, locks and keys, and use thereof.

Delivery to carriers in advance of schedule time prohibited.

Sec. 554. 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.

Unofficial indorsements on mail matter for bidder.

Sec. 555. Employees in the postal service shall not place personal or unofficial indorsements or messages of any kind upon mail matter handled by them in their official capacity.

EXCHANGE OF MAILS AT CATCHER POST OFFICES.

Mail catchers and cranes.—when used.

Sec. 556. 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.

Preparation and hanging of pouches on mail cranes.

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.

Special pouches to be used.

3. Canvas mail pouches, provided specially for catcher exchanges (see secs. 1432 and 1434), and no others, shall be used.

Arrangement of mail in pouch.

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 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 1295, the chief clerk of Railway Mail Service should be notified.

Mail on crane to be watched.

6. The person charged with the duty of affixing pouches to mail cranes shall watch the pouch until it is caught by the passing railway post office, or if there is a failure to catch the pouch he shall deliver it to the post office and the postmaster shall immediately report the failure (either to catch or deliver the mail) to the chief clerk, Railway Mail Service, giving probable cause of failure.

—postmaster to report irregularities.

Extra pouch to be returned.

7. 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.

—how.

Cranes out of repair.

8. When a mail crane is out of repair, report thereof shall be made to the chief clerk, Railway Mail Service.

See sec. 943 as to pouches containing registered mail; sec. 1295 as to erection of mail cranes and furnishing of lamp thereon; sec. 1322 as to duties of mail messengers; secs. 1432 and 1434 as to catcher pouches and use thereof.

Weight of mail in catcher pouches.—not to exceed 35 pounds.

Sec. 557. 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.

MAIL MATTER AT OFFICES IN TRANSIT.

Sec. 558. 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.

Time for opening and closing at intermediate offices.—extension of.

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.

Record of passage of pouch unopened.

See sec. 1437 as to pouches which can not be opened; sec. 1450 as to defective locks on pouches and forwarding of mail bag which can not be opened.

Sec. 559. When a pouch is received addressed to another office or railway post office, and, on account of being delayed, is opened and the contents distributed in order to advance the mail, the label of such pouch shall be marked "Distributed," postmarked, and sent direct to the office of destination, if addressed to a post office, or to the chief clerk (if known, otherwise to the superintendent) of the railway post-office line addressed, so that the pouch may be properly accounted for. Unless there is reason to think the pouch has been lost or stolen, the postmaster may defer reporting nonreceipt of pouch for twelve hours after pouch is due, or until arrival of next following mail; then if label is received, no report need be made.

Report of pouches in transit opened to advance mails.

2. When a pouch due to be made up for a post office or railway post office is not made up for any reason, the label for such pouch shall be indorsed "Not made up," with reasons therefor, and be disposed of in the same way as labels referred to in paragraph 1.

Pouches "Not made up."

3. Labels from emergency or irregular pouches shall be sent by the post office or railway post office addressed, with a statement showing how and when received, to the post office of origin; or if made up by a railway post office, to the chief clerk (if known, otherwise to the superintendent) of that railway post office. A railway postal clerk so disposing of a label shall make a notation thereof on his trip report.

Disposition of labels from emergency or irregular pouches.

Sec. 560. 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 transit.

See sec. 523 as to defacing uncanceled stamps at office of delivery, and reporting postmaster.

Sec. 561. 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. 1424.)

Carriers stopping overnight to deposit mail in post office.

Sec. 562. Misdirected matter or matter which is liable to injure the person or damage the mails, unless prepared for mailing as prescribed in section 462, and all matter which is mani-

Misdirected, mislent, and unmailable matter.

festly 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 dispatched from the post office of mailing contrary to the provisions of section 531, 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. 534.)

Publications containing lottery advertisements, how treated. 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 Solicitor for the Post Office Department for instructions.

Matter not to be withdrawn. 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. 529 and 532.)

Misdirected first-class matter. 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. 530.)

Missent 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.

Examination of 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.

See sec. 530 as to misdirected matter.

Postage due matter not to be stopped in transit. Sec. 563. 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.

See secs. 516 and 529 as to treatment of postage-due matter at office of mailing; sec. 574, at office of delivery.

CHAPTER 3.

TREATMENT OF DOMESTIC MAIL MATTER AT RECEIVING POST OFFICES.

OPENING OF MAILS.

Opening of pouches. Sec. 564. 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

Examination of pouch. Only one pouch or sack to be opened at a time. 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.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §565

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. 536 as to return of mail upon request of postmaster at mailing office; secs. 950, 1452, and 1456 as to procedure when lock or key is defective and pouch can not be opened; sec. 959, 977, and 1050 as to registered matter; sec. 1420 as to notice and record of arrival and departure of mails.

Sec. 565. 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 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 superintendent and the slips covering or received with the same shall be sent with the report. Mail improperly distributed or made up to be reported.

6. Missent packages of letters and papers shall be checked on the slip that is on or in the package, as follows: Missent packages, how checked.

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.

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. Misdirected packages to be checked.

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. Missent or misdirected pouches or sacks.

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. Facing slips to be sent to division superintendent.

See sec. 569 as to examination for insufficiently paid matter, etc.

Missent matter to be promptly forwarded.

Sec. 566. 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 word "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.

Backstamping.
—registered, special-delivery mail, motion - picture films.

Sec. 567. All registered and special-delivery mail of whatever class and all parcels of motion-picture films received for delivery at any post office shall be backstamped.

—mail for general delivery.

2. At city-delivery and village-delivery post offices every piece of mail of any class that is subject to general-delivery service shall be backstamped, hand stamped, or otherwise indorsed to show the date of its receipt in the general-delivery section.

Record of pouches received.

Sec. 568. 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.

See sec. 551 as to record of pouches at post offices; sec. 1282 as to railroad companies; sec. 1325 as to mail messengers; sec. 1537 as to railway postal clerks.

MATTER INSUFFICIENTLY PAID AND COLLECTION OF POSTAGE DUE.

Rating up postage and search for matter improperly rated.
R. S. § 3882.

Sec. 569. Postmasters at the office of delivery may remove the wrappers and envelopes from mail matter not charged with letter postage, when it can be done without destroying them, for the purpose of ascertaining whether there is upon or connected with any such matter anything which would authorize or require the charge of a higher rate of postage thereon.

Examination for matter underpaid.

2. On opening the mail postmasters 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. 379 and 573) 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. 529 as to deficient matter at mailing office; sec. 563 as to matter in transit deficient in postage; sec. 574 as to collection of postage due; sec. 454 as to penalty for inclosing higher-class in lower-class matter; and sec. 983 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

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §571

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. 522 as to treatment of mail bearing canceled or mutilated stamps, etc.

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 426, or which the postmaster believes was not entitled to the pound rates, 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. 431 to 433.) Appeal in case of supposed overcharge.

Sec. 570. 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. Underpaid official matter at Washington. 1884, July 5; 23 Stat. 168. —delivered free, except.

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. Note.

See secs. 485 to 489 as to official mail matter.

Sec. 571. No mail matter shall be delivered until the postage due thereon has been paid. Collection of postage due. R. S. § 3900.

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. —postage due stamps to be used in. 1879, Mar. 3; 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; 20 Stat. 362. 1909, Mar. 4, ch. 321, § 209; 35 Stat. 1128.

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. Punishment. 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 Postmasters at offices of address to rate up.

Appeal to department.

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. 456.)

See sec. 310 as to commissions on postage-due stamps canceled at offices of the fourth class.

Underpaid mail addressed to postmasters.

—deficient postage must be paid before delivery.

Sec. 572. 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.

Double postage.

—how charged.

Sec. 573. Double rate of postage shall be charged only on matter reaching its destination with no evidence of any prepayment whatever.

—when not to be 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 of the first class shall be presumed to have been prepaid one full rate only. (See sec. 387.)

See sec. 379 as to double rate of postage and matter on which charged; sec. 388 as to collection of unpaid postage on certain letters mailed at drop rate; sec. 389 as to soldiers, sailors, and marines' letters; sec. 335 as to special-delivery letters.

Postage-due stamps.

—on what matter used.

Sec. 574. 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 617.

See sec. 390 as to use of postage-due stamps in collecting postage on ship letters; sec. 628, on foreign matter; sec. 569, on matter improperly rated; sec. 607 as to collecting charge on advertised matter.

—when to be affixed.

—at other than city-delivery offices, when delivery is requested.

2. 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, to a branch thereof, or to post offices at division headquarters of the Railway Mail Service.

—at city-delivery offices, as soon as received.

3. 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. 575 as to forwarding mail.

When no postage-due stamps on hand.

4. 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. 579 as to attaching postage-due bill to matter forwarded with postage-due stamps affixed; sec. 983 as to deficiency in postage on registered matter; and sec. 157 as to timely requisition for stamp supplies.

5. 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 579, such bill shall be returned to the postmaster from whom it is received, accompanied with the amount of uncanceled postage-due stamps named thereon. Upon the delivery of such matter the proper postage shall be collected.

Matter received accompanied by postage-due bill.

Due bill to be returned, how.

—delivery of matter.

See sec. 225 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. 617 as to postage due on returned second-class matter.

FORWARDING OF MAIL MATTER.

Sec. 575. Prepaid letters shall be forwarded from one post office to another at the request of the party addressed, without additional charge for postage.

Forwarding of mail matter.

First-class mail. R. S. § 3940. Perishable matter.

1919, Nov. 19; 41 Stat. 360.

2. Under such regulations as the Postmaster General may prescribe, fourth-class matter of obvious value which is of a perishable nature may be forwarded to the addressee at another post office charged with the amount of the forwarding postage * * * : *Provided*, That other undeliverable matter of the second, third, and fourth classes may be forwarded to the addressee or to such other person as the sender may direct, at another post office, charged with the amount of the forwarding postage * * * when it bears the sender's pledge that the postage for forwarding * * * will be paid, such postage to be collected on delivery: *Provided further*, That when the sender refuses to furnish such postage in accordance with his pledge, the acceptance from him of further matter bearing such pledge may be refused.

Second, third, and fourth class matter.

—bearing sender's pledge.

3. 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.

—without additional charge, includes what.

4. Mail of the second, third, and fourth classes is chargeable with additional postage every time it is forwarded. Mail of these classes which bears the pledge of the sender that postage for its forwarding will be paid (see sec. 614 as to pledge) may be forwarded to the addressee or such other person as the sender may direct in connection with his pledge, at another post office, charged with the amount of the forwarding postage. Fourth-class matter of obvious value which is of a perishable nature may also be forwarded to the addressee charged with the forwarding postage, even though it does not bear such pledge. When mail charged with the forwarding postage is forwarded as provided in this section, such postage shall be collected on delivery by means of postage-due stamps. Other mail of the second, third, and fourth classes may be forwarded, to the addressee only, but not unless the addressee, or some one for him, shall have first prepaid the

forwarding postage, in which case the necessary stamps shall be affixed and canceled by the forwarding postmaster. In each case the postage for forwarding mail of the third or fourth class shall be computed at the same rate as would be chargeable if the matter were originally mailed at the forwarding office. Matter of the second class when forwarded shall be charged with postage at the rate of 1 cent for each 4 ounces or fraction thereof. (See sec 419.) Before matter is forwarded, as herein provided, the postmaster shall make the necessary change in the address thereon, including the name of the new addressee when the sender requests in connection with his pledge to pay the forwarding postage that the matter be sent to some person other than the original addressee.

Mail addressed to discontinued post office.

5. 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.

Change of address on account of change in postal service.

6. 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 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, when.

7. When mail of the second, third, or fourth class, except such as may be forwarded charged with the forwarding postage to be collected on delivery as provided in paragraphs 2 and 4 of this section, 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.

8. 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.

Mail matter addressed to persons in United States service.

9. 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.

10. 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.

Matter erroneously delivered or addressed. —when to be forwarded.

—opened by mistake on misdelivery.

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.

Sec. 576. Requests to forward mail, unless made in writing or by telegram, and those made by any other person than the addressee or his lawful agent or the person in whose care the matter is addressed, except by the sender of matter of the second, third, or fourth class, as provided in section 575, 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.

Forwarding requests, when disregarded.

2. Unlimited requests for the forwarding of mail to other post offices shall be observed for a period of two years, unless revoked, except that such requests affecting general-delivery mail at city-delivery post offices shall expire at the end of thirty days unless renewed.

Unlimited requests.

3. The direction may be changed and matter reforwarded upon request as many times as may be necessary to reach the addressee.

Rerforwarding permitted.

4. Matter entitled thereto shall be promptly forwarded.

Matter to be expedited.

5. At city-delivery offices the city carriers shall record only changes of address (local changes and forwarding orders) of patrons, and the records of permanent removal shall be retained and observed for two years. (See sec. 679, par. 11.)

Change of address and permanent removal of patrons.

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. 577. The address on all misdirected 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 the matter forwarded to such office. Each piece of mail matter so treated shall bear the postmark 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

—at other offices, where address may be supplied.

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.

--disposition when undeliverable.

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 532 and 533. 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.

See sec. 530 as to correcting misdirected matter at office of mailing.

Letters under cover to postmasters.

Sec. 578. 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:

--how treated.

--to be stamped when forwarded.

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. The foregoing does not apply to matter received for mailing under the provisions of paragraph 2, section 1256.

Forwarding of matter to which due stamps have been affixed.

Sec. 579. 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.

--to be accompanied with bill.

--to foreign countries.

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 or proper branch thereof. (See sec. 649.)

See sec. 637 as to disposition of refused, unclaimed, and undelivered matter; sec. 574 as to return of postage-due bill by postmaster receiving same; sec. 628 as to postage due on foreign matter; sec. 225 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.

UNDELIVERABLE AND UNMAILABLE MATTER AT RECEIVING POST OFFICES.

Unmailable matter. 1879, Mar. 3; 20 Stat. 360.

Sec. 580. 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.

--treatment of, at offices of delivery.

2. All matter received at offices of delivery which is manifestly obscene, etc. (see sec. 470), and matter which contains on the outside cover or wrapper, or postal cards bearing, scurrilous or defamatory language, etc., and matter which relates to lotteries or similar enterprises, or to fraudulent schemes, which was

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §581

through inadvertence dispatched from the mailing office contrary to the provisions of section 531, shall be withdrawn from the mails and treated as provided in said section.

See secs. 620 and 626 as to unmailable matter of above character in foreign mails.

Sec. 531. 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 branches thereof, or to post offices at division headquarters of the Railway Mail Service, as prescribed by section 637, 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.

Matter not to be delivered to fictitious addresses.

—to be sent to Division of Dead Letters.

See sec. 986, par. 12, regarding the treatment of registered matter addressed to no particular person or firm.

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 Solicitor 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. 469 and 477.)

Suspected fictitious addresses to be reported.

See sec. 583 as to mail addressed to a business name or title.

3. Postmasters are authorized to deliver all letters on which the postage has been fully prepaid, arriving at their respective post offices during the month of December of each year, which are addressed plainly and unmistakably to "Santa Claus," without any other terms or expressions identifying the person for whom such letters are intended, to responsible charitable institutions or reputable individuals in the town or city of address who may desire to use them exclusively for philanthropic purposes. Letters of the character described addressed for local delivery, on which the postage is wholly unpaid or paid less than one full rate, also may be delivered to such institutions or individuals upon the payment of the postage with which they are chargeable. In the event that these letters are requested by more than one institution or individual, the postmaster shall distribute them in such proportion as he may deem proper. When no voluntary request is presented, postmasters will forward without delay all "Santa Claus" letters to the Division of Dead Letters, in accordance with section 527.

"Santa Claus" letters.

DELIVERY OF MAIL.

Mail to be delivered from 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.

—to post-office inspectors.

—on addressee's application under certain conditions.

Mail in transit to special-supply office.

Mail in transit to star-route office.

General directions for delivery of ordinary mail matter.

—to person addressed or to his order.

—upon verbal request of person not the addressee.

Sec. 582. 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. 575.)

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 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 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.

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.

Sec. 583. Mail matter should be delivered to the person addressed or in accordance with his written order. When the addressee habitually sends for or receives his mail 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 delivered as other mail for the addressee is delivered. —when addressee "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 great care to make proper delivery, especially where mail matter appears to be of value. —when addressee is not known, identification.

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. —where two patrons have same name.

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. 584.) —addressed "in care of."

7. Mail matter addressed to several persons may be delivered to any one of them. —to several persons.

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. —to public officials, etc., by title.

9. Neither husband nor wife can control the delivery of matter addressed to the other. When so instructed, a postmaster must refuse to deliver mail to the husband which is addressed to the wife, or mail to the wife which is addressed to the husband. In the absence of instructions to the contrary the wife's mail should be placed with the husband's and delivered to him with his own, unless they be known to live separately. Neither husband nor wife to control delivery of mail to the other.

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. Addressed to business name.

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. Delivery to agent of several. —to be made on written order.

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. —to mail carriers for addressees.

Disputed ownership.

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 Solicitor for the Post Office Department, for advice in the premises.

See secs. 477 and 581 as to matter addressed to fictitious addresses used for unlawful business; sec. 936 as to delivery of registered matter; sec. 532 as to transit mail; sec. 585 as to general delivery; sec. 607 as to advertised mail; sec. 590 as to pension mail; sec. 591 as to minor's mail; sec. 592 as to deceased addressee; sec. 593 as to disputed ownership; sec. 843 as to special delivery.

Packages of second-class matter.

—separate copies to be delivered.

Sec. 584. 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. 434 and 520.)

—for club subscribers, name only be written on separate papers.

2. When a package of second-class matter, intended for a club of actual subscribers at any except a letter-carrier office is addressed to one of the members of such club, 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. 434); 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. 419).

Use of general delivery.

—by transients.

Sec. 585. 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, except as hereinafter provided. (See sec. 581.)

—at city and village delivery offices.

2. At city and village delivery offices, persons supposed to be residents who call at the general delivery for mail will be requested to furnish in writing their names and addresses (Form 1527) together with their reasons for desiring to use the general delivery instead of carrier service. Minors will be required to furnish the same information, as well as the names of their parents or guardians, whose written consent must accompany the application. (See sec. 591.) The general-delivery privilege will not be extended to patrons whose mail can be delivered regularly by city or village carrier, except in cases where the reasons assigned are wholly satisfactory to the postmaster.

—at offices not having city or village delivery.

3. Postmasters at offices not having city or village delivery service may notify the parents of minors in all instances where it appears that such minors are using the general-delivery or post-office boxes for receiving mail under objectionable circumstances.

—undelivered matter.

4. Mail without sender's return request that is not addressed as indicated in paragraph 1, nor to a post-office box, street, or rural-route number, shall be placed in the general-delivery case when the address can not be supplied in the directory section (see sec. 589), unless it is addressed in care of a person whose

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §588

address is known to the distributing clerks or carriers at an office not equipped with a directory.

Sec. 586. 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. 610.)

Sec. 587. The use of a box shall be restricted to the renter thereof, the members of his household, and those connected with him in business.

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.

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.

4. When a box is rented by a corporation, association, or society, mail for its officials may be placed therein.

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.

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.

See sec. 986, par. 12, regarding the treatment of registered matter addressed to no particular person or firm.

8. Bills and circulars shall not be placed in boxes by postmasters for themselves or anyone else without payment of regular postage thereon.

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.

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.

See sec. 369 as to rental of boxes.

Sec. 588. 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.

—by carrier, except.

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.

See sec. 585 as to use of general delivery by residents served by carriers; sec. 1043 as to delivery of registered mail.

City directories.—use of, in ascertaining addresses.

Sec. 589. At letter-carrier 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, 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 letters.—not deliverable, when.
1912, Aug. 17;
37 Stat. 312.

Sec. 590. 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 entrusted 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. A temporary absence is not a removal within the meaning of the law.

—before delivering postal employee must ascertain what.

2. Before delivering a letter the envelope of which bears instructions referring to the act of August 17, 1912 (a provision of which act constitutes paragraph 1 of this regulation), the postal employee entrusted with the delivery of such letter shall ascertain that the addressee is living, has not removed from the delivery of the post office addressed, has not reenlisted in the military or naval service of the United States, is not under guardianship, and, if a widow, has not remarried.

Treatment of matter under special conditions.

3. If the addressee has died, reenlisted in the military or naval service of the United States, or, if a widow, remarried, the letter shall be indorsed with the word "Deceased," "Reenlisted," or "Remarried," and also the date of death, reenlistment, or remarriage, if known. If the addressee is under guardianship or has removed, the letter shall be indorsed to show the fact and also the name of the guardian or the new post-office address, if known, and shall be returned under cover of penalty envelope to the Disbursing Clerk, Bureau of Pensions, Washington, D. C. In no case shall the letter be held for delivery except by the direction of the sender, beyond the period specified in the sender's return request.

4. If the addressee has not died, reenlisted, removed, or, if a widow, remarried, letters bearing instructions under the act of August 17, 1912, may be delivered to the addressee or, without his or her written order, to any member of his or her family or household, his or her clerk, servant, or agent who has been in the habit of receiving the addressee's ordinary mail with his or her knowledge and consent, or to any responsible person who presents the addressee's written order, except that in no case shall such mail be delivered to a claim agent, attorney, or broker. Such letters must not be forwarded to another post office nor placed in lock or call boxes in the post office, nor delivered by city or rural carriers into receptacles on their routes. Upon receipt of such a letter addressed to the holder of a post-office box, notice should be placed in the addressee's box requesting him to call or send a proper representative for the letter. The same procedure should be followed with respect to such a letter addressed to rural-route boxes, unless the conditions are such that delivery at the addressee's residence is required by section 767.

When and how to be delivered.

5. Letters from the Bureau of Pensions (including those from the office of the Disbursing Clerk) not bearing such instructions, 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, or other person to whom other mail for the pensioner 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.

Letters not bearing instructions.

—deliverable, how.
—undeliverable, 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. 591. 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.

—when deceased. 4. Mail matter addressed to a deceased minor who up to the time of decease resided with parents or guardian may be delivered to the parent or guardian; but if the minor left a husband or widow, delivery may be made to him or her.

—at colleges, etc. 5. At colleges and similar institutions, where students have been placed in charge of the principal by their parents or guardians, and where the rules of the institution provide that the principal shall have control of mail matter addressed to such students as are minors, 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 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. 369 as to renting boxes to minors.

Mail addressed to deceased persons.

Sec. 592. 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 solicitor, 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 First Assistant Postmaster General, Division of Dead Letters, or to a branch thereof, with the return of unclaimed matter, with a statement of the facts. (See sec. 637.)

See sec. 590 as to delivery of matter addressed to pensioners; sec. 610 as to return of request and card matter; and secs. 987 and 988 as to registered matter.

Mail addressed to partnerships and corporations.

Sec. 593. Mail matter addressed to a firm may be delivered to any member thereof.

—delivery to agent.

2. Mail matter addressed to a corporation should be delivered to the agent or officer conducting its correspondence or to 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 disputes 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 Solicitor for advice.

Sec. 594. 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 or a branch thereof marked "In dispute." (See sec. 640.) 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."

Contention as to delivery of mail for dissolved firm or company.

—postmaster to require appointment of receiver, when.

—matter to be sent to Division of Dead Letters pending settlement of dispute, except.

Sec. 595. Mail matter for a dissolved corporation should be delivered to the receiver or other legal representative authorized to settle its affairs.

Mail for dissolved corporation.

Sec. 596. 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.

Mail for person, firm, or corporation in hands of receiver.

—delivery of, to receiver or assignee, when.

2. Mail matter should be delivered to the firm or person and not to the assignee or receiver when the person making the assignment has not consented or agreed that the assignee shall receive mail matter addressed to him, the assignor, and arriving after the assignment, or when it reasonably appears that the matter does not relate to the business assigned; or when the firm whose business has been placed in the receiver's hands is engaged in conducting a new or other business under the former name or has subsequently acquired or has other property that does not pass into the receiver's hands; or when the order of the court by which the receiver is appointed directs that the mail matter shall be delivered to the person, firm, or some officer of the corporation instead of the receiver.

—delivery of, to firm or person instead of assignee or receiver, when.

Sec. 597. 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;

Mail relating to business which is sold.

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. 598. 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. 599. 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. 610 as to return to senders of letters opened by mistake.

Valuable letters received from Division of Dead Letters or branch. —effort to deliver.

Sec. 600. When dead letters containing money or other valuable matter are received from the Division of Dead Letters, or a branch thereof, 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.

—secrecy as to contents.

—if not delivered within 30 days, disposal of.

2. If letters received from the Division of Dead Letters, or a branch thereof, 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 or the proper branch thereof. Such letters shall be entered on one list, which shall be sent in duplicate, giving the record 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.," or the proper branch.

See sec. 996 as to manner of sending registered matter to the Division of Dead Letters; sec. 636 as to points where undelivered matter should be sent.

—registry of dead letters, when.

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.

—not to be forwarded.

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 Division of Dead Letters or proper branch thereof. 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. 601. 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. 610.)

Delivery to senders of unclaimed letters returned.

—postage due.

Card requests.

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 institution, and if the writer or his address is unknown such letters shall be treated as other undeliverable matter.

Sec. 602. If any matter excluded from the mails (under secs. 442 and 450) * * * except that declared nonmailable by section thirty-eight hundred and ninety-three of the Revised Statutes as amended (see secs. 470 and 580), shall, by inadvertence, reach the office of destination, the same shall be delivered in accordance with its address: *Provided*, That the party addressed shall furnish the name and address of the sender to the postmaster at the office of delivery, who shall immediately report the facts to the Postmaster General. If the person addressed refuse to give the required information, the postmaster shall hold the package subject to the order of the Postmaster General.

Delivery of certain unmailable matter.

1879, Mar. 3; 20 Stat. 360.

—when reaching office of destination.

Name of sender and facts to be reported.

2. All improperly wrapped mailable matter, 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 (see secs. 460, 463, and 466), all matter in excess of the weight prescribed by law (see sec. 450), upon which postage is paid for its full weight, and all matter exceeding the size prescribed by law (see secs. 442 and 443), 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.

Kind of matter to be so delivered. —matter liable to injure or destroy.

—matter in excess of weight or size.

ADVERTISEMENT OF NONDELIVERED MATTER.

Sec. 603. 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.

Advertising of nondelivered letters.

R. S. § 3930.

—in daily or weekly newspapers.

—frequency of publication.

Advertising foreign letters. R. S. § 3931.

Sec. 604. 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.

Domestic matter excluded.

Sec. 605. Unclaimed domestic matter shall not be advertised.

Matter of foreign origin.

Sec. 606. At post offices other than of the fourth class nondelivered matter of foreign origin shall be advertised weekly, and when practicable on the first day of the week, and at post offices of the fourth class such matter shall be advertised monthly and as near the first day of the month as practicable; 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 to be advertised.

--letter list may be published in foreign-language newspaper, or copy of list posted.

2. A list of legibly addressed nondelivered letters of foreign origin may be published in a newspaper printed in the language of the country of mailing when practicable, or by posting a copy of the list in a conspicuous place in the post office.

Arrangement of lists for publication.

3. 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 are a large number of pieces of matter to be advertised, the names of men and women shall be stated separately.

Published list to be posted. R. S. § 3933.

4. Every postmaster shall post, in a conspicuous place in his office, a copy of each list of nondelivered letters immediately after its publication.

--in post office and station.

5. One or more printed copies of the list of nondelivered matter of foreign origin or a manuscript copy shall be posted in the post office, and in each classified station, contract station, or branch office thereof.

Compensation for advertising. R. S. § 3934.

Sec. 607. The compensation for publishing the list of nondelivered letters shall in no case exceed one cent for each letter so published.

Charge on advertised matter. R. S. § 3935.

2. 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.

--to be collected on delivery.

3. 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.

No expense for advertising to be incurred without authority.

4. 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 Post-Office Service. (See sec. 360.)

Lists may be furnished for gratuitous publication.

5. At offices where publishers of newspapers will publish the list of undelivered foreign matter gratuitously as local news matter a copy may be furnished to such publishers.

Advertised matter to be marked.

6. 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.

List to be posted in office when publication is not possible or advisable.

7. When no newspaper is published within the delivery of a post office or the publication of the list of nondeliverable matter of foreign origin is not authorized as provided in section 360, or is not published gratuitously, such matter shall be advertised

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §610

by posting a list thereof in the post office as provided in the preceding section.

RETURN AND DISPOSAL OF UNCLAIMED MATTER.

Sec. 603. The Postmaster General may regulate the period during which undelivered letters shall remain in any post office and when they shall be returned to the Dead Letter Office.

Retention of undelivered matter and return to Division of Dead Letters.
R. S. § 3936.
1920, Apr. 24;
41 Stat. 583.

See sec. 644 for remainder of above statute as to return of matter from the Dead-Letter Office and the branches thereof; sec. 640 as to returns to the Dead-Letter Office and the branches thereof; secs. 931, 937, and 934 as to registered matter.

Sec. 609. 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.

Return of undelivered letters.
R. S. § 3939.
1910, June 24;
36 Stat. 630.
—time specified.

2. The writer's card request for the holding of a letter for a period shorter than 3 days or longer than 30 days shall be disregarded, except that a special-delivery letter bearing the specific request that it be returned to the writer if immediate delivery can not be effected shall be so returned.

Limitation.

3. The sender of a letter bearing a specific return 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. 536 as to the recall of mail) nor held for delivery more than 30 days.

—time altered by sender.

4. Mail matter of the first class bearing the sender's return request shall be returned at the expiration of the time specified in the request, regardless of instructions from the addressee for the retention of his mail.

Addressee's request for retention not valid.

NOTE.—The return request on such matter becomes inoperative when the mail is placed in a patron's rented box, but the return request will be observed with respect to mail which is in a box when it is declared vacant.

Note.

5. City carriers' returns of first-class ordinary mail bearing the senders' return requests, which are not deliverable at the street addresses placed thereon by the senders, shall be given directory service, and if addresses the correctness of which is reasonably certain are not found, such mail shall be returned at once to the senders without regard to the number of days specified or implied by the return cards thereon. Such mail shall not be placed in the general delivery nor held to await call.

Sender's return request to be disregarded, when.

See sec. 586 as to the holding of mail without return cards at the addressee's request.

Sec. 610. Undeliverable ordinary mail of the first class (except single postal cards and post cards) bearing the name and 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—

Return of card letters.
—time not specified.

Five days if intended for delivery by village 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 village or rural carrier.

—official mail.

2. Unclaimed official mail sent under penalty envelope 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. 490) and from agricultural experiment stations (as provided in par. 3, sec. 493) 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.

—drop letters.

3. A request upon a drop letter for its return to the writer at another post office shall not be complied with unless the letter is prepaid with one full rate of postage (2 cents).

—cards 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. 599.)

—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 as prescribed by section 615, and shall also be indorsed "Returned to writer," and bear a postmark showing the date of return and the name of the post office from which returned. 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. 611. Unpaid, misdirected, unmailable, and unclaimed domestic postal cards and post cards deposited for local delivery shall be returned to the sender, without additional postage, when they bear his card address. Single postal cards and post cards, and double post cards not having postage prepaid on reply portion, when mailed for other than local delivery, shall be returned to the sender only when they bear his return card in the upper left corner of the address side, together with a pledge to pay return postage. Such cards bearing the sender's return card and pledge to pay return postage shall be returned charged with 1 cent postage due, to be collected on delivery, as provided in section 614. 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

—unless unmailable.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §613

being disposed of as waste, the written communications on undeliverable cards shall be canceled or mutilated so as to prevent the improper use of the correspondence. —message to be canceled.

2. Double postal cards, and double post cards with postage prepaid on reply portion, when unclaimed, shall be returned to sender when the address of the sender can be ascertained; otherwise they shall be sent to the Division of Dead Letters, or a branch thereof. Care shall be taken in indorsing and returning double cards not to deface or destroy the unused half. —double.

Sec. 612. 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, and post cards, and double post cards, not having postage prepaid on reply portion, which are not returnable under the conditions prescribed in paragraph 1, section 611, 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. 104.) 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. 613. 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 postmasters may destroy.

3. Undeliverable perishable parcels containing poultry, fresh meats, fish, vegetables, fruits, berries, cut flowers, eggs, or improperly packed hides and pelts, when there is insufficient time to return them to the sender before they would spoil, may be disposed of by postmasters by sale through competitive bidding. With the exception of hides and pelts, articles of this character which can not be disposed of in the manner prescribed may be delivered 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; otherwise it shall be destroyed. —when it may be disposed of by sale or otherwise.

4. Postmasters shall keep a complete record of the receipt and disposition made of each piece of undeliverable perishable matter. If sold, the net amount realized may be delivered at any time within two weeks to the sender, the original addressee, or on —record to be kept of transactions and disposition of proceeds of sales.

the written order of either, and a receipt obtained therefor. At the expiration of that period the net proceeds remaining unclaimed shall be sent with a full explanation of the transaction to the post office at the headquarters of the division of the Railway Mail Service in which the matter was detained and included by that office with its regular remittances for sales to the Division of Dead Letters. Under no circumstances shall such perishable matter be sent to the Division of Dead Letters or to post offices at division headquarters of the Railway Mail Service.

—insured and
C. O. D.

5. When the matter is insured or C. O. D., appropriate office record should be made showing the full particulars of the parcel, and if sold, the amount obtained and the disposition made thereof. The postmaster at the office of mailing or of address, as may be appropriate, or both, if the matter is disposed of in transit, should be advised in detail of the action taken and they will make proper notation on their office records. In the event of the filing of claim for indemnity covering any such insured or C. O. D. parcel, postmasters should see that a full statement of the facts accompanies the claim papers for transmission to the duly designated postmaster or the department, as may be appropriate.

Prepayment of
postage on re-
turned second,
third, and fourth
class matter.
1895, June 13;
30 Stat. 444.
1903, Mar. 3;
32 Stat. 1176.
1919, Nov. 19;
41 Stat. 360.

Sec. 614. Under such regulations as the Postmaster General may prescribe, fourth-class matter of obvious value which is of a perishable nature may, when * * * undeliverable to the addressee, be returned to the sender charged with the return postage: *Provided*, That other undeliverable matter of the second, third, and fourth classes * * * may be returned to the sender charged with the return postage, when it bears the sender's pledge that the postage for * * * return will be paid, such postage to be collected on delivery: *Provided further*, That when the sender refuses to furnish such postage in accordance with his pledge, the acceptance from him of further matter bearing such pledge may be refused.

Undelivered
mail matter.

2. Second, third, and fourth class mail matter (except perishable fourth-class matter of obvious value and that of the second, third, and fourth classes bearing the sender's pledge to pay the return postage) shall not be returned to sender or remailed until the postage has been fully prepaid on the same: *Provided*, That in all cases (except such as come within the above exception in this paragraph) 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, or (in the case of third and fourth class matter only) accepting delivery to himself or upon his order, at the office where it is held, upon the payment of 1 cent postage for each card notice given him, under such regulations as the Postmaster General may prescribe.

—sender to be
notified, when.

See sec. 575 as to the forwarding of second, third, and fourth class matter; secs. 617 to 619 as to the return of second-class matter.

Matter bearing
sender's pledge
and that of obvi-
ous value of a
perishable nature.

3. (a) Undeliverable matter of the second, third, and fourth classes which bears the pledge of the sender that postage for its return will be paid, and undeliverable fourth-class matter of obvious value which is of a perishable nature, shall be returned to the sender rated with the postage chargeable for its return, such postage to be collected by means of postage-due stamps on delivery of the matter to the sender. Such matter as has first been forwarded from the office of the original address under the pro-

visions of paragraph 4, section 575, without prepayment of the forwarding postage, is chargeable, when returned to the sender, with the postage for such forwarding, in addition to that required for its return, both to be collected on delivery of the matter as herein provided.

(b) When the sender of matter of the second, third, or fourth class desires, in case it is undeliverable as originally addressed, that it be forwarded to the addressee or to some other designated person at another post office or that it be returned to the sender and the forwarding or return postage, or both, collected on delivery, he must place on the matter an appropriate pledge that such postage will be paid. The pledge should be placed immediately under the sender's return card, which the matter must bear in every case, in the upper left corner of the address side. When the sender refuses to pay the forwarding or return postage in accordance with his pledge, report of all the facts shall be made to the Third Assistant Postmaster General, but acceptance of further matter bearing such pledge shall not be refused until specific instructions to do so are received.

Manner in which sender's pledge should be indicated.

4. 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 1 cent for each 2 ounces or fraction thereof, and of the fourth class the rates prescribed in sections 444 to 446. In every case the postage must be computed on each separately addressed piece.

Rates of postage for the several classes.

5. (a) Matter of the second, third, and fourth classes which does not bear the pledge of the sender to pay return postage, except perishable matter of the fourth class of obvious value, may not be returned until the postage for such return shall have been prepaid. When such matter of obvious value bearing no pledge, except perishable fourth-class matter, 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. 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. If the sender prefers to withdraw the matter and pay 1 cent postage for each notice furnished him, the stamp representing such postage shall be affixed to the matter itself when withdrawn, and be canceled by the postmaster.

Matter not bearing sender's pledge.

Notice to sender.

(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.

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.

—at letter-carrier offices.

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.

Undeliverable matter at terminal offices.

7. Undeliverable "nixie" matter of the second, third, and fourth classes of obvious value received at a terminal office from railway postal clerks shall at once be returned to the sender, if known, without additional charge for postage. Such matter shall be properly indorsed to show the reason for its return. If the sender is unknown or the matter is not of obvious value, it shall be treated as if the office receiving it were the post office of original address.

Undeliverable matter of obvious value, how long to be held.

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 between any post office in the Territory of Alaska and any other United States post office not in the same Territory.

Matter of obvious value.

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, insured, and C. O. D. matter, and such as bears the pledge of the sender that postage for its forwarding and return will be furnished.

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 that includes the State, Territory, or part of a State in which the office of detention is located, except that such matter detained at offices in the lower peninsula of Michigan shall be sent to the postmaster at Chicago, Ill., and that matter addressed to foreign countries, posted in violation of law or treaty stipulation, and undelivered

—exception.

parcels detained in the third division, Railway Mail Service, shall be sent to the Division of Dead Letters.

(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. 529 and 530 as to return of matter to sender before dispatch where postage is unpaid, or the matter is misdirected, without payment of new postage; sec. 575 (note) as to sending local matter redirected to new address without new postage.

Sec. 615. Upon every undelivered article of mail matter must be indorsed or stamped the reason for nondelivery, such as, "Not found," "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.

Sec. 616. When at letter-carrier post offices matter to which postage-due stamps have been affixed is returned to sender, the provisions of section 579 relating to postage-due bill shall be observed.

UNDELIVERABLE SECOND-CLASS MATTER.

Sec. 617. 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.

2. If the publisher refuses to pay the postage due on undeliverable copies of his publication returned to him under Form 3579, 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. 574 as to use of postage-due stamps.

Sec. 618. 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 ad-

dress, 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.

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. 574 as to collection of postage due on undeliverable second-class matter returned to publisher.

Disposal of undeliverable second-class matter not returned to publisher.

Sec. 619. The copy which forms the basis for sending the notice on Form 3573 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. 104), 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 pay postage for its return, in which events the copies should be forwarded or returned. (See secs. 575 and 614, 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 under the provisions of sections 575 and 614, respectively, 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 617 is 1 cent for each 2 ounces (third-class rate).

CHAPTER 4.

TREATMENT OF FOREIGN MAILS.

AT MAILING OFFICES.

Treatment of matter mailed at other than exchange offices.—examination.

Sec. 620. Postmasters shall exercise care in the acceptance of matter for mailing to foreign countries, in order to assure correct classification and rating, proper and substantial packing, complete and legible addressing, and the withholding of articles prohibited admission. (See secs. 498, 506 and the Official Postal Guide.)

—deficient postage.

2. When postage on foreign mail matter is not sufficiently paid to authorize its dispatch (see sec. 498), it shall, where possible, and except otherwise provided, be returned to the sender.

—unpaid matter.

3. Unpaid matter addressed to a foreign country where prepayment of postage is required shall be sent to the Division of Dead Letters, or a branch thereof, at once, if the name of the sender is unknown. (See sec. 506.) Notice of detention for postage shall not be sent to addressees in such cases, except that post-

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. § 622

masters 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. 529.) On 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.

Canadian stamps received in payment of deficient postage.

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 460, 470, 471, and 473 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 531.

Unmailable matter.

—treatment of

See sec. 626 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.

Dispatch of admissible matter.

See Postal Guide as to routing and dispatch of articles for foreign countries; sec. 623 as to specially addressed articles.

Sec. 621. Parcels offered for transmission by parcel post shall be examined, weighed, and measured to ascertain if all conditions applicable thereto have been complied with and that the proper amount of postage (plus the transit charge in certain cases) is prepaid thereon. (For rates and conditions see Official Postal Guide.)

Mailability of parcel-post packages.

Sec. 622. 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 536 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 registered single-rate letter to the country concerned. When these conditions have been complied with the postmaster shall forward the application, accompanied by 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.

Recall of matter or change of address.

See sec. 1613 as to recall of registered articles.

2. When application is made for the return of an article or the change of the address thereon before it has been dispatched from the United States, it shall be returned to the sender upon compliance by him with the requirements of section 536 or 955.

—before dispatch.

—postmaster shall not comply with requests.

—must be treated, how.

Legislation prohibiting recall.

3. Postmasters shall not, without permission from the department, return or change the address of articles for foreign countries. Requests to return articles to the sender or to change the address thereon should be referred to the Second Assistant Postmaster General, and the article held until instructions concerning it are received. A request for simple correction of address (without modification of the name or description of the addressee) may be addressed directly to the delivering office by the sender; that is to say, without fulfilling the formalities required for an alteration of address properly so called.

4. The legislation of certain foreign countries does not allow senders of articles to withdraw them from the mails or change their address.

See Official Postal Guide for detailed information; also for special conditions applicable to parcel-post packages.

AT EXCHANGE OFFICES.

DISPATCH OF MATTER TO FOREIGN COUNTRIES.

Exchange offices.

Regulations governing preparation and dispatch of mails.

“Specially addressed” correspondence.

Sec. 623. Mails shall be exchanged with foreign countries through post offices and railway post offices duly authorized to act as “exchange offices.”

2. Mails shall be prepared and dispatched in accordance with the convention and regulations of the last congress of the Universal Postal Union; such other conventions as are in force, and the instructions in the current Official Postal Guide, as modified by special instructions issued by the Second Assistant Postmaster General, Division of Foreign Mails, or by other bureaus of the department having jurisdiction of the matters involved.

3. Correspondence may be “specially addressed,” that is, marked for transmission by a particular vessel or designated route, and shall be dispatched accordingly if the steamship conveys mail or the route is open for the transmission of mail. In case of postponement of a sailing, or an arrival too late for dispatch by the vessel for which intended, such correspondence shall be dispatched by the first available steamship. In an appropriate case the envelope of the article shall be stamped “Too late.”

FOREIGN MAILS RECEIVED.

Receipt of mails at exchange office.

Comparison of sacks with waybills.

Sec. 624. Mails received at exchange post offices shall be treated and their contents disposed of in accordance with the convention and regulations of the last congress of the Universal Postal Union; such other conventions as are in force and the instructions in the current Official Postal Guide, together with special instructions issued from time to time by the Second Assistant Postmaster General, Division of Foreign Mails, and by other bureaus of the department having jurisdiction of the matters involved.

2. 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.

See sec. 632, joint regulations governing the treatment of dutiable matter.

Sec. 625. Foreign transit closed mails—that is, mails made up in one foreign country addressed to another and sent to the United States to be forwarded onward to destination—shall not be opened. (See secs. 506, 620, 628, 631, and 632.)

Foreign transit closed mails.—not to be opened.

2. Foreign transit closed 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. 628.)

—examination as to condition of.

Sec. 626. That all persons are prohibited from importing into the United States from any foreign country 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 an 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 printed paper that may be used as a lottery ticket, or any advertisement of any lottery. No such articles, whether imported separately or contained in packages with other goods entitled to entry, shall be admitted to entry; and all such articles shall be proceeded against, seized, and forfeited by due course of law. All such prohibited articles and the package in which they are contained shall be detained by the officer of customs, and proceedings taken against the same as hereinafter prescribed, unless it appears to the satisfaction of the collector that the obscene articles contained in the package were inclosed therein without the knowledge or consent of the importer, owner, agent, or consignee: *Provided*, That the drugs hereinbefore mentioned, when imported in bulk and not put up for any of the purposes hereinbefore specified, are excepted from the operation of this subsection.

Importation of obscene and lottery matter. 1922, Sept. 21; 42 Stat. 936.—prohibited.

—articles may be seized and forfeited.

—drugs imported in bulk excepted.

2. Postmasters shall watch the mails received from foreign countries, and if any sealed letters or packages therein are suspected to contain any matter or articles prohibited by paragraph 1 of this section, they shall be stamped or indorsed "Supposed to contain matter prohibited importation" and forwarded 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.

—disposition of articles supposed to contain prohibited matter.

3. Upon receipt of a letter or package at the office of delivery from an exchange office stamped or indorsed "Supposed to contain matter prohibited importation," the postmaster shall at once notify the nearest customs officer and the addressee of the receipt of such letter or package and set a time for the addressee to appear and open the same in the presence of the customs officer. If there is no customs officer located at the place where the letter or parcel is addressed for delivery, the same shall be opened in the presence of the postmaster, and if found to contain obscene or lottery matter shall be disposed of as provided in these Regulations, unless upon being opened the package is found to contain

in addition to such prohibited matter articles other than manuscripts, money, or postage stamps, in which latter event the package should be submitted to the nearest customs officer, as required by section 632. (See sec. 620.)

See sec. 1630 as to penalty for officer aiding in importing obscene matter; sec. 1631 as to penalty for importing lottery matter; sec. 632 as to matter liable or supposed liable to United States customs duties.

Matter addressed to lottery and fraudulent concerns. —held on order of Postmaster General, how treated.

Sec. 627. 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. 475), except that matter merely in transit across the territory of the United States shall not be detained under such orders.

See sec. 1157 as to orders forbidding certification of money orders.

AT DELIVERING OFFICES.

Treatment of foreign matter at offices of delivery.

Sec. 628. On receipt of foreign matter at the office of address it shall be delivered (see secs. 583 to 602), forwarded (see secs. 575 to 579 and 582), or advertised as unclaimed (see secs. 603 to 607), the same as domestic mail matter, except as herein provided.

See secs. 1004 to 1010, and 1019 as to registered matter; sec. 632 as to customs duties; sec. 631 as to copyright matter.

Postage due.

2. Postage due on unpaid or short-paid matter, as indorsed thereon at the exchange office (see sec. 624), shall be collected and postage-due stamps affixed, the same as in the case of domestic mail matter (see sec. 574).

See sec. 225 as to credit for value of postage-due stamps; sec. 620 as to unmailable matter.

Undeliverable or unclaimed foreign unregistered matter.

Sec. 629. Undelivered or unclaimed mail matter from foreign countries, except that originating in Canada and Mexico, other than parcel-post packages, which remains undelivered for 30 days from the date of its receipt at the post offices of destination, shall be marked to show the reason for its nondelivery, and sent to the proper United States exchange post offices for return therefrom to the countries of origin. In dispatching this matter to the exchange post offices it shall be made up in letter packages, bundles, or tie sacks, under facing slips or sack labels marked "—— Foreign. Rebutts."

Matter bearing requests of sender or business card.

2. Undelivered or unclaimed mail matter from all foreign countries bearing requests of the senders for its return in case of nondelivery by a certain date, or within a specified time, and that bearing the business card, names, addresses of the senders or designations of places in foreign countries, such as a post-office box, street and number, etc., without requests for their return in case of nondelivery in a specified time, shall be returned to the countries of origin directly through the United States exchange post offices, in the manner hereinbefore provided, at the expiration of the period of its retention indicated in the requests or where no time is mentioned at the expiration of thirty days from the date of receipt at the offices of destination,

3. Undelivered and unclaimed mail matter from Canada and Mexico, not bearing requests for its return nor the names or addresses of senders, shall be included in the returns sent to the Division of Dead Letters, as provided for in section 640. —from Canada and Mexico not bearing request.

4. Undelivered matter of foreign origin, having postage-due stamps affixed, shall be sent to the Division of Dead Letters, as required by sections 225 and 640. Matter having due stamps affixed.

5. Each piece of undelivered mail of foreign origin shall be marked "Rebut" (undelivered article) on the address side and the entire original address canceled, so as to avoid the possibility of the piece being dispatched a second time to the United States post office of destination. Each piece to be marked "Rebut."

See sec. 630 as to return of undelivered international parcel-post packages; sec. 632 as to return of undelivered dutiable parcels and supposed dutiable letters or sealed packages; sec. 1006 as to the return of undelivered registered matter.

Sec. 630. Parcel-post packages originating in foreign countries shall be delivered to addressees subject to the conditions prescribed in the Official Postal Guide. Parcel-post packages.—delivery of.

2. Those which can not be delivered, as well as those originating in the United States and returned as undeliverable, shall be treated as indicated in the Official Postal Guide. —undeliverable. treatment of.

Sec. 631. The joint regulations governing the treatment of dutiable and supposed dutiable articles received in the mails from foreign countries (see sec. 632) 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 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. Unsealed correspondence prohibited importation.—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. Sealed articles supposed to contain matter prohibited by copyright act.—treatment of.

Receipts of customs officers to be taken.

4: Receipt should be taken for articles submitted to customs officers 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.

JOINT REGULATIONS ADOPTED BY THE SECRETARY OF THE TREASURY AND THE POSTMASTER GENERAL GOVERNING THE TREATMENT OF MAIL MATTER RECEIVED FROM FOREIGN COUNTRIES INVOLVING THE CUSTOMS REVENUE.

Detail of customs officers; facilities to be provided, and information as to arrivals of mail furnished, by postmasters.

Sec. 632. In order to safeguard the revenue and expedite delivery of the mails, collectors of customs shall detail representatives for duty at exchange post offices and at other post offices to which mails of foreign origin may be forwarded for customs examination. Postmasters shall provide proper facilities for the treatment of such mails by customs officers and shall furnish them with information regarding prospective arrivals thereof.

Segregation of the mails.

2. (a) Customs officers shall be present at the opening and distribution of the mails and segregate all articles known or believed to contain merchandise or printed matter, including those mailed originally in the United States and returned for any reason. Such articles shall be stamped "Supposed liable to customs duty," except those which are to be redispached, without customs examination, under seal, from New York, San Francisco, and Seattle. (See par. 11 (c).) Articles subsequently found on examination to contain dutiable matter shall be stamped "Examined by U. S. Customs (office); Duty to be collected," in addition to having the entry form attached. Articles found not to contain dutiable matter shall be stamped "Passed free; U. S. Customs (office)," and the "Supposed liable" impression effectually canceled. Registered articles shall be segregated and treated only in the presence of an authorized representative of the postmaster. Unregistered parcel post articles, books and printed matter shall, when practicable, be delivered immediately to customs officers for examination.

Stamping.

Registered articles.

Parcel post.

When customs officers can not be present.

(b) When it is not possible for customs officers to be present, and in order that the mails may not be delayed unnecessarily, the segregation shall be made by postal employees. All articles known or believed to contain merchandise as indicated above shall be properly stamped and held by the postmaster for inspection by customs officers.

Reports to be made of unnecessary delays on part of customs.

(c) Unnecessary delay by customs officers in the treatment of articles submitted to them for examination should be reported to the Secretary of the Treasury by the postmaster.

Articles which escape examination at exchange office.

(d) Should an article supposed or known to be dutiable escape examination at an exchange post office of receipt, the postmaster handling it either in transit or for delivery, shall withhold delivery and submit the article to the nearest customs officer.

Mails in transit.

(e) Foreign mails in transit shall not be submitted for inspection by United States customs officers.

3. All sealed articles containing merchandise shall, on arrival in the United States, bear an indorsement "May be opened for customs purposes before delivery to addressee," or words of similar purport, and shall be treated as provided in paragraphs 9 (a) and (b), and 10 (a) and (b). Sealed articles not so indorsed, and which from their outward appearance and character are believed to contain merchandise, shall be treated as hereinafter provided. (See pars. 9 (c) and 10 (c).)

Sealed articles containing merchandise to bear indorsement authorizing examination of contents.

4. (a) Articles addressed to ambassadors, ministers, and chargés d'affaires representing foreign governments at Washington, shall be delivered to the addressees without submission to or intervention of customs officers.

Articles for ambassadors, etc.

(b) Sealed articles addressed to consular and other representatives of foreign governments not mentioned in the preceding paragraphs, bearing the seal of a foreign government or inclosed in its official envelope, and indicating from a casual examination, without breaking the seal, that they contain only official documents, shall be forwarded immediately to the addressees. Such sealed articles when believed to contain merchandise, and also unsealed articles so addressed, shall be treated as provided in these regulations for other articles of the respective classes.

Articles for consuls, etc.

(c) Articles containing merchandise of any character shall not be forwarded in diplomatic or other official pouches, as such articles are subject to the customs laws and regulations.

Matter not to be forwarded in diplomatic pouches.

5. Articles addressed to officials of the United States Government, known or believed to contain only official documents, shall be forwarded immediately to the addressees. Such articles, when known or believed to contain merchandise, shall be treated as provided in these regulations for other similar articles.

Articles for U. S. Government officials.

6. Regardless of the country of origin, customs declarations giving accurate statements of the contents and value shall accompany all parcel post packages and be pasted upon or securely attached thereto. There shall be inclosed in parcels containing books and printed matter, when forwarded by parcel post or otherwise, and in sealed articles containing merchandise imported under the provisions of paragraph 3, an invoice, in the case of commercial shipments, or statement, in the case of articles not purchased or consigned for sale, giving accurately the value of the contents, and the number of parcels covered thereby, for customs purposes. If impracticable to inclose such invoice or statement in a sealed article, it may be securely attached to the article. When the aggregate value of a single shipment, regardless of the number of parcels, exceeds \$100, customs entry will be facilitated by inclosing the consular invoice required by law. When this is inclosed, no other form of invoice or statement will be necessary. When an invoice or statement of value is necessary, the package which it accompanies shall bear the word "Invoice" on the address side.

Customs declarations and invoices.

Consular invoice.

7. Post-office, sea-post, railway postal, and terminal railway postal clerks shall scrutinize letters handled by them (particularly sealed envelopes which may contain narcotics or other merchandise), also newspapers mailed by other than pub-

Postal employees to scrutinize matter of foreign origin handled by them.

lishers, and packages, sealed and unsealed, of foreign origin, including matter from Canada, Cuba, Mexico, the Republic of Panama, and United States postal agencies, naval vessels and naval stations abroad, whether or not such articles are marked "Supposed liable to customs duty." Railway postal, sea-post, and terminal railway postal clerks shall forward supposed dutiable articles to the post office nearest the end of their run, or nearest their terminal railway post office at which there is a customs officer, in locked pouches, sealed sacks, or envelopes, labeled "For customs inspection." Supposed dutiable articles shall not be stamped or otherwise treated by railway postal or terminal railway postal clerks. The postmaster, upon receipt of the supposed dutiable articles shall treat them in accordance with these regulations.

Disposition of supposed dutiable matter by R. P. O. and seapost clerks.

Make-up packages of letters may be forwarded intact.

8. Packages of letters labeled to "states," "cities," or to R. P. O. lines may be forwarded intact, provided the address label or wrapper be stamped "Supposed liable to customs duty." Postal employees shall treat such mail in accordance with the instructions in paragraph 7.

Articles for delivery to addressees at exchange post offices.

9. (a) Sealed articles *indorsed as required in paragraph 3* and unsealed articles, supposed liable to customs duty, for delivery to addressees at exchange post offices or at distributing offices to which the mail may have been reforwarded in accordance with the special distribution scheme, for treatment, shall be opened by customs representatives (registered matter and sealed matter only in the presence of a representative of the postmaster) contents examined, appraised, duty assessed, and entry form attached, when dutiable and when the value does not exceed \$100, after which such articles shall be retained by, or returned to, the postmaster for delivery or appropriate treatment under the postal regulations, except as indicated in paragraph 17, relating to matter subject to seizure. When the aggregate value of one or more packages composing a shipment from one sender to one addressee exceeds \$100, the addressee shall be notified by the postmaster to make formal customs entry.

Shipments over \$100 in value.

Sealed articles to be reenvoloped after treatment by customs.

(b) Immediately after customs treatment, sealed articles, except those opened by or in the presence of the addressee and delivery effected at the time of such opening, shall be inclosed in special penalty envelopes readdressed and resealed by postal employees in the presence of the customs representative who participated in the opening thereof. Both persons shall sign or initial the envelope in all cases; and when the article is found in bad order, shall note on the envelope, over their signatures, the exact nature of its condition.

Sealed articles not bearing necessary indorsement.

(c) When a sealed article believed to contain merchandise *is not indorsed as required by paragraph 3*, the postmaster shall notify the addressee (see par. 16) to appear and open it in the presence of postal and customs representatives, and submit it to the customs representative, but only after receipt has been given in the case of a registered article. Such sealed articles shall be retained by the postmasters until opened by the addressees, except as provided in paragraph 17 relating to seizures. If the

article shall be found to contain only written communications, money, genuine postage stamps, facsimiles of canceled foreign or domestic postage stamps, or merchandise not exceeding \$1 in value, or on which the duty or fine is less than 25 cents, apparently intended as gifts, or presents, it may be delivered to the addressee. If other merchandise is found, the article shall be re-enveloped (see par. 9 (b)), marked "Not indorsed as required by departmental joint regulations," and treated as undeliverable mail to be disposed of in accordance with the Postal Regulations, except as provided in paragraph 17.

10. (a) Sealed articles *indorsed as required in paragraph 3*, and all unsealed articles, supposed liable to customs duty, received at exchange post offices (except New York, San Francisco, and Seattle; see par. 11) or at distributing offices to which the mail may have been redispached for customs treatment, for delivery to addressees at points outside the delivery limits of such offices, shall be treated from a customs standpoint as provided for similar articles in paragraph 9 (a) and (b), except as to articles exceeding \$100 in value and dispatched by the postmaster to destination.

Articles for delivery to addressees beyond the delivery limits of exchange offices (except New York, San Francisco, and Seattle).

(b) When a single shipment as described in paragraph 9 (a) exceeds \$100 in value, or includes articles of a fragile nature, and is addressed for delivery at a point where a customs officer is located, the customs officer handling the shipment at the exchange office of first receipt shall inclose, in lieu of the mail entry, a special customs card Form No. 3511 in the entry form envelope addressed to the collector of customs in care of the postmaster at destination; attach the envelope to the package and return it to the postmaster for dispatch to destination. When the shipment consists of more than one package, customs label Form 3435 shall also be used. The postmaster at destination shall submit such packages to the customs officer, who shall treat them as required in paragraph 9 (a), sign the special card form and return it to the issuing collector. When addressed to a point where there is no customs officer located, the postmaster at the office of first receipt shall notify the addressee to make formal entry as required in paragraph 9 (a) or to designate some person to act for him.

Shipments over \$100 in value.

(c) Sealed articles believed to contain merchandise and *not indorsed* as required by paragraph 3 shall be retained by the postmaster, who shall notify the addressee in each case that the article is not so indorsed and to appear and open it for customs examination, or designate in writing some other person to do so. (See par. 16.) The collector of customs or his representative may be so designated. The articles shall then be treated in the manner provided in paragraph 9 (c) for similar articles.

Sealed articles not bearing necessary indorsement.

11. (a) Articles of all classes supposed liable to customs duty received at the exchange post offices of New York, San Francisco, and Seattle, for delivery to addressees within the delivery limits of such offices, shall be treated as provided in paragraph 9.

Articles for delivery to addressees at New York, San Francisco, and Seattle.

—for delivery within the distribution districts of these offices.

(b) When for delivery outside the delivery limits of said offices, but within their distribution districts (as shown in the special distribution scheme), such articles shall be given customs treatment as provided in paragraph 9, and returned to the postmaster for dispatch to destination. Single shipments exceeding \$100 in value, including articles of a fragile nature, shall be treated in accordance with paragraph 10 (b) and (c).

—for delivery outside the distribution districts thereof.

(c) All articles for delivery at points outside the distribution districts of these three exchange offices shall be left in the custody of the postmaster, without customs examination, for redispach to other distributing post offices in accordance with the special distribution scheme, in sealed sacks, sealed Post Office Department penalty envelopes, or sealed registered sacks or jackets, as may be appropriate. No mail matter other than articles supposed to be liable to custom duty shall be sent in such dispatches. The sack labels or address side of penalty envelopes or jackets shall be conspicuously marked "Supposed liable to custom duty; treat in accordance with section 632, Postal Laws and Regulations." Upon receipt at the distributing post offices, the dispatches shall be opened in the presence of customs officers and the mail handled as provided in paragraphs 9 and 10.

Advice as to dispatches.

(d) The dispatching postmaster shall forward by the same mail, not registered, apart from the dispatches to which they relate, card notices advising the collector of customs as to the respective number of sacks, envelopes, and jackets forwarded, the date, and the R. P. O. or number of train by which dispatched. The dispatches shall be addressed to the main post office at which the customs officer is located, and not to a post-office station unless a customs officer is located at such place or contiguous thereto.

Care to be exercised in repacking of parcels.

12. (a) Postal and customs employees shall exercise proper care in repacking the contents of parcels examined by them. Where it can be shown that an article has sustained damage as the result of improper repacking, the negligent employee will be held responsible for the damage. When packages are received in damaged condition by postal employees notation shall be made on the address side of the wrapper showing the nature and extent of the damage, to be followed by the signature of the employee making the written statement.

Affixing entry forms.

(b) Envelopes containing entry forms shall be so affixed to mail articles that they will not become mutilated or detached in transit. When possible, they should be placed under and attached to the twine used in wrapping the parcel, where the twine crosses on the address side. Upon receipt of such mail articles with entry form attached, postmasters shall make appropriate record for tracing and accounting purposes. Any postmaster receiving or handling an article from which the entry form has become detached shall endeavor to locate the entry form and reafix it to the article; and if unable to do so, shall hold the article and communicate with the collector of customs at the office where the article was examined, as shown by the stamp thereon.

Postmasters to collect duty and forward same to customs officer.

13. (a) Postmasters and Navy mail clerks or assistants, upon delivery of dutiable articles to addressees, shall collect the duty (or fine) and immediately forward same, with the mail entry, as

directed thereon, accompanied by customs receipt Form 3437 in triplicate, in penalty envelope, by registered mail, to the customs officer who issued the entry. The customs officer shall promptly acknowledge receipt.

(b) Customs officers shall review, weekly, the record of entries issued by them and make prompt request of delinquent postmasters on customs Form 3439 to account for such entry forms as have not been returned, with the duty, at the expiration of 30 days after the date issued. Should the postmaster fail to make such accounting, the customs officer issuing the mail entry shall report the facts to the Chief Inspector, Post Office Department, Washington, D. C., for investigation. Deputy collectors in charge will make such requests and reports through the headquarters ports. The Chief Inspector shall promptly advise the collector of customs of the result of the investigation.

Failure of postmaster to make prompt returns.

(c) Entries covering undelivered dutiable articles shall be returned to the collector of customs who issued same, after first being marked by postmasters to show the reason for nondelivery of the articles and the disposition made thereof. The parcels shall be similarly marked to show why delivery was not made and forwarded to the proper exchange post office for return to the country of origin, unless the contents thereof are liable to deterioration or corruption, in which case they may be destroyed by the postal officials, if having no commercial value. If having commercial value, they shall be delivered, with the mail entries covering the same, to the nearest customs officer for disposition as unclaimed or seized articles. The customs officer receiving and disposing of such articles shall make proper notation on the mail entry and return it to the customs officer who seized it. Appropriate note should be made in the post-office record. (See par. 12 (b).)

Entries covering undelivered articles.

—articles liable to deterioration.

(d) When an article covered by a mail entry is redirected to another post office, the postmaster at the forwarding office shall notify the customs officer who issued the entry, and shall enclose the entry in a properly readdressed penalty envelope securely attached to the article covered thereby.

—affixed to articles forwarded.

14. Amounts collected on mail entry forms can not be refunded by postmasters. Should an addressee be dissatisfied with the charges he should notify the postmaster in writing, who shall hold the package and report the facts to the collector of customs who issued the entry, forwarding such papers or statements as the addressee may submit.

Duty not to be refunded by postmasters.

15. Navy mail clerks, or assistants, shall mark with the words "Supposed liable to customs duty" all articles addressed for delivery in the United States or any of its possessions, mailed on board United States naval vessels, which may contain matter subject to United States customs duty. All articles of foreign origin received for delivery on board United States naval vessels, in the waters of the United States, which may contain matter subject to United States customs duty, but not marked "Supposed liable" thereto, and not showing evidence of having been passed upon by United States customs officers, shall be

Navy mail service.

marked "Supposed liable to customs duty" and forwarded to the nearest collector of customs for treatment in accordance with these regulations. If the vessel is in foreign waters, articles may be delivered without submission to customs officers or the collection of duty; and if accompanied by mail entry such form shall be indorsed to show that the vessel was in foreign waters when delivery was made and then returned to the customs officer who issued it.

Failure of addressee to respond to notice.

16. (a) If the addressee fails to respond within 30 days to a notice sent him as required by paragraph 9, 10, or 11, the article shall be treated as undelivered, except in the case of a registered article, which, under the Postal Regulations, is required to be held for a longer period; and except also as provided in paragraph 17 for articles subject to seizure.

"Refused" articles.

(b) If the addressee of an article declines to accept delivery, it shall be rewrapped or reenveloped, marked "Refused," and treated as other undeliverable mail matter, except as provided in paragraph 17 for articles subject to seizure. In the case of registered matter, the receipt also shall be marked "Refused."

Delivery to customs of articles not returned to country of origin.

(c) If for any reason an undelivered article known or supposed to be dutiable 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.

Articles liable to seizure.

17. (a) Articles arriving at a post office where no customs officer is located, and with respect to which the postmaster may have information as to their seizable character, shall be detained by the postmaster, and forwarded to the nearest customs officer for appropriate treatment under the customs laws and regulations. Sealed articles not indorsed as required by paragraph 3 should first be opened by the addressees. In the case of registered articles, the addressee's receipt should be obtained.

—brought into the United States contrary to law and placed in the mails.

(b) Articles brought into the United States contrary to law and placed in the mails shall, upon the production to the postmaster or postal employee of satisfactory evidence to that effect, be marked "Imported contrary to law; seizable." Unsealed articles, not registered, when so marked, shall be delivered immediately to the nearest customs officer to be treated as required by the customs laws and regulations. Sealed articles and all registered articles, when so marked, shall be forwarded to the post office of delivery to be opened by the addressee (after receipt has been given in the case of a registered article) in the presence of the postmaster, who shall then deliver the article to the nearest customs officer for treatment as provided above for unsealed articles. If the addressee refuses to receipt for or open the article, it shall be delivered to the customs officer for disposition under the customs laws and regulations.

—prohibited importation.

(c) All articles which are prohibited importation and all articles subject to seizure as being imported or brought into the United States in any manner contrary to law, including articles subject to seizure under the customs laws because of a false or fraudulent invoice or declaration covering the same, or for any wilful act or omission on the part of any consignor, seller,

—under fraudulent invoice.

owner, importer, consignee, or agent, by means whereof the United States shall or may be deprived of the lawful duties, shall be immediately taken and held by customs officers for appropriate treatment under the customs laws. All articles known or believed to contain merchandise of which the addressee refuses to take delivery, or declines to make formal entry when requested by the customs officer in cases where the appraised value exceeds the value shown in the declaration or entry, shall be delivered to customs officers for treatment under the customs laws, upon production to postmasters of satisfactory evidence of fraudulent intent on the part of any of the persons mentioned in this section. In all cases where articles are seized by customs officers they shall notify the addressee of that fact and the reason therefor. Such reason shall be noted also on the receipt covering registered matter.

—of which addressee refuses to take delivery or make entry.

18. The requirements of the customs laws regarding the marking of imported merchandise shall be strictly enforced. Customs officers shall place in the envelope containing the mail entry full instructions to postmasters for the marking, stamping, branding, or labeling, of all articles not marked, stamped, branded, or labeled as required by law, and which are addressed for delivery at a point other than the point where the mail entry covering the same is issued. Postmasters shall require such articles to be marked, stamped, branded, or labeled in accordance with the instructions before delivery. On failure of an addressee to comply with the requirements indicated in the instructions, the article and mail entry shall be treated as required in paragraph 13 (c) for undelivered articles.

Merchandise to be marked and stamped by addressees in accordance with customs laws.

19. Postmasters and other postal employees shall permit customs officers to examine newspapers received in the mails from foreign countries as often as they may desire to do so, and shall assist in such examinations when necessary.

Examination of newspapers.

20. Postal and customs officers and employees shall keep themselves informed as to the laws and regulations covering obscene and lottery matter, copyrighted, trade-marked, and other articles prohibited importation in the mails. The importation of intoxicating liquors, opium, morphine, cocaine, and other narcotics by mail is prohibited. (See par. 17 (c).) Plants and plant products, including seeds and bulbs of all kinds for, or capable of, propagation may be imported into the United States only under conditions set forth in the plant quarantine act, amendments thereto and regulations thereunder. All such articles must be submitted to customs officers for fulfillment of the requirements of the law. Viruses, serums, toxins, and other biological products covered by the act of July 1, 1902, may be imported only in accordance with the provisions of the act and the regulations thereunder, and shall therefore, in all cases, be submitted to customs representatives, who shall, before returning the merchandise to the country of origin, communicate with the addressee to determine whether such importations are in com-

Employees to keep informed as to laws and regulations governing importations by mail.

pliance with the law and regulations. (See secs. 460, 467 to 478, 506, 626, 627, and 631.)

NOTE.—Instructions applicable to the foregoing and to other articles prohibited importation, or requiring special treatment, based on postal and customs laws and regulations, and also list of post offices where customs officers are located, will be found in the current Official Postal Guide.

CHAPTER 5.

NAVY MAIL SERVICE.

Navy mail clerks.
 1908, May 27;
 35 Stat. 417.
 1912, Aug. 24;
 37 Stat. 560.
Appointments.
Duties.

Oaths.

Compensation.

Bond.
 1912, Aug. 24;
 37 Stat. 554.

Duty with expeditionary force ashore.
 1917, Mar. 4;
 39 Stat. 1188.

—at stations and shore establishments.
 1918, July 1;
 40 Stat. 718.

Post offices to which branch offices in charge of Navy clerks are attached.

Sec. 633. 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, 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 \$500 per annum and in that of assistant mail clerks not to exceed \$300 per annum, as may be determined and allowed by the Navy Department.

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.

3. 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" with the expeditionary forces on shore.

4. Enlisted men of the United States Navy (or Marine Corps) may, upon selection by the Secretary of the Navy, be designated as "Navy mail clerks" and "Assistant Navy mail clerks" for duty at stations and shore establishments under the jurisdiction of the Navy Department where the services of such mail clerks and assistant mail clerks are necessary.

5. Branch post offices in charge of Navy mail clerks or assistant Navy mail clerks on board naval vessels, or with the expeditionary forces on shore, shall be attached to the post office at New York, N. Y. Branch post offices in charge of Navy mail clerks or assistant Navy mail clerks established at stations and shore establishments under the jurisdiction of the Navy Department in this

country and its possessions shall be attached to the nearest post office of the first or second class.

NOTES.—The words in parentheses were added by act of August 24, 1912. Notes.

Detailed instructions for the guidance of Navy mail clerks, assistant Navy mail clerks, and mail orderlies are issued by the Post Office Department and furnished each clerk and orderly charged with the duty of handling the mail.

See sec. 948 as to make-up and dispatch of registered mail; sec. 950 as to transmission of registered mail to and from naval vessels; sec. 949 as to billing registered matter; sec. 1079 as to money-order service; Official Postal Guide as to naval vessels and stations where Navy mail service is in operation; sec. 632 as to treatment of matter supposed liable to customs duty.

CHAPTER 6.

LOSSES OF AND DAMAGE TO MAIL MATTER: COMPLAINTS AND INVESTIGATIONS.

Sec. 634. 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 or others of, or damage to, any article of mail matter: Loss or improper treatment of mail matter.

(a) The loss or rifling of, tampering with, or damage to domestic registered mail shall be reported to the post-office inspector in charge of the division in which the post office of mailing is located. The wrong delivery of domestic registered mail shall be reported to the post-office inspector in charge of the division in which the post office where the irregularity occurred is located. Complaints at first or second class offices should be made on Form 565, and those at third or fourth class offices on Form 1510, or by letter. Whenever available the envelope or wrapper should be submitted, and in cases of damage to the contents the damaged article and packing material should be retained if practicable until the investigation is completed. Domestic registered 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 and disposition, domestic registered mail.

(c) A complaint of the loss of registered mail addressed to any foreign country except Canada, or of the failure to receive a return receipt therefor, if made to a postmaster at a first or second class office, should be made on old Form H (Form 542) or new Form I (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 direct to the Chief Inspector. The postmaster at the exchange office Loss of registered mail addressed to foreign countries.

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 is made to a postmaster at a third or fourth class office, it should be made on Form 1510 and the form forwarded direct to the Chief Inspector.

Inquiries for registered, insured, and ordinary mail addressed to Canada.

(d) Inquiries received at any post office in this country for registered, insured, and ordinary mail addressed to Canada shall be procured on Form 1510, the particulars of dispatch from the office of origin and other appropriate data entered on the back, and the form forwarded by the postmaster to the postmaster at the office of address in Canada. The usual official penalty envelope furnished postmasters should be used and particular care taken to enter thereon the name of the Province in Canada in which the office of address is located. When a reply is received from Canada, the complainant should be advised of the result of the inquiry. If the complaint relates to registered mail and it has not been delivered in Canada, all papers must be forwarded to the Chief Inspector for further attention. If the complaint relates to insured mail and the article is not accounted for an application for indemnity (Form 3812) should be filled out and sent to the proper Canadian District Superintendent of Postal Service. In case a reply is not received to an inquiry directed to a Canadian postmaster within a reasonable time, a duplicate Form 1510 should be prepared and forwarded to the Chief Inspector with a notation showing the date on which the original inquiry was forwarded. Canadian postmasters will forward their inquiries through district superintendents in Canada, and when received by postmasters in this country it shall be determined by inquiring of the addressee and consulting the office records, if necessary, whether the mail in question has been delivered and appropriate reply made promptly, including the date of delivery, if delivered, unless it is not possible to show the date, when a statement to that effect should be added. The Canadian service will use a form similar to Form 1510, and the forms should be returned, with reply, to the point from which received. When the report received from Canada is to the effect that ordinary mail has not been delivered to the addressee, first and second class post offices shall jacket the complaint on Form 651 and forward the papers to the inspector in charge of the division in which the post office where the article was mailed is located. Third and fourth class post offices shall forward Form 1510 and other papers, if any, to the inspector in charge of the division in which the post office where the article was mailed is located. Inspectors in charge shall give the cases the same treatment accorded complaints of losses of ordinary mail in the domestic service.

Articles mailed in foreign countries.

(e) When complaints are made of the loss of registered articles mailed in foreign countries addressed to the United States, or in transit through the United States, the complainants should be requested to have the senders make complaint at the office of mailing. If the investigation in the foreign service discloses that the articles were dispatched to this country, the foreign postal administration will furnish the particulars of dispatch and request that the investigation be continued by this department.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §634

(f) 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 direct to the Chief Inspector. With all complaints of the rifling, delay of, or damage to, mail, the envelope or wrapper should be submitted, if possible.

Complaints, foreign registered mail, how made.

(g) Postmasters at exchange offices shall report to the Chief Inspector, with full particulars of the mail involved, where upon the exchange of bulletins of verification it is determined that a loss of or damage to mail matter dispatched from the United States has occurred.

Reports from exchange offices.

(h) Complaints of the loss or rifling of domestic mail of any class, not registered, should be made on Form 1510 and forwarded to the inspector in charge of the division in which the article was mailed. When a complaint is forwarded from a post office of the first or second class, it should be accompanied with "B" jacket, Form 651. Before concluding that a complaint represents loss of mail, inquiries shall be made to determine whether it has been delivered, held at office of mailing or address for any reason, or missent (when probable). The post office preparing the "B" jacket shall see that suitable inquiries have been made and replies inclosed. Indemnity applications required by section 1072 are independent of the action prescribed above.

Loss or rifling.—ordinary, special-delivery, insured, and C. O. D. mail.

(i) Complaints of the wrong delivery of or tampering with ordinary domestic mail, including parcel post, insured or C. O. D., or special-delivery mail, shall be reported on Form 1510, or by letter, to the inspector in charge of the division in which the irregularity is known to have occurred, or, if not known, to the inspector in charge of the division in which the mailing office is located. The envelope or wrapper should be submitted, whenever available.

Wrong delivery or tampering.

—ordinary, special-delivery, insured, and C. O. D. mail.

(j) Complaints of the missending, delay, or damage, while in transit, of ordinary and special-delivery mail shall be reported to the division superintendent, Railway Mail Service, of the division in which the irregularity is known to have occurred, or, if not known, to the superintendent of the division in which the mailing office is located. Complaints of the missending, delay, or damage in post offices of ordinary and special-delivery domestic mail shall be reported to the First Assistant Postmaster General in the case of first-class offices and to the inspector in charge of the division in which the office is located in the case of second, third, or fourth class offices. These reports should be made on Form 1510 or by letter, and the envelope or wrapper submitted therewith, if possible. Complaints of damage to insured or C. O. D. mail should be submitted on Form 3812, as directed in section 1075 accompanied with the wrapper or cover, wherever practicable.

Transit, missending, delay, or damage.

—ordinary, special delivery.

Office, missending, delay, or damage.

—ordinary, special delivery.

(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

Damage to mail sacks and pouches.

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 proper inspector in charge with full description.

Ordinary foreign mail.

(l) Complaints of the loss, except to Canada, rifling, wrong delivery, delay, or damage of ordinary foreign mail should be made on Form 1510 and the form forwarded direct to the Chief Inspector. (See par. (d) concerning ordinary mail to Canada.)

Other mistreatment, domestic and foreign.

(m) 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.)

Extraordinary loss or damage.

(n) All cases of 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, occurrence, or depredation of consequence requiring the immediate attention of inspectors, shall be reported promptly by telegram, if possible, to the post-office inspector in charge of the proper division. (See sec. 328 as to the robbery of a post office.) Also an immediate report by letter shall be made to the same inspector in charge, giving, if possible, all the facts and circumstances connected with the irregularity. Full particulars regarding registered mail lost or rifled should be reported, and if the loss includes the mail key the number should be given. (See sec. 1463.) The inspector in charge shall, when the circumstances warrant, report the matter to the Chief Inspector by telegraph.

Philippine Islands.

(o) 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 other improper treatment by postal employees of or damage to any article of mail matter, registered or ordinary. All losses or mistreatment of mail matter passing between this country and the Philippine Islands should be reported to the Chief Inspector.

Unauthorized settlements and concealments of knowledge for-bidden.

2. Other than taking the usual action toward effecting settlement in the regular way through the payment of claims for indemnity, postmasters and other postal employees shall not make, nor attempt to make, settlements in whole or in part direct with patrons of the postal service on account of loss, depredation, delay, wrong delivery, or other mistreatment of mail matter unless specially authorized so to do; nor shall they conceal any known facts or circumstances concerning a depredation upon or loss of mail matter.

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

Sec. 635. The loss or rifling of or damage to registered and other mail (reported under sec. 634) shall be investigated by the Chief Inspector, who shall ascertain the facts.

Payment of indemnity.

2. In case the facts ascertained by the Chief Inspector establish a loss, rifling, or damage of mail for which indemnity is claimed and no recovery can be made without materially delaying the payment of such indemnity, the Chief Inspector shall transmit the

case to the Third Assistant Postmaster General for certification or rejection of the claim.

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 agents 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 procedure shall be had:

(a) If the loss is chargeable to a mail contractor or railway postal clerk, the Chief Inspector shall report the facts 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 of such fine or character of disciplinary action taken or proposed to be taken, 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 proceedings shall be had, he shall submit all the facts to the Solicitor for the Post Office Department, with a request for advice whether suit shall be brought by the United States for the recovery of the amount involved. Upon receipt of the reply of the Solicitor the Chief Inspector shall, if he deem proper, prepare the request of the Postmaster General upon the Solicitor of the Treasury that suit be brought against the person or concern held responsible and against his or its surety or sureties, 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.

CHAPTER 7.

DEAD MAIL MATTER.

WHERE TO BE SENT.

Undeliverable and unmailable matter, where forwarded.

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

Dead letters in certain States to be sent to New York, N. Y., Chicago, Ill., and San Francisco, Calif.

Third and fourth class matter of obvious value.

Classification of dead matter.

Sec. 636. Undeliverable and unmailable matter which is not returned to senders from post offices shall be forwarded by postmasters and other employees of the postal service to the First Assistant Postmaster General, Division of Dead Letters, unless otherwise provided.

2. (a) Such matter originating in or reaching any post office in the Territory of Hawaii shall be forwarded to the post office at Honolulu; in the Virgin Islands of the United States and in Porto Rico, to the post office at San Juan. Such matter originating in the Philippine Islands shall be forwarded to the post office at Manila.

(b) Such matter of the first class reaching any post office in the States of New York, Maine, Massachusetts, New Hampshire, Vermont, Connecticut, and Rhode Island shall be sent to the dead-letter branch at the New York (N. Y.) post office, and such matter of the first class reaching any post office in the States of Illinois, Indiana, Michigan, Minnesota, Wisconsin, North Dakota, South Dakota, Iowa, Missouri, Kansas, Nebraska, Montana, Wyoming, and Colorado shall be sent to the dead-letter branch at the Chicago (Ill.) post office, and such matter of the first class reaching any post office in the States of California, Oregon, Washington, Idaho, Nevada, Arizona, Utah, New Mexico, and the Territory of Alaska shall be sent to the dead-letter branch at the San Francisco (Calif.) post office. (See secs. 645 to 653.)

3. 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 postmaster at the office where the division superintendent of Railway Mail Service is located (except Cleveland, Ohio, and Pittsburgh, Pa.) that includes the State, Territory, or part of a State in which the office of detention is located, except that such matter detained at offices in the lower peninsula of Michigan shall be sent to the postmaster at Chicago, Ill., and that matter addressed to foreign countries, posted in violation of law or treaty stipulations, and undelivered parcels detained in the third division, Railway Mail Service, shall be sent to the Division of Dead Letters.

MAKING RETURNS FROM POST OFFICES.

Sec. 637. 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 or branch thereof, 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 made up as follows:

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §638

(a) Unclaimed matter: That which is not called for and can not be delivered or returned as provided in sections 529 and 610 to 614, other than matter of the second class, treated as waste paper, as provided in sections 613 and 619. —unclaimed.

(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 612 and 618. —refused.

(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. 581.) —fictitious.

(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. —illegible.

(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. 610 and 610.) —hotel.

(f) Obscene and scurrilous matter: That which inadvertently reaches the office of delivery, but of which delivery is forbidden by sections 470 and 471. (See sec. 580.) —obscene and scurrilous.

(g) Lottery matter: Circulars or other matter concerning lotteries, gift concerts, or similar enterprises offering prizes, which are unavailable under the provisions of section 473. (See sec. 580.) —lottery.

See sec. 532 as to matter to be sent from mailing offices; sec. 628 as to matter of foreign origin.

Sec. 638. Unclaimed mail matter shall be held at post offices of the fourth class for one month and at all other offices (except as hereinafter provided) two weeks and then if undelivered shall be sent to the Division of Dead Letters or to a designated branch thereof if of the first class and of domestic origin, or to the postmaster at the office where the division superintendent of Railway Mail Service is located 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 offices once a week. —Unclaimed matter. —retention and subsequent disposition.

2. With the exception of postal cards and post cards, city carriers' returns of first-class ordinary mail matter of domestic origin which do not bear the senders' return requests, and also noncard letters, addressed simply to a city delivery office but without local street or other address and without the words "General delivery," "Transient," or other indication that the addressee is a transient patron, shall be given directory service, and if addresses the correctness of which is reasonably certain are not found shall be held one week and sent to the Division of Dead Letters or a designated branch thereof in regular periodical returns. All letters on hand at the time of the return shall be included therein. —not senders' request. bearing return request.

3. At letter-carrier offices ordinary, first-class, noncard letters or parcels of domestic origin specifically addressed to the general delivery or bearing the word "Transient" or other indication that —"general delivery" matter.

the addressee will call at the general delivery for his mail shall, if not delivered at the expiration of 10 days, be sent to the Division of Dead Letters or a designated branch thereof in regular periodical returns.

Unclaimed matter at post offices in Hawaii, Porto Rico, and the Philippines.

Sec. 639. Postmasters in the Territory of Hawaii shall transmit to the postmaster at Honolulu and postmasters in Porto Rico and the Virgin Islands of the United States to the postmaster at San Juan, and postmasters in the Philippine Islands to the postmaster at Manila all matter and reports required by these regulations to be sent to the Division of Dead Letters and to the post offices at division headquarters of the Railway Mail Service.

—disposition by States in groups.

2. Postmasters in the States of New York, Maine, Massachusetts, New Hampshire, Vermont, Connecticut, and Rhode Island shall transmit to the postmaster at New York, N. Y., and postmasters in the States of Illinois, Indiana, Michigan, Minnesota, Wisconsin, North Dakota, South Dakota, Iowa, Missouri, Kansas, Nebraska, Montana, Wyoming, and Colorado shall transmit to the postmaster at Chicago, Ill., and postmasters in the States of California, Oregon, Washington, Idaho, Nevada, Arizona, Utah, New Mexico, and the Territory of Alaska shall transmit to the postmaster at San Francisco, Calif., all matter and reports required by these regulations to be sent to the Division of Dead Letters.

Making up and transmitting returns of unclaimed matter. —postmarking.

Sec. 640. In making up returns to be sent to the Division of Dead Letters, to branches thereof, and to post offices at division headquarters of the Railway Mail Service, every piece of mail matter should be postmarked by stamp or hand with the name of the post office and the date of sending.

Matter bearing postage - due stamps.

2. Matter bearing postage-due stamps which can not be delivered (see sec. 574) shall be tied in one package, with a written statement as to the amount of such postage-due stamps, and inclosed in a separate wrapper or 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. 225 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.

Advice to be sent.

3. A memorandum giving the date and number of pieces transmitted shall be sent from other than letter-carrier offices with every return.

List of third-class matter of obvious value and of fourth-class matter to be sent.

4. 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, shall 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." Copy of list shall be retained for reference.

Dispatch of return.

5. The whole return shall be wrapped and securely tied in one parcel 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 a return of first-class matter is too bulky to be tied in one parcel a pouch shall be used, so that all the matter will be received together; but returns of third-class and parcel-post matter shall be inclosed, as far as practicable, in locked mail sacks equipped with locking cord fasteners. Returns from letter-carrier post offices shall be registered only when a claim for credit for the value of due stamps is included therewith.

6. Hotel and fictitious matter shall be accompanied with a statement showing the number of pieces transmitted and sent separately from other unclaimed matter. Hotel and fictitious matter.

7. Postmasters at letter-carrier 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. Dead-letter bills.

Sec. 641. 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 may deliver such matter to the proper claimants, and take receipts therefor upon blanks provided for the purpose. They should make every effort to match or identify money or articles found with losses or deficiencies in registered, insured, collect-on-delivery, 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 six months shall be disposed of by the postmasters at division headquarters of the Railway Mail Service by public sale, except that such matter found in the Washington (D. C.) post office shall be sent each month to the Division of Dead Letters for disposal. 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. —to be retained three months, at what offices. —record 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). —effort to deliver.

3. Weekly returns shall be made to postmasters at 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. —articles of merchandise.

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). —forwarding of, to Division of Dead Letters.

3. Weekly returns shall be made to postmasters at 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. —weekly returns of, at what offices.

Treatment and disposition at offices not located at division headquarters, Railway Mail Service.

4. 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 or a branch thereof, 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 postmaster at the office where the division superintendent of Railway Mail Service is located that includes the State, Territory, or part of a State in which their respective offices are located, except that such matter detained at offices in the lower peninsula of Michigan shall be sent to the postmaster at Chicago, Ill., and that found in the third division, Railway Mail Service, shall be sent to the Division of Dead Letters.

See sec. 634 as to report of complaints, and damage, loss, theft, etc., of mail; sec. 328 as to report of robberies of post offices.

Returns of unmailable matter.—first class offices daily; other offices weekly.

Sec. 642. 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 branches, or to post offices at division headquarters of the Railway Mail Service of all unmailable matter received through the mails and on hand at the time of return (see sec. 580), which is not directed to be disposed of otherwise (see sec. 532).

See sec. 531 as to unmailable matter at mailing offices; sec. 562 as to offices in transit.

Making up and transmitting unmailable matter.—list of.

Sec. 643. Each return of unmailable parcels shall be accompanied with a list of such matter on Form 1522 or 1522 $\frac{1}{2}$, the full name and address on each parcel to be given as nearly as possible; but matter of the first class should be accompanied with a statement only of the number of pieces transmitted and sent 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, to branches thereof, 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 615, 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.

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §647

5. Unmailable matter shall not be sent with returns of ordinary unclaimed matter.

See secs. 994 and 997 as to unclaimed registered matter; sec. 600 as to delivery of valuable letters received from Division of Dead Letters.

TREATMENT.

Sec. 644. (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: *Provided*, That when letters are returned from the Dead Letter Office to the writers, a fee of 3 cents shall be collected at the time of delivery, under such rules and regulations as the Postmaster-General may prescribe.

Return of undelivered letters to writers.
1920, Apr. 24;
41 Stat. 833.

See sec. 608 as to time of retention in post offices.

Sec. 645. All matter unclaimed by the addressees and undelivered matter of every character reaching the Division of Dead Letters and the branches thereof 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 First 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.

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

All registered matter to be returned.

2. The fee of 3 cents for the return of letters to writers which do not bear the card address of the sender shall be collected by means of postage-due stamps to be affixed by postmasters to such letters before delivery, and the amount to be charged shall be indicated on official or penalty envelopes before dispatch to post offices from the Division of Dead Letters or its respective branches.

Fee of 3 cents to be collected.

Sec. 646. 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 or the postmasters at the branches of the 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.

DISPOSITION OF VALUABLE INCLOSURES AND LETTERS CONTAINING THEM.

Sec. 647. All letters of domestic origin which cannot be delivered by postmasters shall be sent to the Post Office Department or to a post office designated by the Postmaster General and such as contain inclosures of value, other than correspondence, shall be recorded. If the sender or addressee cannot be identified, such letters shall be held for a period of one year awaiting reclamation. If within one year they have not been claimed, they shall be disposed of as the Postmaster General may direct. All other undeliverable letters shall be disposed of without record and not held for reclamation.

Dead letters containing valuable inclosures.
R. S. § 2933.
1916, July 28;
39 Stat. 418.
—record of.
—disposition.

Government securities, disposition of, when not reclaimed.

2. Unregistered Government bonds, Government-bond coupons, and other securities of the United States (with the exception of postage stamps, war-savings stamps, and thrift stamps) and all other negotiable paper or intangible property susceptible of being converted into cash, which may be found in unclaimed letters or be found loose in the mails, shall, if not reclaimed after the expiration of one year, be converted into cash, and the proceeds deposited in the Treasury as miscellaneous postal receipts in the manner provided for the deposit of money by section 107.

3. Unregistered war-savings stamps, thrift stamps, and any similar securities that may be issued by the Government which shall be found in unclaimed letters or be found loose in the mails, shall, if not reclaimed after the expiration of one year, be presented to the Treasury Department for redemption, and the proceeds be credited to miscellaneous receipts of the postal service.

Dead matter containing valuable inclosures.

Sec. 648. Suitable record shall be kept of all articles containing money, negotiable paper, notes, drafts, money orders, wills, deeds, and other valuable and important papers, valuable personal photographs or pictures, and more than 5 cents in postage stamps. Such of the matter as can not be restored to proper claimants shall be filed for reclamation.

—treatment of money.

2. Money inclosed in articles which can not be restored to claimants shall, before filing, be separated from the remainder of the contents thereof, and an additional entry of the amounts made on the envelope or wrapper. The branches thereof shall forward such money to the Division of Dead Letters at least once a month, to be transferred to the Third Assistant Postmaster General (Division of Finance), who shall deposit it in the Treasury to the credit of the postal revenues. Each employee through whose hands such matter passes shall receipt and account for it. Unclaimed postage stamps shall be destroyed, under proper supervision, and record kept of their value.

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

Sec. 649. 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 six months 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.

Account of proceeds.

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.

Packages containing liquids or injurious matter to be destroyed.

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

TITLE V.—TREATMENT OF MAIL MATTER IN POST OFFICES. §651

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.

Postage on returned parcels.

DISPOSITION OF LETTERS WITHOUT VALUABLE INCLOSURES: PRINTED AND UNMAILABLE MATTER.

Sec. 650. Letters without valuable inclosures shall be returned to writers, so far as possible, subject to a charge of 3 cents each, and no record shall be kept thereof, except as to the number returned.

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

2. Letters not returned to writers, and undeliverable printed matter, obviously without value, shall be disposed of daily, under proper supervision, and sold as waste paper.

Letters not returned to writers and undeliverable printed matter.

3. Undeliverable magazines and other periodicals, illustrated papers, and picture cards, not classed as merchandise and appropriate in character, may be disposed of to such hospitals, asylums, and other charitable and reformatory institutions as the First Assistant Postmaster General may direct.

Magazines, etc.

Sec. 651. 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.

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

2. All domestic matter of the third or fourth class received by the Division of Dead Letters, its branches, or post offices at division headquarters of the Railway Mail Service, which is unmailable under sections 469 to 473 shall be destroyed under the direction of the superintendents or the postmasters, 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.

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

3. Sealed matter declared nonmailable by law and received by the Division of Dead Letters, its branches, or post offices at division headquarters of the Railway Mail Service shall be disposed of in accordance with the order of the Postmaster General.

Sealed matter which is nonmailable.

4. All mail matter the delivery of which is forbidden by order of the Postmaster General under sections 476 and 477 which is received by the Division of Dead Letters, its branches, or post offices at division headquarters of the Railway Mail Service shall be treated in accordance with such order.

Matter forbidden delivery under "fraud orders."

See sec. 626 as to treatment of obscene, lottery matter, and matter of an immoral character.

DISPOSITION OF FOREIGN DEAD MATTER.

Foreign dead matter. **R. S. § 401.** **—treatment of.** **Sec. 652.** 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. 653.** Under the provisions of the Universal Postal Convention of Madrid (Article XXVII, Detailed regulations of execution) 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 or by special postal conventions or arrangements. Printed papers of no value are not returned to origin unless the sender, by means of a note on the outside of the package, has requested their return. Registered "prints" shall be regarded as articles of value to the sender.

—"prints" regarded as of value to sender.

See Official Postal Guide as to treatment of undelivered foreign mail matter.

TITLE SIX.
DELIVERY SERVICE.

CHAPTER 1.

CITY DELIVERY.

ESTABLISHMENT AND SUPERVISION.

Sec. 654. 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.

City delivery service.
1887, Jan. 3;
24 Stat. 255.
--establishment of, when.

--discontinuance of, when.

NOTE.—This statute supersedes P. S. § 3865. Applications for the establishment of city delivery should be addressed to the First Assistant Postmaster General, Division of Post-office Service. 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.

Note.

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.

--from consolidated post offices.
1911, Feb. 16;
36 Stat. 911.

Sec. 655. No extra postage or carriers' fees shall be charged or collected upon any mail matter collected or delivered by carriers.

Extra postage or carriers' fees prohibited.
R. S. § 3873.

Sec. 656. 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.

Fixing of limits and frequency of service.

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.

Hours of service.

3. The routes shall be laid out in such a manner that none of the carriers shall be required to work more than 8 hours a day within a period of 10 consecutive hours. (See sec. 678.)

Supervision of delivery service by postmasters.

Sec. 657. Postmasters shall see that all employees connected with the city delivery service are fully informed as to their duties and responsibilities.

Filing of orders.

2. All orders of the Post Office Department affecting the city delivery service or the duties of letter carriers shall be suitably filed, and copies of all such orders shall be posted in conspicuous places in the post offices and stations.

Issue of instructions.

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.

Testing of carriers.

4. Postmasters shall frequently test at irregular intervals the efficiency of letter carriers in the collection and delivery of the mail.

Expenditures for city delivery service.
—not to be made without authority.

Sec. 658. Postmasters shall not make expenditures on account of the city delivery service without first obtaining authority from the First Assistant Postmaster General, Division of Post-Office Service, except in cases of urgent necessity, when the First Assistant Postmaster General shall be promptly notified.

See sec. 218 as to accounts of city delivery service.

Correspondence concerning appointments, etc., of carriers.

Sec. 659. Postmasters should address to First Assistant Postmaster General, Division of Post-Office Service, all necessary correspondence relating to the city delivery service, and to the appointment, removal, and reinstatement of letter carriers and substitute letter carriers.

LETTER CARRIERS AND SUBSTITUTE CARRIERS.

Classification and salaries.
1907, Mar. 2;
34 Stat. 1206.
1920, June 5;
41 Stat. 1049.

Sec. 660. Letter carriers in the City Delivery Service shall be divided into five grades, as follows:

| | Salary. | | Salary. |
|-------------------|---------|-------------------|---------|
| First grade----- | \$1,400 | Fourth grade----- | \$1,700 |
| Second grade----- | 1,500 | Fifth grade----- | 1,800 |
| Third grade----- | 1,600 | | |

Provided, That in the readjustment of grades for * * * letter carriers in the City Delivery Service to conform to the grades herein provided, grade 1 shall include present grade 1, grade 2 shall include present grade 2, grade 3 shall include present grade 3, grade 4 shall include present grade 4, and grade 5 shall include present grades 5 and 6: *Provided further*, That hereafter * * * substitute letter carriers in the City Delivery Service when appointed regular * * * carriers shall have credit for actual time served on a basis of one year for each 306 days of eight hours served as substitute, and appointed to the grade to which such * * * carrier would have progressed had his original appointment as substitute been to grade 1.

Promotions.
1907, Mar. 2;
34 Stat. 1206.
1920, June 5;
41 Stat. 1049.
—when made.
—basis of.
—delayed.

Sec. 661. Letter carriers in the City Delivery Service shall be promoted successively after one year's satisfactory service in each grade to the next higher grade until they reach the fifth grade. All promotions shall be made at the beginning of the quarter following one year's satisfactory service in the grade.

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.

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 one year's period of service. —one grade a year.

5. Whenever an employee herein provided for 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, and a restoration to a former grade or advancement to an intermediate grade shall not be construed as a promotion within the meaning of the law prohibiting advancement of more than one grade within one year. —restoration to grade after reduction in salary.

6. 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 \$1,400 to \$1,800, inclusive. —annual recommendations for.

Sec. 662. 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 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. Reductions. 1907, Mar. 2; 34 Stat. 1206. —restoration.

Sec. 663. Postmasters shall keep ratings, under instructions issued by the department, to show the relative standing of letter carriers based on their faithfulness and efficiency. Ratings.

Sec. 664. Substitute letter carriers in the City Delivery Service shall be paid at the rate of 60 cents an hour. Substitutes. Compensation. 1920, June 5; 41 Stat. 1060.

Sec. 665. 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. Examination of applicants.

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. Qualifications.

Sec. 666. Letter carriers and substitute letter carriers are appointed by the Postmaster General on the nomination of the postmaster. Appointments. —how made.

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 Post-Office Service. Substitutes.

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.

—of senior substitute to regular.

—when no substitute.

—at new city delivery offices.

Temporary appointments.

See civil-service rule 8, § 13. —when and how made.

Selection from incomplete register.

Reinstatement.

—applications for.

—soldiers, etc.

Transfers.
1907, Mar. 2; 34 Stat. 1207.
1920, June 5; 41 Stat. 1953.
—of clerk to carrier or vice versa.
—computation of time.

—exchange of positions.
—physical ability.
—interests of service.

—to another post office.

—application through postmasters.

4. A vacancy in the regular force shall be filled by the promotion of the senior substitute.

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.

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.

7. When a vacancy occurs or an emergency arises necessitating the immediate appointment of a letter carrier, and the eligible register contains less than three names, appointment shall be made in accordance with civil service rule 8.

8. A postmaster is not required to make selection for permanent appointment from an eligible register containing less than three names.

Sec. 667. Reinstatements to the service shall be made, in the discretion of the Postmaster General, only in accordance with civil service rule 9.

2. Applications for reinstatement to the service should be made through the postmaster to the First Assistant Postmaster General, Division of Post-Office Service.

3. If an applicant for reinstatement is an honorably discharged soldier, sailor, or marine of the late Civil War or war with Spain or war with Germany, 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 or a certified or photostat copy thereof.

Sec. 668. 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.

2. The Postmaster General may, when the interest of the service requires, transfer any clerk to the position of carrier or any carrier to the position of clerk, such transfer to be made to the corresponding grade and salary of the clerk or carrier transferred.

3. 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.

4. 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 Post-Office Service.

—recommen-
dation of postmas-
ter.

Sec. 669. Resignations of letter carriers and substitute letter carriers shall be made in writing and forwarded to the First Assistant Postmaster General, Division of Post-Office Service. A resignation requested by the postmaster or by anyone for him will not be accepted.

Resignation.

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 Post-Office Service, 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. 44.)

Removal.

Sec. 670. 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.

Bonds of letter
carriers.
R. S. § 3870.

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 on official bonds be given. A list of such companies is printed in the Official Postal Guide.

—amount of.
—by authorized
surety company
preferred.

3. 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 the position of regular carriers need not file new bonds unless called upon to do so by the First Assistant Postmaster General, Division of Post-Office Service.

—new, required
when.

See sec. 70 as to renewal of official bonds.

4. Bonds of city and village letter carriers may be accepted by the postmasters at the post offices in which such carriers are employed, for and on behalf of the Postmaster General. These bonds shall be filed by the postmasters in their respective offices.

—acceptance and
filing.

See sec. 69 as to release from suretyship and approval of new bond.

Sec. 671. Every carrier, before beginning active service, shall take the official oath prescribed in section 32, 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.

Official oath to
be taken by let-
ter carriers.

UNIFORMS FOR CITY LETTER CARRIERS.

Sec. 672. The Postmaster General may prescribe a uniform dress to be worn by letter carriers.

Uniforms of
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.

R. S. § 3857.
1909, Mar. 4,
ch. 321, § 187;
35 Stat. 1124.
Wearing, with-
out authority.
Penalty.

Carriers to provide their uniforms.

Sec. 673. Letter carriers and substitutes shall procure 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.

Employees not to act as agents for manufacturers.

2. No postmaster or 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. 674. 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, $\frac{1}{8}$ 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; two 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 piping; or an overcoat of the same material and color, trimmed to correspond with the coat, with five brass buttons down the front of the same size and design as the coat button. It shall not be obligatory on the carriers to wear either, but whenever additional covering is needed the postmaster of each city 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.

—f o r 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, composed wholly or in part of wool or cotton, 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, $\frac{1}{8}$ 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 $\frac{1}{4}$ 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 turndown 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. 675. Carriers shall be designated by a number, which shall be shown on a metal badge to be worn on hat, cap, or helmet as part of the carrier uniform. The badge shall be solid and composed of metal 18 per centum German silver, No. 18 B. & S. gauge, nickel plated, elliptical in shape, $1\frac{1}{2}$ inches in height the shortest diameter, and $2\frac{1}{2}$ inches in width the greatest diameter; the carrier number shall be raised and japanned and located in the center of the badge, and shall be of numerals nine-sixteenths inch high; surrounding the figures representing the carrier route shall be an elliptical border each point of which shall be five-sixteenths inch from the outer edge of the badge; in the top half of the badge, between the outer border and the inner ellipse, shall be the words "U. S. Post Office"; similarly located, except in the lower half of the badge, shall be the name of the post office and State; the legend "U. S. Post Office" and name of the office and State shall be of japanned raised block letters one-eighth inch high; at each end of the badge, between the outer border and the inner ellipse, shall be a raised japanned five-point star; surmounting the badge shall be the symbol eagle and shield, the top of the eagle's head to be one-half inch from the upper edge of the badge and the spread wings to measure 2 inches on a straight line from tip to tip; on the back of the badge and immediately in the rear of each star there shall be one staple, hard-soldered, projecting one-fourth inch; a bar pin of steel wire $2\frac{1}{2}$ inches long with safety catch to be used in fastening a badge to the headgear; the entire badge Numbering of carriers.

shall be curved 10 per cent, so as to conform to the shape of the headgear.

Service stars. **Sec. 676.** 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 three-fourths inch in diameter and placed one-half inch above black braid on each sleeve, equidistant between seams.

Substitute carriers, distinctive mark for.

3. Substitute carriers shall wear a black-cloth bar, one-fourth inch wide and 1½ inches long, one-half inch above the black braid on each sleeve, equidistant from seams.

Inspection of uniforms.

Sec. 677. 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.

HOURS OF SERVICE.

Hours of service.

Sec. 678. Letter carriers in the City Delivery Service * * * 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 10 consecutive hours, and the schedules of duty of the employees shall be regulated accordingly.

1912, Aug. 24; 37 Stat. 554.
1920, June 5; 41 Stat. 1053.

—excess in emergency.

2. 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.

—additional pay.

—compensatory time.

3. When the needs of the service require the employment on Sundays or holidays of * * * carriers * * * at first and second class post offices * * * they shall be allowed compensatory time within 6 days next succeeding the Sunday and within 30 days next succeeding the holiday, on which service is performed.

Postmasters to arrange schedules and submit them for approval.

4. Postmasters shall prepare for the guidance of carriers in their work a time schedule made on the basis of 8 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 Post Office Service, for approval, and any change in schedule shall be promptly reported to him.

Copy to carrier.

5. Each carrier shall be furnished with a copy of the schedule under which he is required to work.

6. Postmasters shall not direct or permit carriers to work overtime except in cases of emergency. Overtime forbidden.—except.
- Sec. 679.** 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." Employment and time of carriers.
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. Carrier not to remain in office, when.
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. Collectors not to remain in workroom.
4. Carriers shall register on the time recorder upon reporting, leaving, returning, and ending for each trip which begins and ends at the post office. The time cards shall constitute the official time record. Should the time recorder be out of order, the time recorded by carriers on their time cards shall constitute the official record. Time recorders.
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 supervisors in charge of carriers 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.
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. Carriers not to waste time.
11. Every city carrier shall keep a record of all changes of address (local changes and forwarding orders) of patrons, and shall observe permanent changes for two years. Mail to be returned to office, when.
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 Route book.
- Clerical labor not permitted.

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 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.

Substitute carriers.—employment of.

Sec. 680. When regular carriers are absent from duty for any cause their places shall be supplied by substitute carriers if necessary.

See sec. 664 for rates of pay.

—assignment of.

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.—exempt from 8-hour law.

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.

CONDUCT: DISCIPLINE.

Conduct of carriers.

Sec. 681. In the performance of their duties letter carriers shall be civil, prompt, and obliging.

Shall attend quietly and diligently to duties.

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: *Provided, however,* That this shall not be interpreted as prohibiting solicitation to purchase Government securities of any character, or the collection of moneys in payment therefor, under instructions of the department. They shall be governed in their conduct by the requirements of section 57. Violation of this will be followed by removal.

See sec. 40 as to holding State, Territorial, or municipal offices.

Discipline.

Sec. 682. 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, or 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. 669.)

—suspension.

LEAVES OF ABSENCE.

Sec. 683. The words "each year" (see act of June 5, 1920, sec. 45) mean fiscal year (July 1 to June 30, inclusive), and carriers in the service on the 1st 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 1st 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.

Leaves of absence.—when to be taken.

2. Carriers serving as members of local civil-service boards during examinations, as members of the United States Militia of the District of Columbia, or as witnesses for the United States Government in courts, shall be given leave with full pay during necessary absence occasioned by such service.

—during special service.

3. Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence without pay to city carriers, such leave not to exceed 30 days in any one fiscal year. Applications for leave of absence to cover a longer period in cases of illness or disability received in the service shall be submitted by the postmaster to the First Assistant Postmaster General with a full statement of the facts and recommendation.

Leave without pay.

See sec. 45 as to statutes covering leaves of absence of employees in the postal service; secs. 47 to 51, as to military duty.

Sec. 684. A letter carrier absenting himself without leave shall be reprimanded by the postmaster, or reported to the First Assistant Postmaster General, Division of Post-Office Service, for suitable discipline or for removal. (See sec. 44.)

Absence without leave.—action relative thereto.

DELIVERY AND COLLECTION OF MAIL BY CARRIERS.

Sec. 685. 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.

General regulations to apply to delivery of mail matter.

See secs. 583 to 602 as to delivery of mail matter; sec. 588 as to matter to be delivered by carriers; secs. 1024, 1043 to 1048, 1072, par. 7, as to delivery of registered, insured, and C. O. D. matter by carriers; sec. 856 as to special-delivery matter.

Sec. 686. 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. 687. Carriers shall not deliver mail matter to patrons in the street unless such delivery can be made without unreasonable delay.

Prohibitions. Mail not to be delivered 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.

Mail not to be delivered in boxes at vacant premises.

3. Carriers shall not enter any house while on their trips, except in the discharge of their official duties.

Houses not to be entered.

Only mail received from office to be delivered.

Mail not to be exhibited.

Mail not to be carried in pockets.

Carriers not to leave routes, nor stop for meals.

No matter to be thrown away.

Stamps not to be removed.

Delivery of mail by mounted carriers.

Delivery where vicious dogs are kept.

Collection of postage due.

Collection of mail matter from receiving boxes.

Preference to matter of first class.

Carriers to receive matter for mailing. Letters.

Other matter.

To receive and register first-class matter, when.

4. Carriers shall not deliver mail matter which has not passed through the post office or station with which they are connected.

5. 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.

6. Letters for delivery shall not be carried by carriers in their pockets.

7. Carriers shall not deviate from their respective routes nor stop for their meals while on their trips.

8. Carriers shall not throw away or **improperly dispose of mail matter, however trifling or unimportant it may appear to them.**

9. Stamps shall not be removed from mail matter intrusted to carriers for delivery or collected by them for mailing.

See sec. 655 as to demanding fees for delivery of mails.

Sec. 688. 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 respond to their call and receive the mail at the sidewalk.

Sec. 689. Carriers are not required to deliver mail at residences where vicious dogs are permitted to run at large.

Sec. 690. Carriers shall collect and promptly return to the postmaster all postage and other charges due on mail intrusted to them for delivery, as indicated by the postage-due stamps attached or otherwise. Such mail matter must not be delivered until the amount due shall have been paid.

See sec. 571 as to penalty for failure to collect or to account for postage due.

Sec. 691. 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.

Sec. 692. 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.

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.

See sec. 655 as to carriers demanding fee for letters collected; sec. 1028 as to registration of mail by letter carriers.

Sec. 693. 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. 535 and 536.)

Matter collected or received by carriers not to be returned to senders.

Sec. 694. 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 ordinary mail matter remaining in satchels shall first be deposited in the nearest letter box.

Return undelivered mail, satchels, etc., to office at night.—except.

LETTER BOXES.

Sec. 695. 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.
1887, Mar. 3;
24 Stat. 569.
1893, Jan. 23;
27 Stat. 421.

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.

—not to be placed inside buildings, except.

Sec. 696. 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.

Chutes attached to letter boxes.

1893, Jan. 23;
27 Stat. 421.
—may be declared part of box.

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.

Mailing chutes and receiving boxes may be placed, where.

3. The postmaster is vested with authority to approve the installation of mailing chutes conforming to these regulations. Unapproved chutes shall not bear any sign or insignia indicating that they are under the jurisdiction and protection of the United States postal service.

Installation to be approved by postmaster.

4. No receiving box shall be located more than 100 feet from a main entrance. In no case shall a receiving box be placed on other than the ground floor of a building.

Location of receiving box.

5. Mailing chutes and receiving boxes shall be constructed in accordance with specifications prescribed by the department. (Application should be made to the First Assistant Postmaster General, Division of Post-Office Service.)

Chutes and boxes.—specification for construction.

—to be kept in good order.

—to be inspected annually.

—for matter of first class only.

Property of the United States, when.

Contract to contain waiver by patentee.

Bond of indemnity.

When erected under lease.

Information as to chutes.

Hours of collection.

Regulations to become part of contract.

6. Owners or lessees of buildings shall be required to maintain mailing chutes and receiving boxes in good order at all times.

7. Every mailing chute and receiving box shall be inspected by a representative of the postmaster at least once each year.

8. Only matter of the first class shall be deposited in mailing chutes and receiving boxes.

9. 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.

10. 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.

11. 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 lessor 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.

12. 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.

13. 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.

Sec. 697. Postmasters may locate boxes within the city-delivery limits in places where, in their judgment, they are most needed. Postmasters to control location of boxes.

Sec. 698. All letter boxes shall be supplied with time cards showing the hours at which collections are made therefrom. Boxes to be supplied with time cards.

Sec. 699. A list of street letter boxes, giving number and location, shall be kept in the post office. Care of street letter boxes and keys. List of boxes.

2. Letters boxes shall be kept in repair and in neat condition. If this should involve any expenditure, the postmaster shall first write to the Fourth Assistant Postmaster General, Division of Equipment and Supplies.

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. 104.) Damaged boxes, report of.

4. Every letter carrier having in his possession a mail key shall attach it securely to his clothing by means of a safety chain. He will be held strictly accountable for the safety and proper use of the key, and he shall not permit it to be examined or handled by any person not authorized to do so. —if useless to be sold as waste.

5. At the end of the day's work carriers shall deliver their keys to the person designated by the postmaster to receive them, except that carriers who make early morning collections may be permitted to retain their keys overnight. Mail keys. —accountability therefor.

6. The loss of a mail key by a carrier must be reported immediately to the First Assistant Postmaster General, Division of Post-Office Service. The report must contain the name of the carrier and the number of the key, as well as a full statement of the circumstances surrounding the loss. —custody thereof.

Sec. 700. Private mail receptacles should be used to facilitate the delivery of mail. —loss to be reported.

2. Any letter box or other receptacle intended or used for the receipt or delivery of mail matter on any city-delivery route, rural-delivery route, star route, or other mail route, is hereby designated a letter box for the receipt or delivery of mail matter within the meaning of the act of March 4, 1909, section 198. (See sec. 1620.) Private boxes.

Sec. 701. 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. Mail receptacles designated "letter boxes."

See sec. 1620 as to penalty for injuring letter boxes or matter therein; sec. 672 as to penalty for wearing carrier's uniform. Police protection of letter boxes. —postmasters to arrange for.

CHAPTER 2.

VILLAGE DELIVERY.

- Establishment.** **Sec. 702.** Village delivery may be established under such regulations as the Postmaster General may prescribe in towns and villages having post offices of the second or third class and in communities adjacent to cities having city delivery. (See acts of August 24, 1912, February 28, 1919, and February 14, 1923.)
- Delivery limits.** **Sec. 703.** The limits of village delivery and the number of delivery and collection trips to be made daily are fixed by the department and shall not be changed except by authority of the First Assistant Postmaster General: *Provided*, That where all requirements are met extensions may be authorized by the central-accounting postmaster, upon application of the postmaster, if no additional expense is involved. Within the delivery limits, a postmaster may have additional patrons served whenever a suitable mail receptacle is provided. (See sec. 717 as to rural patrons within corporate limits.)
- Compensation of carriers.** **Sec. 704.** The compensation of carriers in the village delivery service, under such rules and regulations as the Postmaster General shall prescribe, shall be from \$1,000 to \$1,200 per annum.
1920, June 6 ;
41 Stat. 1052.
Salary and promotions. 2. The entrance salary shall be at the rate of \$1,000 per annum, with consecutive promotions of \$100 each for two years, promotion to be made at the beginning of the first quarter after one year's satisfactory service in the previous grade.
- Appointments and separations.** **Sec. 705.** At second-class offices appointments of village carriers shall be made under the civil-service rules from the eligible list furnished by the Civil Service Commission. (See sec. 339.) Nominations shall be submitted, on Form 1531, through the district civil-service secretary, to the First Assistant Postmaster General, Division of Post-Office Service. All changes at second-class offices shall be reported on Form 1532 to the First Assistant Postmaster General. (See sec. 44 as to the removal of classified employees.)
- at third-class offices.** 2. At third-class offices appointments of and changes in village carriers shall be reported by letter to the First Assistant Postmaster General, Division of Post-Office Service.
- Employment of auxiliary assistance.** **Sec. 706.** At second-class offices when auxiliary assistance is necessary the person shall be selected from the eligible register (either clerk or village carrier) if any. In the absence of an eligible register a temporary appointment may be made. (See sec. 666, par. 7.)
2. At third-class offices any capable male person of good character may be employed when temporary service becomes necessary.
- Auxiliary allowance on account of vacation.** **Sec. 707.** Requests for auxiliary allowance on account of vacations shall be submitted to the First Assistant Postmaster General, Division of Post-Office Service.
- Salary payments.** **Sec. 708.** Salary payments shall be made semimonthly, receipts therefor to be taken on the prescribed form.

Sec. 709. Compensation for substitute service shall be made at the rate of 40.9 cents per hour for the actual number of hours of service performed. Compensation
of substitutes.

Sec. 710. Village carriers while on duty are required to dress in uniform similar to that worn by city carriers. (See sec. 674.) Uniform.

Sec. 711. Village carriers shall not be employed in the delivery or collection of mail on Sundays or holidays, excepting Christmas Day; *Provided*, That at third-class offices open to the public on Sundays village carriers may be required, if conditions warrant, to report at the post office for one hour to assist in the delivery of mail to patrons of their routes who call. All mail received in the post office up to noon Christmas Day should be delivered. Sunday and
holiday service.

Sec. 712. The regulations concerning vacation and sick leave with pay and leave without pay for post-office employees apply equally to village carriers. (See sec. 45.) Leave of ab-
sence.

Sec. 713. Patrons shall provide private mail receptacles. Delivery service shall not be accorded any residence not equipped with a door slot or receptacle. Mail recep-
tacles.

Sec. 714. Village carriers must deliver all mail addressed to patrons if practicable. Patrons should be notified to call at the post office for packages too large to be handled by the village carriers, or which can not be delivered by a rural carrier. Delivery of
mail.

Sec. 715. Every village carrier shall keep a route book, which shall be a complete directory of the persons served by him, and all changes of address, should be posted daily. Route book.

NOTE.—In the administration and operation of the village-delivery service postmasters shall be governed by the provisions of the Postal Laws and Regulations concerning city carriers in so far as they are applicable, as well as instructions in the Official Postal Guide relating to city carriers where applicable. Note.

CHAPTER 3.

RURAL DELIVERY.

ESTABLISHMENT OF SERVICE.

Sec. 716. Rural mail delivery shall be extended so as to serve, as nearly as practicable, the entire rural population of the United States. Authority to
establish.

2. All rural mail delivery routes shall be divided into two classes to be known as— 1893, Mar. 3;
27 Stat. 732.

3. Standard horse-drawn vehicle routes, which shall be twenty-four miles in length, and 1916, July 28;
39 Stat. 423.

4. Standard motor-vehicle routes, which shall be fifty miles in length, and shall only be established hereafter when a majority of the proposed patrons who are heads of families residing upon such proposed routes shall by written petition ask the Post Office Department to establish the same. 1920, June 5;
41 Stat. 1051.
Classes of serv-
ice.
Petitions for
establishment of
motor-vehicle
routes.

5. Nothing herein contained shall be construed to prohibit the establishment of horse-drawn vehicle routes of less length than the standard of twenty-four miles: *Provided*, That if, in the discretion of the Postmaster General, in order to render more complete service, it should be necessary to do so the Postmaster General is hereby authorized to increase the length of routes not to exceed fifty per centum above the standards herein prescribed. When horse-
drawn vehicle
service may be
established.
Extension of
routes.

Conditions precedent to establishment.

6. 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.

Frequency of service on new routes.

7. The frequency of service on a newly established route shall not exceed three times a week, unless such route is formed wholly, or in greater part, by rearrangement of six-times-a-week service.

Who may be served.

Sec. 717. All persons, except those who reside within the city-delivery limits of a city where city delivery service is in operation, may be served by rural carriers, provided they will erect approved boxes on the established line of the route in the manner required by the department.

CARRIERS: SUBSTITUTE AND TEMPORARY CARRIERS.

Appointment of rural carriers.

Sec. 718. Rural carriers shall be appointed by the Postmaster General upon certification by the Civil Service Commission from registers of eligibles resulting from examination.

Official oath.

Sec. 719. Every rural carrier, temporary carrier, substitute carrier, and temporary substitute carrier shall, before beginning service, take the official oath prescribed in section 32, and no person who has not taken the prescribed oath shall be given custody of the mails.

Bond required.—amount of.—where filed.

Sec. 720. 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.

—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. Bondsmen.—report of death, removal, insolvency.

NOTE.—For a list of such companies see Official Postal Guide.

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 required.

4. 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.

Postmasters to familiarize themselves with regulations and supervise and instruct carriers.

Sec. 721. 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.

Details of supervision.

2. Postmasters shall supervise the work of the carriers and see that they perform their duties in an efficient manner and shall keep themselves informed as to the condition of the routes attached to their offices and the business transacted on them, and shall make prompt report to the Fourth Assistant Postmaster General, Division of Rural Mails, of any dereliction on the part of the carriers, 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.

3. Postmasters shall make trips of inspection over the rural routes twice each year, within the months of April and October, such inspections to be made without expense to the department. If the inspections show no changes practicable, and the postmaster has no recommendation to make, reports are to be filed in the post office. If changes are deemed necessary, the reports will be prepared in duplicate, the original submitted to the Fourth Assistant Postmaster General, Division of Rural Mails, and the copy filed in the post office.

Routes to be inspected semiannually and reports submitted.

4. Postmasters shall make prompt report to the department of any permanent changes of travel by rural carriers from the line of their routes as officially described, due to changes in roads by State or local authorities, or for other reasons, and should make recommendation for withdrawal of service from retraces or other portions of routes not regularly traveled, or on which the number of families served and the amount of mail delivered and collected do not warrant continuance of service thereon. They should make suggestions for extensions of routes for the supply of families not easily accessible to facilities, or to more conveniently serve patrons when, in their opinion, the number of families, the distance they reside from rural or star routes or post offices and the condition of the roads to be covered warrant such extensions.

Permanent changes of travel.—report to be made to department.

—extensions of routes.

NOTE.—At offices of the first and second classes postmasters may deputize the assistant postmaster or some other competent employee to make the inspections required and to prepare the reports.

Note.

Sec. 722. 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.

Carriers subordinate to postmasters.

Sec. 723. 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. Postmasters at city-delivery or village-delivery offices may, however, require rural carriers to deliver parcels to patrons of the city or village service when such deliveries can be made without deviating from their established line of travel or unduly retarding the delivery of mail to patrons of the rural routes. Carriers should not leave their conveyances or enter buildings in order to effect such delivery.

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.

Carriers' compensation.
 1902, Apr. 21;
 32 Stat. 113.
 1920, June 5;
 41 Stat. 1051.

Sec. 724. On and after July 1, 1920, the compensation of each rural carrier for serving a rural route of twenty-four miles, six days in the week, shall be \$1,800; on routes twenty-two miles and less than twenty-four miles, \$1,728; on routes twenty miles and less than twenty-two miles, \$1,620; on routes eighteen miles and less than twenty miles, \$1,440; on routes sixteen miles and less than eighteen miles, \$1,260; on routes fourteen miles and less than sixteen miles, \$1,080; on routes twelve miles and less than fourteen miles, \$1,008; on routes ten miles and less than twelve miles, \$936; on routes eight miles and less than ten miles, \$864; on routes six miles and less than eight miles, \$792; on routes four miles and less than six miles, \$720. A rural letter carrier serving one tri-weekly route shall be paid on the basis for a route one-half the length of the route served by him, and a carrier serving two tri-weekly routes shall be paid on the basis for a route one-half of the combined length of the two routes. Each rural carrier assigned to a horse-drawn vehicle route on which daily service is performed shall receive \$30 per mile per annum for each mile said route is in excess of twenty-four miles or major fraction thereof, based on actual mileage, and each rural carrier assigned to a horse-drawn vehicle route on which tri-weekly service is performed shall receive \$15 per mile for each mile said route is in excess of twenty-four miles or major fraction thereof, based on actual mileage. That the pay of a carrier who furnishes and maintains his own motor vehicle and serves a route not less than fifty miles in length be at not exceeding \$2,600 per annum.

Additional compensation for pouch mail.
 1916, July 28;
 39 Stat. 423.
 1920, Apr. 24;
 41 Stat. 582.

2. The Postmaster-General may, in his discretion, allow and pay additional compensation to rural letter carriers who are required to carry pouch mail to intermediate post offices, or for intersecting loop routes, in all cases where it appears that the carriage of such pouches increases the expense of the equipment required by the carrier or materially increases the amount of labor performed by him, such compensation not to exceed the sum of \$12 per annum for each mile such carrier is required to carry such pouch or pouches.

Pay dependent upon length of route to be determined by department.

3. The pay of rural carriers and substitute rural carriers, which depends upon the length of the route, shall be determined in accordance with the records of the Post Office Department, which records shall be promptly corrected whenever the Postmaster General determines that such records are not correct.

Claim for additional compensation.

4. All claims for additional compensation on account of increase in the expense of equipment required, or of any material increase in the amount of labor performed because of the carriage of pouch mail, will receive individual consideration when submitted to the Fourth Assistant Postmaster General, Division of Rural Mails, with a full statement of the facts. The statement shall be submitted to the department through the postmaster, who shall make such comment or recommendation thereon as he may deem proper.

Pay of substitute carriers.
 1907, Mar. 2;
 34 Stat. 1215.

Sec. 725. Substitutes for rural carriers on vacation to be paid during said service at the rate paid the carrier.

2. 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 4253.

3. Temporary substitute carriers shall be paid at the same rates and in the same manner as substitute carriers.

Sec. 726. Regular and temporary rural carriers shall sign the semimonthly voucher (Form 4251) on the 15th day of each month and on the last day of the first two months of the quarter, and the quarterly voucher in duplicate (Form 4252) on the last day of the third month of each quarter for all service rendered and pay due them during the quarter. Substitute carriers who serve routes during the absence of regular carriers on annual leave shall sign voucher Form 4253, while voucher Form 4253-B shall be signed by substitute carriers who serve routes while regular carriers are on sick leave under the provisions of section 734.

Carriers' vouchers.—preparation of.

2. Postmasters at certifying offices shall see that the amount due a rural carrier or a substitute rural carrier for service rendered each month or portions of a 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.

—certification of, by postmasters.

3. Deductions shall be made from the pay of rural carriers for each schedule day on which no service is rendered by them, unless it is found impossible after the carriers have reported at the post office to serve any part of their routes because of weather and road conditions, and for failure to serve their routes on any holiday not designated in section 739. On triweekly routes deductions shall be made of two days' pay for each schedule day on which no service is performed. Notations of failures and of the reasons therefor must be made on Form 4241 by certifying postmasters, which forms shall be submitted by them to the disbursing postmasters. Entry of the deductions shall not be made on vouchers until the disbursing postmaster so instructs the certifying postmaster.

—failures to be noted on.

4. Vouchers in favor of a substitute or a temporary carrier serving a route in place of a regular carrier absent on leave without pay shall be prepared on Form 4253c and sent to disbursing postmasters.

Sec. 727. Temporary rural carriers shall execute vouchers on the same form and in the same manner as regular carriers.

Vouchers of temporary carriers.

Sec. 728. Substitutes for rural carriers who shall perform service during the absence of regular carriers on annual leave with pay shall execute vouchers in duplicate (Form 4253), 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.

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.

Deceased carriers.—payment for services of.

Sec. 729. Rural carriers shall be paid semimonthly, at the rates fixed by law, through certain designated post offices, upon presentation by postmasters at rural-delivery offices of properly executed vouchers.

Salaries to be paid semimonthly.

Temporary carriers, rate of pay.

2. Regularly appointed temporary carriers shall be paid for service at the same rates of pay as regular carriers.

Transfers.
—authority from department.
—application for transfer.

Sec. 730. Carriers shall not be transferred from one route to another without specific authority from the department.

2. 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. Transfer will not be made for trivial reasons.

See sec. 292 for transfer of postmaster to rural carrier.

Position not transferable or salable.

Sec. 731. 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.

Carriers' duties.
—defined.

Sec. 732. 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 acceptance of parcels for insurance, the acceptance of C. O. D. parcels, 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.

Delinquencies.
—penalty for.
1922, Sept 21;
42 Stat. 993.

Sec. 733. That the Postmaster General be, and he is hereby, authorized in his discretion, whenever for disciplinary purposes he deems it advisable to do so, to reduce temporarily the pay of rural carriers: *Provided*, That in no case shall such a reduction in pay be of more than one grade, as fixed by the act of June 5, 1920, nor extend over a greater period of time than one year.

2. Rural carriers are subject to reprimand, temporary reduction in pay, or removal from service, in accordance with the gravity of the offense, for dishonesty, immorality, intoxication, or improper conduct of any character, irregularities in the transaction of money-order, registry, insured, or C. O. D. parcel-post business; for continued failure, without excuse, to serve their routes completely, unsatisfactory service, neglecting to take mail to and from a post office which they had 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 an intermediate office at about the same time each day; for total or partial abandonment of service, or for persistent insubordination or disregard of the orders of the department or of the postmaster.

Leave of absence.

Sec. 734. Rural carriers shall be granted 15 days' annual leave of absence with pay, exclusive of Sundays and holidays, the 15

days' leave to be credited at the rate of $1\frac{1}{4}$ days for each month of actual service. Carriers in the service on the 1st day of July may be granted 15 days' annual leave at any time during the fiscal year when their services can be spared. Carriers entering the service after the 1st day of July are entitled to leave of absence at the rate of $1\frac{1}{4}$ days for each month of actual service. Leave for a fractional part of a day will not be granted. Any unused part of annual leave can not be allowed during any subsequent fiscal year.

2. A rural carrier serving in court as a witness for the Government 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, but in every such case immediate report shall be made to the department, with dates and the name of the temporary carrier who served the route.

—for service as Government witnesses or for civil-service duty.

See sec. 45 as to statutes covering leaves of absence of employees in the postal service; secs. 47 to 51 as to military duty.

Sec. 735. Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence without pay for not exceeding 30 days in any one fiscal year to rural carriers without making report thereof to the department. Entries of such leave shall be made on Form 4241, revised. 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 one year will not be granted in any such case. Rural carriers who desire to be absent for longer periods will be dropped from the rolls without prejudice.

Leave of absence without pay.

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.

Physician's certificate.

3. When a carrier is absent from duty on account of an injury sustained while on duty, the first date of absence and the name of the temporary carrier employed should be reported promptly to the Fourth Assistant Postmaster General. A report of the injury should be made to the United States Employees' Compensation Commission, Washington, D. C., upon a form which should be obtained from the nearest post office of the first class.

Absence on account of injury.

Sec. 736. Absence of a rural carrier without permission of the postmaster subjects him, in addition to forfeiture of his pay for the period of such absence, to reprimand, suspension without pay, or removal from the service, as the circumstances may warrant.

Absence without permission.—penalty for.

Sec. 737. 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.

Another carrier not to serve as substitute.

Deductions for failure to perform service.
1920, June 5;
41 Stat. 1051.

Sec. 738. Deductions for failure to perform service on a standard rural delivery route for twenty-four miles and less shall not exceed the rate of pay per mile for service for twenty-four miles and less; and deductions for failure to perform service on mileage in excess of twenty-four miles shall not exceed the rate of compensation allowed for such excess mileage.

2. If a rural carrier shall fail to serve any part of his route and such failure is due to lack of proper endeavor, proper equipment, or to any reason personal to the carrier, deduction shall be made from his salary for such partial failure at the rate of pay per mile for service on routes of 24 miles and less; and for failure to perform service on that part of a route in excess of 24 miles deduction shall be made at the rate of pay for such additional mileage.

Holidays.

Sec. 739. 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), Christmas Day, or on such day as the President may set apart as Thanksgiving Day.

When holiday falls on Sunday.

2. When a holiday on which service is not required falls on Sunday, the following Monday shall be observed unless otherwise specially provided.

Neatness and courtesy required.
Exemplary conduct required.

Sec. 740. Rural carriers while on duty shall present a neat appearance, and be courteous to patrons.

Sec. 741. 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.

Soliciting of patronage forbidden.

2. 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. 57.)

List of patrons not to be furnished.

3. 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.

Passengers.—carrying of, forbidden.—exception.

4. 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.

Petitions for changes of route.—circulation of, forbidden.

Jury and road duty, etc.—carriers and rural-station clerks not exempt.—exempt from militia duty.

Sec. 742. 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.

Access to Postal Laws and Regulations to be given by postmasters.

Sec. 743. 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 regula-

tions, 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.

Carriers not to write to department.

2. Rural carriers may submit directly to the department suggestions pertaining *solely* to methods of improving the service, either by enlargement of the local delivery zone to serve more patrons at reduced postal rates, through the direct exchange of mail matter between carriers, or by any other means that will promote the efficiency of the service or increase the patronage thereof. Copies of all suggestions at time of transmission shall be furnished the postmaster, whose duty it shall be to forward the same to the Fourth Assistant Postmaster General, with such recommendation or comment as may be deemed proper.

—exception.

Sec. 744. 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.

Special rules proposed by postmasters.—approval of, by department.

Sec. 745. Every rural carrier shall procure the name of each patron 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 (item 136), 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.

Roster of patrons.—maintenance of, required.

2. Postmasters shall make a quarterly examination of each rural carrier's roster of patrons and ascertain the correctness thereof.

—postmasters to make examination of.

3. 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.

Mailing lists.—to be posted in office workroom.

Sec. 746. 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.

Room for carriers.

Sec. 747. In all cases of impassible 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, using for the purpose Forms 4024 and 4024-A. If the repairs are not made within a short time the postmaster shall report the facts to the Fourth Assistant Postmaster General, Division of Rural Mails, with recommendation for an amendment

Obstruction of travel to be reported to postmaster.

of the route to withdraw it from impassible or unsuitable roads. Postmasters shall in like manner report every instance where a nonautomatic gate is being maintained on any road covered by rural delivery service.

Deviations from routes forbidden.

—postmasters to make reports regarding.

Service on tri-weekly routes.

Funds received.
—accounting for a and disposition of.

Carriers to report for duty regardless of weather conditions.

—partial service, when required.

Horsebackservice permitted, when.

Constant service required.

Schedules.
Carriers to report for duty, when.

Routes to be covered expeditiously.

Changes of schedules by carriers or postmasters forbidden, except.

Sec. 748. 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.

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.

Sec. 749. 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.

Sec. 750. 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 this route as officially prescribed, 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.

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.

Sec. 751. 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 suitable person to perform service temporarily.

Sec. 752. 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.

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.

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. Necessary changes to be reported to the department.

4. Postmasters shall require carriers to delay departure for service of their routes 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. Awaiting of belated mails 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. Stop for dinner permitted, when.

Sec. 753. The exact time a rural carrier reports at the office, leaves to serve his route, returns at completion of the trip, and leaves the office after completing his duties shall be reported daily by him on Form 4240. 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. Trip reports, how made.

Sec. 754. 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.

Sec. 755. 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. 1904, Apr. 28; 33 Stat. 440. —soliciting forbidden.

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.

Mailable matter shall not be carried unless postage prepaid.

4. Rural carriers shall not carry while on duty any package of mailable matter the weight of which is within the limit prescribed for admission to the mails (except franked and other matter entitled under the law to free transportation), unless postage 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 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. 756. The passage of a carrier on a rural route shall not be wilfully obstructed, but rural carriers are not entitled to privileges on public highway not possessed by private individuals. (See secs. 1627 and 1633.)

Resignations. —postmasters to forward.

Sec. 757. 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.

—new substitute to be named.

In transmitting the resignation of a substitute carrier, the postmaster shall furnish the name of some suitable person agreed upon by himself and the regular carrier for appointment to fill the vacancy.

Continuance of service required. —how long.

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.

Substitute may serve more than one route.

3. If deemed advisable by the postmaster, a substitute may be assigned to two or three routes, but not more.

—when none available.

4. When a substitute is no longer available for service, the postmaster shall promptly report that fact to the department.

DELIVERY AND COLLECTION OF MAIL.

Separation of mail by office force required.

Sec. 758. 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. 759. 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. 760. 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.

2. A parcel too large to be placed in the addressee's box shall be carried out on the route on the first trip after its receipt at the post office, but shall not be left outside of the box. Where the patron does not live within hailing distance of the route and is not at the box to receive the parcel from the carrier, a notice on the form for that purpose shall be left in the box, requesting that the patron meet the carrier on the next trip unless the parcel is called for at the post office in the meantime.

Mail matter shall not be left on top of boxes.

Sec. 761. Mail shall not be exhibited by rural carriers to others than the addressees.

Exhibition of mail to unauthorized persons forbidden. Fees 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. 762. Mail, other than registered, insured, and collect-on-delivery mail, for delivery by rural carriers which is addressed merely to the box and route number may be delivered to the owner of the box as long as no improper or unlawful business is conducted in this manner. Matter which is unaddressed is undeliverable.

Mail addressed to box and route number merely may be delivered.

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.

See sec. 581, par. 2, which requires postmasters to report suspected fictitious addresses, and sec. 986, par. 12, regarding registered matter. Insured and collect-on-delivery mail is delivered in accordance with the regulations that govern the delivery of registered mail.

Sec. 763. 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. 764. Rural carriers shall open and examine boxes of patrons only when signals are displayed to indicate that they contain mail for dispatch. When the mail is collected from the box, the carrier shall lower the signal, whether he has deposited mail in the box or not.

Examination of boxes by carriers not required, when.

2. The signal on a box is not to be raised by the carrier when he deposits mail therein.

—signal not to be raised.

Sec. 765. Postmasters shall deliver newspapers to patrons of rural-delivery routes who call therefor at the offices when they are open for business on Sundays and holidays, and shall deliver mail of any class to rural patrons who call for it during business hours on ordinary week days at times when such delivery will not interfere with the business of the office nor delay the rural carriers in departing to serve their routes.

Office delivery to rural patrons, when required.

Sec. 766. 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

Postage-due mail at rural-delivery offices. —treatment of.

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 4233), deposit it 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 sec. 574.)

Use of Form 4233.

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. 983, governing the collection of deficiencies on short-paid registered mail.

Pension mail, delivery of, at residence required, when.

Sec. 767. Letters from the Bureau of Pensions bearing upon the envelope reference to the act of August 17, 1912, 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. 590.)

Diversion of mail in transit prohibited.

Sec. 768. 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.

Intermediate offices. —carriers to stop at, when.

Sec. 769. 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. Carriers shall enter intermediate offices to obtain mail from the postmasters or their assistants, provided it is not necessary for them to go a greater distance than 50 yards from their vehicles or out of sight of them.

Acceptance of any mail required, when.

Sec. 770. 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 legiti-

—exceptions.

mate revenue. This provision applies also to registry business, the insurance of fourth-class matter, the sale of stamped paper supplies, and to money-order business.

Sec. 771. 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. 772. 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. 773. 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 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 529.

Unpaid or part-paid matter for dispatch.

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.

Patrons' boxes to be used for mail only.

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 529.

Unpaid matter deposited in patrons' boxes.

Sec. 774. 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.

United States collection boxes at points of 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.

—hand exchange.

Sec. 775. 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

Cancellation by carriers of mail delivered en route.

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.

—addressed to post office, how handled.

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.

—exception.

4. Except as provided in this section, no stamps on mail shall be canceled by carriers.

Return of mail by carriers forbidden.

Sec. 776. 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.

Undelivered mail and postal funds to be immediately delivered to postmaster by carrier.

Sec. 777. 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 stamped paper 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 non-delivery.

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. 778. 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.

Two rural routes on one road.

Sec. 779. 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.

Service where contagious disease prevails.

Sec. 780. 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. 512.)

Sec. 781. 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 and there is a passable road leading to it, 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 case neither the postmaster, the clerk in charge of a rural station, nor the rural carrier shall be paid the 8-cent fee.

Special delivery at residence within half mile of route.

—fee allowed.

—outside half-mile limit to patron's box.

—no fee allowed.

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. 782. 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.

—notice to patron, form of.

2. Special-delivery mail addressed to a patron of a rural route who resides within 1 mile of the post office or of the rural station from which the route is operated shall be delivered immediately by a person other than the rural carrier unless the mail is received before the carrier starts on the service of his route and the residence of the addressee is not more than one-half mile from the route.

—within mile limit, immediate delivery.

Sec. 783. 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.

Special - delivery matter collected and delivered en route.

—procedure.

Sec. 784. 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.

Exchange of special - delivery matter by carriers.

—allowed when effected how. —compensation for.

Sec. 785. 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 than city delivery offices receipts shall be taken on sheets (Form 3954). If receipts can not be obtained on delivery, proper record shall be made of the reasons for failure to obtain them. (See secs. 844 and 845.)

Record and receipts.

Sec. 786. 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.

Fees. —to whom paid.

Record of special-delivery matter in post office.

Sec. 787. 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 3951 should be used at city-delivery and village-delivery offices, and Form 3953 at all other offices.

Numbering, recording, and making reports at nonfree-delivery offices.

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.

—method of.

Deliveries from city-delivery offices.

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.

—method of payment.

Registered special-delivery matter.

Sec. 788. 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.

—treatment of.

Time consumed in delivery of special-delivery matter.

Sec. 789. 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.

—how reckoned.

Statistical reports to be prepared semiannually.

Sec. 790. During the first 15 days in the months of January and July of each year a count shall be kept of the number of pieces of mail delivered and collected on every rural route; also, account shall be kept of the number and weight of locked pouches carried to intermediate post offices and the weight of mails carried for delivery to carriers on loop routes, and of the number of pouches and weight of mails received from intermediate offices and the carriers on loop routes; and of the value of stamps canceled on mail collected, and the value of stamps, stamped paper, etc., sold by carriers. Appropriate entries shall be made on Form 4240.

—routes excepted.

2. When the delivery and collection on a daily route aggregates more than 5,000 pieces of mail a month for three consecutive months, the counting of mail may be discontinued except during the first 15 days in the months of January and July of each year, as provided by paragraph 1 of this section. On daily routes on which the mail averages less than 5,000 pieces a month, and on all triweekly routes, the number of pieces of mail delivered and collected shall be counted each schedule day and record thereof made on Form 4240.

SUPPLY OF INTERMEDIATE OFFICES.

Transportation of locked-pouch mail by carriers required.

Sec. 791. Rural carriers shall transport mails between post offices located on their routes whenever the performance of such service is specifically ordered by the department. 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. 792. 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. 793. 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. 794. Rural carriers are required in serving intermediate post offices to enter the offices to make exchange of mails with the postmasters or their assistants: *Provided*, That in order to do so it will not be necessary for them to go a greater distance than 50 yards from their vehicles or out of sight of them.

Carriers to enter post offices in exchanging mails.—when.

Sec. 795. 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. 796. 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. 797. Postmasters at offices supplied by rural routes shall make report to the Fourth Assistant Postmaster General, Division of Rural Mails, of all cases of abandonment or interruption of service, or continued irregularity in time of arrival of the carrier; when mail arrives in bad condition or exposed to depredation, loss, or damage; when a pouch is received unlocked or without lock or fastened with other than a regulation lock; when mail is carried by an unauthorized person; and any other irregularity in the performance of service or the conduct of the carrier that may occur.

Postmasters to report irregularities.

Sec. 798. 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.

Restrictions as to handling mail and equipment.

Sec. 799. Upon the personal application or written request of the addressee, ordinary mail in transit to a postoffice, 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.

Mail in transit.

—delivery of, when permitted.

VEHICULAR AND OTHER EQUIPMENT AND STAMP SUPPLIES.

Sec. 800. Carriers in rural mail delivery service shall furnish and maintain at their own expense all necessary vehicle equipment for prompt handling of the mail: *And provided further*, That nothing herein shall be construed, and no order shall be issued, to prevent the use of motor vehicles on horse-drawn vehicle routes: *Provided further*, The Postmaster General in his discretion may require all carriers to furnish sufficient equipment to properly handle postal business on their routes.

Carriers shall furnish equipment.

1916, July 23; 39 Stat. 423.

Conveyance to be provided by carrier.

Animals to be in good condition.

Automobiles and motorcycles may be used.

Bicycles not permitted.

Conveyance for substitute.

Advertisements on equipment not permitted.

Equipment.—requisitions for.

—carriers shall be provided with.

—carrier's receipts for.

—care of.

—reports regarding conditions.

2. 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. 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 may be used by rural carriers in serving their routes, but such vehicles must be of sufficient capacity to properly handle the postal business. In each case where service is performed by automobile, the postmaster shall state the months in which the route can be so served, the carrying capacity of the vehicle, and whether the condition of the roads is such as to permit its uninterrupted use for an extended period. Motor cycles may be used under the same conditions as automobiles, but it being considered that these vehicles without some special attachment will not furnish sufficient equipment to properly handle the postal business on rural routes, the use of motor cycles will not be permitted unless such vehicle has a cylinder displacement of not less than 60 cubic inches, and there is attached to the machine a commercial body of waterproof material not less than 42 inches long, 24 inches wide, and 18 inches high, so constructed as to protect the mail thoroughly from damage and loss, the assembled machine to have a tread of not less than 56 inches. The use of bicycles on rural routes is not permitted.

4. In all cases where a rural carrier is absent from duty, the substitute employed must provide suitable equipment with which to perform the service. If the regular carrier's equipment is used, he may make a reasonable charge therefor.

5. Rural carriers shall not display advertising matter of any character upon their equipments.

Sec. 801. 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.

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.

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.

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.

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 Equipment and Supplies. Satchels shall not be repaired by carriers. —repairing by carriers forbidden.

6. When a rural carrier leaves the service he shall satisfactorily account for and return to the postmaster, or some duly authorized person, every article of the official equipment, including all master keys and keys to patrons' boxes. —accounted for. —return of, when required.

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. Expenditures by postmasters forbidden.

Sec. 802. 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 \$3 or more sufficient to meet the demands of purchasers. (See sec. 161.) Stamped-paper supplies. —sale of, by carriers.

2. Carriers shall not accept checks in payment for postal supplies purchased of them. Checks not acceptable.

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. Proceeds to be turned in. Accounting for value.

RURAL STATIONS.

Sec. 803. 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. Establishment of rural stations.

2. A rural station shall be tributary to a post office 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. Clerk in charge, subordinate to postmaster.

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 in which the business of the station can be transacted. Appointment. —compensation. —bond required. —quarters.

Sec. 804. 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. Clerks in charge to exercise supervision over carriers.

Sec. 805. At rural stations mail shall be dispatched, received, and delivered, money orders issued, mail registered, and stamp supplies sold. Functions.

Receipt and dispatch of mails.

Sec. 806. Mail shall be supplied to rural stations by rural carriers unless otherwise specifically authorized. 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.

Stations open—when.

Sec. 807. 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.

Handling of mail matter.

Sec. 808. 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 notices for registered, insured, and collect-on-delivery mail addressed to a rural station for delivery shall be issued in accordance with the requirements of section 984.

Cancelling of stamps to be done by clerks in charge.

Sec. 809. 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.

Correspondence.—requisitions, etc.

Sec. 810. 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.

Supplies to be furnished by postmasters at distributing offices.

Sec. 811. 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 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. 812. 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.

PATRONS' BOXES.

Boxes.—shall be provided by patrons.—must conform to regulations.

Sec. 813. Persons wishing to become patrons of rural routes or to receive box delivery and collection service on star routes shall provide and erect, at their own expense, boxes suitable in all respects for the purpose, the manufacture of which has been approved by the department.

Dimensions.

2. Two standard sizes have been designed and adopted :

No. 1—18½ inches long, 6¼ inches wide, 7½ inches high; for letters and ordinary mail.

No. 2—23½ inches long, 11 inches wide, 14 inches high; for all mail, including parcel post.

3. Copies of specifications and requirements to be followed in the manufacture and sale of these standard-size boxes may be obtained on application to the Fourth Assistant Postmaster General, Division of Equipment and Supplies. Specifications.

4. Manufacturers may make such changes in the construction of their boxes as in their opinion will better adapt them to the purpose, but such changes must first be approved by the department. Changes in construction shall be approved by department.

5. Patrons may use boxes of any of the approved styles they may prefer, and will not be required to discard boxes in use July 1, 1916, while they remain serviceable. Such an authorized box may be transferred by the owner to another route when he moves, or it may be continued in use on the old site by a person moving into the place occupied by the original purchaser, but a box which does not conform to the latest specifications, or has not been approved by the department, obtained by one patron from another, may not be erected and used by the former at a different location. Use and transfer of boxes of approved styles.

Sec. 814. The following inscriptions shall be placed on rural-mail boxes, other inscriptions not being permitted: Inscriptions.

(a) Name of owner.

(b) Name and address of manufacturer, inconspicuously placed.

(c) The words "Approved by the Postmaster General," "U. S. Mail." Approval of boxes.

Sec. 815. 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, Division of Rural Mails, 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. —how obtained.—conditions prescribed for manufacturer.

2. Authorized manufacturers are not prohibited from employing agents throughout the country to promote the sale of their boxes. But, regardless of any contracts or arrangements between manufacturers and agents, patrons may purchase boxes direct from manufacturers at authorized prices, patrons paying cost of transportation. Information as to persons or concerns authorized to sell boxes and the prices at which they are sold may be obtained on application to the Fourth Assistant Postmaster General, Division of Rural Mails, or from the Postal Guide. Sale and purchase of boxes.

Sec. 816. Each box shall, if practicable, be erected on the right side of 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. Erection of boxes.—accessibility required.

2. Patrons shall, as far as practicable, keep clear the approaches to their boxes by promptly removing obstructions which may render difficult or impossible the delivery of mail by the carrier. Removal of obstructions required.

Several families may use same box. —agreement required.

Sec. 817. 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. 818. 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. 819. Rural carriers shall make report to postmasters of any boxes erected which do not conform with the regulations in the matter of type, condition, location, or inscriptions, and to the owners of these boxes the postmaster shall send Form 4056 (Notice to patron of irregularity in rural-mail box), requesting that the irregularities or defects be remedied. If, after a reasonable time, any patron fails to comply with the requirements, 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. The same action shall be taken by postmasters in respect to boxes which they note in making the semiannual inspections required by section 721 are not in conformity with the regulations. The form (4056) should be obtained by requisition on the Division of Equipment and Supplies.

Manufacture or sale of boxes by employees forbidden.

Sec. 820. 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.

Damage to or depredation upon collection boxes to be reported.

Sec. 821. Cases of depredations on or interference with United States collection boxes or their contents, or 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 depredation occurs.

2. When a United States collection box becomes broken, or is in bad condition, the carrier on the route shall notify the postmaster, who shall report the facts to the Fourth Assistant Postmaster General, Division of Equipment and Supplies. If the lock is out of order or the key broken, appropriate report shall be made to the Fourth Assistant Postmaster General, Mail-Equipment Shops.

See sec. 1620 relative to injuries to mail boxes.

Locks to boxes. —carriers must accept keys.

Sec. 822. 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.

—master keys.

Sec. 823. 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. 824. 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. 825. Each mail box on a rural-delivery route shall have a number assigned to it, beginning with No. 1 for the first box reached by the carrier after leaving the office, 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.

Assignment of numbers.—system.

2. A box served by more than one route shall be given a number in the regular order for each route.

3. The box numbers so assigned shall be entered in the carrier's roster book as required by section 745 of the regulations, but shall not be inscribed upon the boxes hereafter erected.

—to be entered in carrier's roster book.

Sec. 826. 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 request that he advise his correspondents to include in his address the number of the rural route and his box number.

Notification of assignment of numbers to patrons.

Sec. 827. 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.

Numbering of boxes subsequently erected.

UNITED STATES COLLECTION BOXES.

Sec. 828. 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.

Boxes.—when supplied.—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.

—record of, shall be kept.

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.

See sec. 821 as to damage or depredation upon collection boxes.

Keys.

Sec. 829. Keys to United States collection boxes shall be furnished to rural carriers by postmasters at distributing offices.

—receipt for, by carriers.

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.

—care of.

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 safekeeping, 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, shall be considered sufficient cause for removal of a carrier.

—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 4.

SPECIAL DELIVERY.

ESTABLISHMENT: RATE: DISPATCH.

Mail matter entitled to special delivery.

Sec. 830. 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.

1886, Aug. 4; 24 Stat. 220.
—immediate delivery of.

1907, Mar. 2; 34 Stat. 1244.
—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.

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.

Regulations for special - delivery service.
1886, Aug. 4; 24 Stat. 220.
—Postmaster General may prescribe.

NOTE.—Special-delivery service between the United States and Canada is governed by conventional stipulation providing for the use of the special-delivery stamps of the country of origin and a fee of 20 cents in addition to the postage. For detailed instructions, see current Official Postal Guide.

Note.

Sec. 831. 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.

Rate on special - delivery matter.

2. If ordinary stamps are used, the words "Special delivery" should be plainly written directly under, but never on, the stamps.

—use of ordinary stamps.

Sec. 832. Special-delivery service shall be performed at every post office.

Special - delivery offices.

Sec. 833. 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.

Persons employed in postal service to expedite special-delivery matter.

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 Post-Office Service.

—failure of, to be reported.

Sec. 834. The expenses of the special-delivery service shall be paid out of receipts of said service and charged against the appropriations for said service.

Expenses of special - delivery service.
—to be paid out of receipts.

Sec. 835. 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. 830) 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. 574.)

Postage on special-delivery matter.

2. The foregoing provision permitting the dispatch of mail matter bearing a special-delivery stamp without prepayment of postage applies to letters only.

1885, Mar. 3; 23 Stat. 387.
1889, Jan. 16; 25 Stat. 650.
—omission to pay on letters, not to delay transmission.

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 dispatched with the deficient postage rated thereon; but such matter with postage wholly unpaid, although bearing a special-delivery stamp, shall be held for postage.

—shall be prepaid except on letters.

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.

—of first class other than letters, part paid or wholly unpaid.

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. 379, 573, and 574.)

Postage due, how rated.

—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. 836. 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.

Facing slips, how placed on packages.

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.

Second and third class matter to be dispatched with first.

2. Matter of the second and third classes, bearing special-delivery stamps, shall be dispatched with first-class matter unless otherwise ordered by the department.

See sec. 883 as to dispatch of registered special-delivery articles.

Commissions not allowed for cancellations of stamps.

Sec. 837. 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.

See secs. 310 and 311 as to compensation of postmasters.

RECORD AND DELIVERY.

Special delivery of mail matter.
1886, Aug. 4;
24 Stat. 220.
1900, June 2;
31 Stat. 260.
—postmasters responsible for.
—compensation for.

Sec. 838. 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.

Compensation when ordinary stamps are used.

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.

Special delivery at other than city-delivery offices.
1885, Mar. 3;
23 Stat. 388.
1903, Mar. 3;
32 Stat. 1175.
—payment of persons employed.

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. 839. 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.

Sec. 840. (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. 841. 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.

2. A record shall be kept of each piece of special-delivery mail received for delivery, showing office of origin, complete address, registry, insurance, or collect-on-delivery number, if any, and the name or number of messenger to whom delivered, and the time of delivery to messenger. This record shall also show reason for nondelivery or delay of any piece of such mail and its subsequent treatment or disposal.

Sec. 842. 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.

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. 321 and 322.)

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.

Sec. 843. Every reasonable effort shall be made to effect the prompt delivery of special-delivery mail. If the address is deficient or incorrect, it should be completed or corrected if possible. If the addressee has removed to the delivery of another post office, the article, if ordinary mail of the first class, shall be immediately forwarded if the new address is known or can be ascertained; if the article be registered mail, it should not be forwarded without such authority as is required by section 991; in the absence of which a registry notice should be sent.

See sec. 575 as to immediate forwarding of perishable or "pledge" matter of second, third, or fourth class.

Sec. 844. (Special delivery messengers) upon the delivery of * * * (every article) will procure a receipt from the party addressed, or some one authorized to receive it, in a book to be furnished for the purpose, which shall, when not in use, be kept in the post office, and at all times subject to examination.

2. Each messenger at a city-delivery office shall be furnished with a delivery book, or its equivalent (Form 3951), in which

Separation and stamping of special-delivery matter.

Contract for special delivery. 1886, Aug. 4; 24 Stat. 220. —may be made.

Record of special-delivery matter. 1885, Mar. 3; 23 Stat. 388. —how kept.

Hours of special-delivery service. —at city-delivery offices. —at other offices

—on Sundays.

—on holidays.

When no delivery is made on Sunday, how matter is treated.

All reasonable efforts to be made to effect delivery.

Delivery records. 1885, Mar. 3; 23 Stat. 388.

—manner of making entries.

shall be entered the address of each piece of matter received for delivery, the date and hour of its receipt by the messenger, the registry, collect-on-delivery, or insurance number, if any, the amount of postage due thereon, and the time of delivery by messenger.

- receipt of addressee. 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, or its equivalent, and the time of such delivery shall be noted thereon.
- to be kept in post offices when not in use. 4. Delivery books, or their equivalent, 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.
- at other than city-delivery offices. 5. At post offices other than city-delivery offices receipts shall be taken on sheets (Form 3954). (See sec. 855, par. 4.)
- Treatment of mail when personal delivery can not be effected. **Sec. 845.** When, because of the fact that the addressee is temporarily not in and no person is in to receive mail, personal delivery can not be effected and a receipt taken, special-delivery ordinary mail may be placed in the usual mail receptacle (including door slots) on the reasonable assumption that the addressee will shortly return and that such a course would be preferable to returning the mail to the post office.
- not to be left in receptacles. 2. Care must be exercised that mail is not left in receptacles at offices, houses, or apartments where the occupants are away for more than a few hours or a day. The messenger must be held to a high degree of diligence and common sense in dealing with such cases.
- exceptions. 3. When no one responds to the repeated ringing of the bell or knocking on the door, the messenger may deposit the mail in the receptacle, or door slot, only after determining through close observation of the premises and suitable inquiry that the occupants are only temporarily absent (for a day or less).
- messenger to make note on receipt form and also leave notice. 4. When special-delivery mail is left in the receptacle after observing the foregoing precautions, the messenger will note in the proper space on the receipt form the time of such action and the reason why he felt justified in leaving the mail. He will also place under the door a notice showing that there is a letter in the receptacle except in cases where door slot is used.
- Addressee to be advised of attempted delivery. 5. Where there is no receptacle, notice (Form 3955) will be left informing the addressee of the attempted delivery, and that the mail can be obtained by calling at the office (or station) prior to the next delivery by carrier. If the article, the delivery of which has been attempted, is marked or known to be "perishable," the employee making the attempt at delivery shall write across the face of Form 3955 "Perishable."
- matter there-after becomes ordinary mail. 6. Immediately upon the inability to make personal delivery as per the foregoing, special-delivery matter becomes ordinary mail; and where there is no receptacle, such mail shall be returned to the post office (or station) and delivered by the regular carrier on the next trip immediately following such return. The messenger upon failure to make personal delivery and in doubtful cases must obtain advice on his return to the office.

7. Postmasters will hold strictly responsible for effective and accurate special-delivery service the supervisory official or other employee directly in charge of such service, who shall at all times maintain proper discipline among the messengers, see that they perform their full duty in all cases, and that in the event of failure to make proper effort at delivery messengers are immediately dismissed, suspended, or other suitable disciplinary action taken. The messenger's claim for pay for delivering a piece of mail shall not be allowed unless he exercises diligence and good faith in attempting delivery.

Postmasters held responsible for efficient service.

8. Paragraph 6 of this section shall not apply to a special-delivery letter bearing the specific request that it be returned to the writer if prompt delivery can not be effected by either the messenger or the regular carrier. (See par. 2, sec. 609.)

Mail bearing card request.

Sec. 846. When special-delivery matter is registered, insured, or sent collect on delivery, the usual registry, insured, or collect-on-delivery receipts shall be taken, and all other requirements of the registry system and collect-on-delivery regulations shall be observed, but no special-delivery receipt need be taken.

Registry, insured, or C. O. D. matter.—how treated.

Sec. 847. 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 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 Post-Office Service. 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. 575.)

Forwarding of special-delivery matter.

—with indorsement.

—without indorsement.

Sec. 848. 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. 609 to 616.)

Undelivered special-delivery matter.—disposal of.

Sec. 849. 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 of 80 per cent of the face value of all special-delivery stamps on matter recorded and delivered, or attempted to be delivered.

Special delivery at other than free-delivery offices.—by whom made.

—compensation for.

See sec. 830 as to limits of delivery at other than free-delivery offices; sec. 838 as to responsibility for delivery of special-delivery matter.

SPECIAL-DELIVERY MESSENGER SERVICE.

Special - deliv-
ery messengers.
1886, Aug. 4;
24 Stat. 220.
—at free-delivery
offices.

Sec. 850. 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. 838), and require the delivery to be made entirely by special messengers, according to the provisions of the act to which this is amendatory.

See sec. 830 as to limits of delivery at free-delivery offices; sec. 855 as to compensation of messengers.

Substitute car-
riers and clerks.
—employment of.

Sec. 851. 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.

—minimum age
of.

—suitable num-
ber to be on duty
during prescribed
hours.

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.

—clerks, etc.,
when service may
be performed by.

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, except that, at offices of the first and second classes, regular clerks or employees shall not receive fees for delivering special-delivery mail during their regular tours of duty and substitutes shall not receive fees for effecting special deliveries during the time for which they are paid at the hourly rate.

Employment of
messengers.

Sec. 852. Postmasters should not employ a greater number of messengers than actually necessary.

Combinations
among messen-
gers.

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.

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. 853. Special-delivery messengers shall conduct themselves in an orderly manner while in the office and on their trips.

Not to have ac-
cess 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. 509.)

Messengers
need not be un-
iformed.

Sec. 854. 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.

Sec. 855. 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. Payment of messengers. 1885, Mar. 3; 23 Stat. 388. 1903, Mar. 3; 32 Stat. 1175.

2. Messengers shall be paid at the rate of not exceeding 8 cents for each piece delivered or attempted to be delivered. (See sec. 838.) —rate of.

3. Postmasters of first and second class 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 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 with the quarterly postal account. (See sec. 215.) Pay roll, first and second class offices.

4. Postmasters of third-class offices shall report in their quarterly postal accounts (Form 1545a) the actual number of pieces delivered or attempted to be delivered, and the amount paid as fees to messengers, and postmasters of fourth-class offices shall make similar report on Form 1558. (See sec. 844.) Pieces delivered at third and fourth class offices.

See sec. 224 as to fixing compensation where false returns of special-delivery matter are made; sec. 1602 as to punishment for false returns.

Sec. 856. Whenever special-delivery matter can be as 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 shall be provided with a delivery book, or its equivalent, and a receipt shall be taken by him, or delivery effected in a receptacle, the same as in case of delivery by messenger. Matter delivered by letter carriers. —no compensation allowable.

Sec. 857. Letter carriers, whether assigned to delivery or collection duty, and special-delivery messengers shall receive all pre-paid 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. Carriers, etc., receiving special-delivery matter for mailing.

Sec. 858. Allowances will be made at post offices of the first class upon application to the First Assistant Postmaster General, Division of Post-Office Service, for car fare for special-delivery messengers in emergent cases where immediate delivery in the usual way is impracticable. Allowances for car fare at offices of first class. —application for.

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. —how expended.

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 with the quarterly account. (See sec. 215.) Vouchers for expenditures.

TITLE SEVEN.

REGISTRY SYSTEM : INSURANCE AND COLLECT-ON-DELIVERY SERVICES.

CHAPTER 1.

REGISTRATION OF DOMESTIC MAIL MATTER.

ESTABLISHMENT OF SYSTEM OF REGISTRATION.

Establishment of system of registration.

R. S. § 3926.
1897, Feb. 27;
29 Stat. 599.

Preparation of matter for registration.

—when return receipt is desired.

—restrictions upon delivery.

First-class matter.

—to be sealed.

Flimsy envelopes not to be used.

Matter of second and third classes.

Sec. 859. For the greater security of valuable mail matter the Postmaster General may establish a uniform system of registration.

PREPARATION OF MATTER FOR REGISTRATION.

Sec. 860. 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 to be properly enveloped or wrapped. If a return receipt is requested, the words "Return receipt desired" shall be placed conspicuously upon the cover, preferably above and near the address. Any indorsements restricting delivery shall similarly be placed upon the cover near the address. Postmasters and other postal employees are not permitted to assist in the preparation of matter for registration, either by placing the contents in an envelope or by sealing or addressing it.

See secs. 1022 to 1035 as to carrier registrations.

2. Letters and other first-class matter shall be placed in an envelope or wrapper, securely sealed in every part, and strong enough safely to carry them. Flimsy envelopes should not be used as covers for registered mail. The "extra-quality" 2-cent stamped envelope is especially recommended as a cover for such mail. Postmasters must decline to accept for registration articles not so wrapped or enveloped as to carry safely. 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 second or third class matter but 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, the sender's registration receipt, and the office record shall 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 sealed letter or parcel which bears the appearance of having been opened and resealed should be accepted for registration. Registered articles containing fragile matter shall be marked "Fragile."

Envelopes for coin or heavy articles.

Matter apparently resealed not to be accepted.

See sec. 989 as to responsibility for loss of registered mail.

4. Matter indefinitely addressed, or addressed to fictitious names, to initials, or to box numbers or buildings only, shall not be accepted for registration. This applies to the names and addresses of senders as well as addressees.

Indefinitely addressed matter.

See sec. 583 as to right to use a trade name.

REGISTRATION OF UNOFFICIAL MATTER.

Sec. 861. 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. 863); and all such fees shall be accounted for in such manner as the Postmaster General shall direct.

Registration of unofficial matter.

R. S. § 3927.

—on application

of party mailing

same.

—fee for.

—what classes

may be accepted.

2. Postmasters shall register all mailable first, second, and third class matter properly prepared and offered for that purpose. Mailable domestic fourth-class (parcel-post) mail may also be registered if it is sealed and the first-class rate of postage is paid thereon.

See sec. 320 as to office hours for registry business; secs. 450 and 451 as to limit of weight.

3. Money and valuable matter of the first, second, and third classes should be registered. Valuable articles of the fourth class, such as currency, coin, jewelry, and precious stones, usually of small bulk but of considerable value, also should be registered, because of the greater safeguards provided by the registry service. Postmasters and postal employees shall recommend the use of postal money orders, whenever available, instead of cash, for remittances by mail; and when postal money orders are not available, that money be sent by registered mail.

—valuable matter.

4. Mail for dispatch by airplane service, except that supposed to contain matter of large value, such as securities, coin, or currency of large amounts, will be accepted for registration upon the prepayment, by postage stamps affixed, of a registration fee of 10 or 20 cents in addition to the airplane postage. Such registered mail will be inclosed in registered package jackets or inner registered sacks and dispatched in iron locked pouches, in accordance with the registry regulations covering such dispatches. (See secs. 385 and 1330.)

—airplane service.

Sec. 862. Wherever found in the ordinary mail, an article marked to indicate that the sender desired it registered and bearing 10 cents in ordinary stamps in addition to required postage, shall be removed from the ordinary mail and registered. Like

Registration of matter found in the ordinary mail.

treatment shall be accorded an article, wherever found in the ordinary mail, marked to indicate that it was intended for registration, even though it does not bear the name and address of the sender, or postage and registry fee are partially or wholly unpaid.

Condition and
deficiency to be
indorsed.

2. A postal employee who removes from the ordinary mail an article intended for registration shall indorse the article to show its condition, if other than good, and, if registered at a post office, the amount of any deficiency in postage or fee collectible upon delivery. If the article is in bad condition, it must be repaired or reinforced. (See sec. 973.)

Removed from
the ordinary mail
by railway post-
al clerk.

3. If the article is removed from the ordinary mail by a railway postal clerk, he shall give it the next number in his registry-jacket series, inclose it in a jacket bearing the same number, and list the article on the jacket bill to show the number given it, the railway post office and train number, date of registration, the post office and State and date of original mailing, and the names and addresses of sender, if shown, and addressee. The jacket shall be addressed to the postmaster at destination of the article, if for domestic delivery, or to the proper United States exchange office if for foreign delivery.

Receipts to be
taken and regis-
tration receipts
to be mailed
sender.

4. The post-office employee who actually registers the article shall receipt for it to the mailing section and mail a registration receipt to the sender with caution against placing in the ordinary mail matter intended for registration. The registration receipt shall show when, where, and by whom the article was originally mailed, amount of postage and fee borne by it, amount of any deficiency in postage or fee collectible upon delivery, when and by whom it was removed from the ordinary mail, the registration number given it, and the condition, if other than good. This information, as far as ascertainable, must also be shown on the records of the employee removing the article from the ordinary mail and on the records of the post office of delivery. Postmasters at offices of delivery shall be careful to rate up, when necessary, and collect any deficiency on articles withdrawn from the ordinary mail and registered, and their records shall also show amount of deficiency, if any, collected upon delivery.

5. If the article does not bear the name and address of the sender or is removed from the ordinary mail by a railway postal clerk, the postmaster delivering the article shall mail the registration receipt and customary notice to the sender after obtaining the name and address from the addressee and notify the postmaster at the office of origin. Cautionary notice shall likewise be given by a postmaster receiving such an article from a dead-letter office for restoration to the sender.

When not to be
registered.

6. When, after due notice, any sender continues placing in the ordinary mail articles intended for registration, they shall be indorsed at mailing, but not at other post offices, "Not in the registered mail," dispatched as ordinary mail, and report made to the Third Assistant Postmaster General. Postal employees who notice at points other than the offices of mailing that any sender frequently places in the ordinary mail matter intended for

registration shall report the fact, through proper channels, to the postmaster at the mailing office.

7. An article found in the ordinary mail drop bearing 10 cents in ordinary stamps in addition to any required postage, but not marked to indicate whether the sender desired the article sent as special delivery or registered mail, shall be dispatched as ordinary special-delivery matter after being indorsed "Special delivery," provided that where practicable without missing the first available dispatch, the desire of the sender shall be ascertained and the article treated accordingly.

When to be treated as special delivery.

See sec. 993 as to treatment of registered matter found in the ordinary mail.

Sec. 863. The registry fees on both domestic and foreign mail shall be at the following rates and in addition to the regular postage, both of which shall be prepaid by stamps affixed, viz :

Registry fee.—for first, second, third, and fourth class matter, respectively. Limit of indemnities.

For domestic articles of the first class indemnified for \$50 or less, 10 cents; for over \$50 and not in excess of \$100, 20 cents.

For domestic articles of the second class, for which no indemnity is provided, and for domestic articles of any class without intrinsic value for which indemnity will not be allowed, 10 cents.

For domestic articles of the third class indemnified for not exceeding \$25, 10 cents.

For domestic fourth-class (parcel-post) articles sealed and prepaid at the first-class rate of postage, the same as for first-class mail.

For all articles of whatever class addressed to foreign countries, 10 cents.

Fee for foreign mail.

2. Two or more articles tied or otherwise fastened together shall not be registered as one unless inclosed in the same envelope or wrapper.

Fee not to cover two or more articles.

See sec. 1070 as to payment of indemnity for domestic registered mail; sec. 1071 as to payment for foreign registered mail.

Sec. 864. 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.

Sec. 865. Window registration receipts, and the articles they describe, shall be consecutively numbered, beginning with No. 1 on the 1st day of July of each year, and continuing throughout the entire fiscal year. At large offices, where it is necessary, in order to prevent conflict of numbers, the registration series may commence with some number other than 1.

Numbering registered articles, receipts, etc.

Sec. 866. 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 :

Stations and branches to use separate series of numbers.

Station No. 1..... 1000 to 1999
 Station No. 2..... 2000 to 2999

When a station has exhausted its series, the same series shall be started anew.

Receipt to be given at time matter is accepted.—details to be recorded.

Sec. 867. Receipt shall be given the sender at the time each article is accepted. The receipt and the office record shall bear appropriate notation showing the amount of the registry fee in case of domestic first-class mail, and when the article is so marked the restrictions, if any, as to its delivery or a request for return receipt. When the quick registration receipt is issued, the necessary steps shall be taken to complete the office record to show the required particulars.

When matter becomes registered.

Sec. 868. After a receipt has been given therefor, as prescribed in preceding sections, the article becomes registered.

REGISTRATION OF PENALTY AND FREE MATTER.

Registration of official matter. R. S. § 3927.—official postal matter.—official mail of executive departments. 1884, July 5; 23 Stat. 158.—census matter free. 1909, July 2; 36 Stat. 10.

Sec. 869. 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.

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.

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 a misdemeanor and subject to a fine of three hundred dollars. (See sec. 487.)

4. All mail matter of whatever class, relating to naturalization, including duplicate papers required by law or regulation to be sent to the Bureau of Naturalization by clerks of State or Federal courts, addressed to the Department of Labor, or the Bureau of Naturalization, or to any official thereof, and indorsed "Official Business," shall be transmitted free * * * by registered mail if necessary, and so marked.

—naturalization matter. 1917, Oct. 6; 40 Stat. 376.

Note.

NOTE.—The above statutes, except those which relate to matter upon the official business of the Post Office Department, or the census, or that relating to naturalization mail, 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.

5. 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. 485 as to penalty for misuse of official indorsement; sec. 487 as to the free transmission of ordinary mail relating to the census; secs. 871 and 872 as to currency for redemption.

Sec. 870. 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 869. 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."

Official matter registered in a special manner. Special envelopes.

—mail not under cover of, to 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.

—mail under cover of, to be delivered intact.

Sec. 871. 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.

Free registration of United States currency for redemption and new currency for currency redeemed. R. S. § 3932.

Sec. 872. 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.

Letters containing currency. —registration of. —contents to be exhibited.

2. The list shall be carefully compared with the money to be remitted, and when found correct shall be filed.

—list of contents.

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 871," issue the usual registry receipt therefor, and treat it as any other registered letter.

—preparation of.

Sec. 873. When remittances of postal or money-order funds are registered, the package shall be prepared as follows:

Preparation of postal or money-order funds for remittance. —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.

(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

—if in coin, etc., how wrapped.

wrapper thoroughly sealed. An official remittance envelope shall then be pasted thereon in such manner as to expose the address. (See sec 115.)

CHAPTER 2.

TREATMENT OF MATTER AT POST OFFICES OF MAILING AND IN TRANSIT.

PREPARATION OF MATTER FOR DISPATCH.

Registry mark. **Sec. 874.** All registered matter shall be plainly marked on its face "Registered," in bold letters, 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, unless already similarly indorsed to show they are registered.*

County of address.—when inserted.

2. Postmasters accepting mail for registration shall see that the name of 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. 876.)

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. 524 to 526 as to canceling and postmarking.

Correction of address before dispatch.

Sec. 875. 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 Official Postal Guide as a post office, the sender shall be notified and permitted to correct the address.

—shall be made by sender.

—on matter mailed at stations, etc.

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.

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 955 are fully complied with.

Sec. 876. 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.

(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. 877. 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. 867 and 985.)

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.

See sec. 1000 relative to return receipts for registered matter sent to foreign countries.

BILLING OF REGISTERED MATTER FOR DISPATCH.

Sec. 878. The Third Assistant Postmaster General may prescribe what particulars of the registered matter (not at variance with the requirements of any postal convention) shall be entered in billing or recording any registered mail.

Sec. 879. Postal employees in billing to domestic post offices or railway post offices registered matter addressed to, or received from, foreign countries, will use the particulars required in the domestic service. (See sec. 880.) The name of original post office and State (or country) and not the name of the United States exchange office of original receipt, or other office from which the mail is received, unless it is the office of mailing, should be recorded. 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 a full description of all of the particulars which are obtainable, including the post office and State (or country) of destination, followed by the word "Foreign."

See secs. 623 to 628 as to dispatch and receipt of foreign mails; secs. 973 to 975 as to damaged or unsealed articles; sec. 1008 as to billing registered mail direct to foreign countries.

Sec. 880. Unless otherwise specially authorized by the Third Assistant Postmaster General, all registered letters, parcels, and jackets shall be billed and recorded in the domestic service under the original registration or dispatching number and the name of the post office and the State or country of origin. Rotary-locked

pouches and sacks shall be billed and recorded by lock letters and numbers and the name of the post office and State of origin. The dispatching record, such as the stub of the window registration book, pouch-bill book, manifold registry dispatch book, transit book, or railway postal-clerk's receipt book, shall show to whom the registered matter was delivered or dispatched. (See secs. 878 and 1057.)

—when required information not furnished.

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.

—articles for foreign countries.

3. United States exchange post offices, and railway postal clerks, in dispatching registered mail direct to foreign countries, shall be governed by the provisions of the Universal Postal Convention covering the listing of registered mail. These provisions and necessary instructions are published in the Official Postal Guide.

—entries to be made from articles direct.

4. In billing and recording registered articles the entries shall be made from the articles themselves. (See sec. 1057.)

Manifold registry dispatch bill.
—when to be used.

Sec. 881. The manifold registry dispatch bill (Form 3851, 3852, 3853, or 3854) shall be used in the dispatch of registered mail closed with rotary locks and in paper and sack jackets. The form should be used in lieu of registry dispatch receipt card, Form 3830 (see sec. 882), when more than five registered articles are dispatched at one time, and when advantageous may be used even though an average of but three articles are dispatched.

—takes the place of other transit records.

2. When the manifold registry dispatch bill is used, the matter described thereon should not be reentered in the transit record or railway postal receipt book.

See sec. 899 as to use of manifold registry dispatch bill in connection with rotary lock and jacket dispatches.

IRON AND BRASS LOCK POUCH AND REGISTERED POUCH AND JACKET SERVICES.

IRON AND BRASS LOCK POUCHES.

Billing articles for dispatch in iron-lock pouches.

Sec. 882. All registered matter dispatched in iron-lock mail bags shall be accompanied with a registry dispatch receipt card (Form 3830), or a manifold bill (Form 3851, 3852, 3853, or 3854), describing each registered article.

See sec. 883 as to pouching registered mail.

—how made out.

2. In making out registry dispatch receipt cards, the sending post office or postal employee shall fill in the blanks provided for the return address and shall make the required entries. (See sec. 880.) The receipt shall be postmarked with date of its dispatch. (See sec. 1057.)

—transit and local packages on. —no blanks between entries on.

3. Transit articles, as well as articles of local origin, shall be entered on the same receipt. (See sec. 934.) No blanks shall be left between the entries, and after the last entry a diagonal line shall 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 wavy lines or receipt for the mail on the line immediately under the last-described article.

—blanks, when to be filled by receiver.

5. The entries and signatures on registry dispatch receipt cards in post offices shall be made with pen and ink or indelible pencil, when practicable, and in railway post offices with pen and ink or ordinary or indelible pencil. Stamped signatures only on such cards are forbidden. (See sec. 1060.)

Entries and signatures with pen and ink or indelible pencil.

Sec. 883. Registered matter and registry dispatch receipt cards shall not be dispatched in a newspaper or tie sack, except when lead-sealed sacks are specially authorized.

Dispatches in iron or brass lock pouches. —pouching of.

2. When not impracticable on account of size or shape, registered matter dispatched in iron or brass lock pouches shall be placed on top of the local or No. 1 working package, immediately under the registry dispatch receipt card or manifold bill. It shall not be included in city packages unless inclosed in direct pouch for city addressed, nor in "State" packages. When there is special-delivery mail and registered mail for dispatch, the former should be placed on top of the No. 1 working package immediately under the package receipt and on top of the latter.

—tied with ordinary mail.

—not included in city packages.

—special-delivery dispatched with registered matter.

3. The words "register" or "registered matter" appear prominently on the registry dispatch receipt card and manifold bills, and the card or bill must be placed, with those words exposed, on top of the package of registered mail, in lieu of a facing slip.

—plainly stamped "Registered."

4. In offices where registry and mailing sections are separate and the outgoing package of ordinary mail first to be worked has been tied out in the mailing section, it need not be untied to insert registered letters subsequently brought to the mailing section. Such letters shall be tied on top of the local or No. 1 working package of ordinary mail with the registry card or bill on top so as to expose the words "Registers" or "Registry bill No. —."

—not necessary to untie package of ordinary mail.

5. Registered matter that can not be tied with the ordinary mail shall be inclosed, if possible, in unaddressed, unnumbered, and unsealed registered jacket envelopes, used merely as containers for registered articles that might become mislaid on account of size or shape; otherwise the registered articles should be placed loose in the pouch. The unsealed jacket must be securely closed with clips or string so that the parcels will not become loose in the pouch.

—when not tied with ordinary mail, to be inclosed in registered jacket envelopes, or loose in pouch.

6. The entry on the manifold bill or registry dispatch receipt card of any registered article which is not included in the local or No. 1 working package must be preceded by the letter "L" (loose in pouch) or "O" (outside of pouch) as may be appropriate. In the absence of a local or No. 1 working package, any registered matter which ordinarily would be included in such package shall be placed in an unsealed jacket used as a container and the registry card or manifold bill describing the matter securely attached to the outside of the jacket.

—entries on bill or card to be preceded by "L" or "O" when deposited loose in unsealed jackets or as outside piece.

Brass-lock pouch service. **Sec. 884.** The brass-lock pouch service is provided for the direct exchange of registered mail in pouches 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.

Dispatch of brass-lock pouches. **Sec. 885.** 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. 894.)

If more than one pouch. **Sec. 886.** 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.

Record to be kept of brass-lock pouches in certain cases. **Sec. 887.** In exceptional cases where brass-lock pouch dispatches have been authorized between a post office and railway post office or between railway post offices, record (similar to that made of iron-lock pouches) 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. 888.** When two or more brass-lock pouches are used in any one dispatch, separate registry dispatch receipt cards shall be inclosed in each pouch; and a note shall be made at the foot of each such card specifying the number of pouches sent, as follows: “—— brass-lock pouches sent by this dispatch.”

Accumulation of pouches and locks prohibited. **Sec. 889.** If more than the usual number of brass-lock pouches are received at one time from any post office, the extra locks shall be returned to the sending office by the next mail, being listed on the manifold bill or registry dispatch receipt card as “—— brass locks returned.”

Brass-lock pouches not to pass brass-lock offices. **Sec. 890.** 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. They shall be properly labeled and the registered contents billed to the first brass-lock post office on the route.

Brass locks not to be sent to offices not authorized to exchange them. **Sec. 891.** Brass locks shall not be used on pouches sent to offices not authorized to exchange brass-lock pouches. If, however, a postmaster not so authorized receives a mail pouch 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 1452 and 1468, and properly dispose of the contents of the pouch.

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. 892.** 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 registry dispatch receipt and indorsed as to condition, when required, and recorded in the transit record. The registry dispatch receipt card 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. 977.) A new registry dispatch receipt card, 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.

Sec. 893. 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.

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.

REGISTERED JACKETS, SACKS, AND POUCHES.

General provisions.

Sec. 894. Registered mail may also be dispatched under rotary-lock pouches and sacks, registered jacket envelopes, State pouches, sacks, and jackets, split paper jackets, iron and brass-lock pouches, and (when specially authorized), lead-sealed sacks. Except where otherwise modified the general regulations and instructions relating to the registry system shall also apply to these dispatches.

Sec. 895. Postal employees shall use the lightest equipment practicable in dispatching registered mail. Pouches or sacks shall not be used when a registered jacket envelope or a split paper jacket will properly carry the registered matter.

Sec. 896. 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. 1057.)

Sec. 897. 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 shall record and handle these pouches in transit similarly to other rotary-lock pouches.

Sec. 898. Rotary-lock pouches or sacks shall be labeled before any articles are placed therein, the articles, tied together in bundles in order of entry on bill, compared 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.

2. Postal employees locking pouches and sacks shall shake the locks and endeavor to turn the shackle to 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.

INSERT No. 248. ORDER No. 4786.

OCTOBER 20, 1926.

Paragraph 1 of section 790, Postal Laws and Regulations, 1924, is amended so as to read as follows, and paragraph 2 is rescinded:

"During the first 15 days in the month of May of each year a count shall be kept and record made on Form 4240, in duplicate, of the number of pieces of mail delivered and collected on every rural route on which the service is daily except Sunday; also account shall be kept of the number and weight of lock pouches carried to intermediate post offices and the weight of mails carried for delivery to carriers on loop routes, and of the number of pouches and weight of mails received from intermediate offices and the carriers on loop routes; and of the value of stamps canceled on mail collected, and the value of stamps, stamped paper, etc., sold by carriers. One copy of the report shall be promptly forwarded to the Fourth Assistant Postmaster General, Division of Rural Mails; the other shall be retained in the files of the post office. On all tri-weekly routes the number of pieces of mail delivered and collected shall be counted each schedule day. Appropriate entries shall be made on Form 4240, and the record retained in the files of the post office."

INSERT No. 252. ORDER No. 4811.

OCTOBER 21, 1926.

Paragraph 8, section 883, of the Postal Laws and Regulations of 1924, is amended to read as follows:

"8. When any iron or brass lock pouch or rotary lock pouch or sack contains a special delivery registered article, the label of the sack or pouch must be marked 'Special Delivery.' When such a pouch contains an air mail registered article and is to be transmitted over any portion of the route by other than airplane, the label must be marked 'Air Mail'."

Pouch bills.

Sec. 899. A bill shall be prepared as indicated by the prescribed form (see sec. 880 as to particulars required in billing) and sent in each rotary-lock pouch or sack (see sec. 881).

Hand-to-hand receipt to be obtained when possible.

Sec. 900. 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.

Examination of pouches, sacks, and locks.

Sec. 901. 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, and make sure the pouches or sacks are securely locked. (See sec. 920.)

Missent jackets, pouches, and sacks.

Sec. 902. 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 entry of it on his transit— or other authorized record, and dispatch it unopened to its address.

—addressed to post offices.

—to be re-sent.

—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 employees receiving it in accordance with section 921.

Registered jackets.

When jackets should be used.

Sec. 903. Postal employees shall use registered paper jacket envelopes in the dispatch of three or more separate registered articles addressed to or intended for distribution by the same post office registry transfer station, railway post office, terminal railway post office, or transfer 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. (See sec. 922.)

Jackets to contain all domestic articles to go by same mail to same office.

Sec. 904. 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.

Sec. 905. 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. 1002 and 1003.)

Separate Jack-
ets for foreign
and domestic
mail.

—indorsement of
jackets contain-
ing matter for
foreign countries
and possessions
of the United
States.

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.

Sec. 906. Registered jacket envelopes and sealed sacks shall be consecutively numbered, beginning with No. 1 on the 1st day of July of each year and continuing throughout the fiscal year, without regard to the numbers on the articles inclosed in them.

Registered
jacket envelopes
and sealed sacks
to be consecu-
tively numbered.

Sec. 907. If a registered jacket envelope is dispatched unaddressed or unsealed, except as provided in paragraph 5, section 883, 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.

Responsibility
for losses caused
by failure to
properly prepare
jackets.

Sec. 908. 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. 970) is received at a post office or railway post office, it shall be opened and contents verified in the presence of two witnesses (when practicable) who shall certify on the bill and jacket whether the contents were found correct, as billed. If it is found that any of the contents can be expedited they shall be distributed and dispatched to destinations, the empty jacket filed, and the coupon of the bill signed and indorsed with the reason for opening and sent to the post office or railway post office by which the jacket was dispatched, and the irregularity reported to the Third Assistant Postmaster General, Division of Registered Mails. If it is found that none of the mail can be expedited, the entire contents shall be reinclosed in the jacket, with the bill, both jacket and bill being indorsed to show why the jacket was opened (and whether the contents were found correct) and signed by the opening employees. The jacket and contents shall then be placed in another jacket properly addressed and indorsed with the name of the original dispatching office or railway post office, and also with the name of the rejacketing office or railway post office, sealed, witnessed (when practicable), and dispatched under the original jacket number. Jackets which upon opening are found to contain mail billed or intended for another office will be similarly treated.

Misdirected or
unaddressed Jack-
ets.
—treatment of.

Sec. 909. Transit registered jackets, damaged or opened by mistake, shall be at once reenveloped at the post office where the injury or opening occurs or is discovered.

Damaged reg-
istered jackets.
—treatment of.

2. The original jacket shall not be removed or changed, but shall be indorsed with a full statement of the facts, signed by the

How reenvel-
oped.

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 record.

—recorded in transit record.

—treatment in transit.

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. 910. 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. 911. 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 921.

STATE POUCHES, SACKS, AND JACKETS, AND SPLIT PAPER JACKETS.

State pouches, sacks, and jackets.

—when to be made up.

Sec. 912. 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.

Authority to make up does not permit exceptional dispatch in iron-lock pouches.

Consolidation of dispatches.

Sec. 913. 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.

Sec. 914. 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. 915. 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 re-wrapped 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.

LEAD-SEALED SACKS.

Sec. 916. Lead-sealed sacks may be used in authorized cases in lieu of, and in accordance with the regulations governing, rotary-lock pouches and sacks, and registry jackets, in the dispatch of registered mail whenever the quantity or bulk of such mail justifies. (See secs. 917 to 931.)

Lead-sealed sacks.
—may be used when.

ROTARY-LOCK POUCHES AND SACKS.

Sec. 917. All postal employees furnished with rotary-lock keys may make and receive 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 least one handling in transit of the registered mail inclosed is saved thereby.

Rotary-lock pouch and sack service.

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 Official Postal Guide showing the post offices of the third and fourth classes, branch post offices, and stations that have such keys.

Note.

Sec. 918. When a rotary-lock pouch or sack is delivered hand-to-hand receipt therefor shall be taken immediately on the proper record.

Receipt to be taken on delivery.

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 registry dispatch receipt card or manifold bill describing the pouch or sack by its letter, fixed and rotary lock numbers, inclosed with it.

—pouching of pouches and sacks.

3. In receipting, each rotary-lock pouch or sack shall be counted as one registered piece in the totals written on registry dispatch receipt card.

—each pouch or sack to be counted as one piece.

Sec. 919. Railway postal clerks (including transfer clerks) and postmasters at offices which are terminals of railway post-office runs may reciprocally 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. 917.) This does not authorize the pouching of such mail under iron locks between railway post offices and terminal post offices.

Hand-to-hand delivery of registered mail in pouches or sacks closed with rotary locks.

Sec. 920. 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

Damaged transit pouches and sacks.
—treatment of.

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, or to their inspector in charge if the damage involves the mail or indicates a loss. The pouch shall then be forwarded to its destination. (See sec. 1452.)

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. (See sec. 930.)

4. When, however, it is necessary for the protection of the registered matter, or to avoid its being materially delayed, a railway postal clerk may cut the strap of a registered pouch or sack which is so damaged as to endanger its contents or has attached a lock which can not be opened.

Pouches or sacks wrongly labeled or which have missed connection.
—record in transit book; receipts.

Sec. 921. 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 record, 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 making up 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.

2. If a pouch is opened and any of the contents are found to be missing, report shall be made to the office making up the pouch and to the inspector in charge of the division in which the shortage is discovered (see sec. 930). The missending of the pouch shall be reported to the Third Assistant Postmaster General.

—pouches or sacks for railway post offices; treatment when missent or connection missed.

3. If a pouch or sack addressed to a railway post office and which has missed connection or has been missent can be read-dressed 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.

Sec. 922. Rotary-lock pouches and sacks shall be opened by two clerks whenever practicable, who shall enter on the bill the hour of opening and 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 the bill postmarked and signed by the two opening clerks. If any discrepancy or damage is observed, they shall be noted on the bill and coupon, and in such instances the coupons shall also be postmarked and signed by the two opening clerks and the coupon returned to the dispatching office or railway post office. (See sec. 930.)

Opening of pouches and sacks at receiving offices.
—checking contents.

2. Every discrepancy between the serial or rotary numbers of the lock and the bill shall be at once reported to the dispatching office, and the lock shall be withheld from use until information is received from the dispatching office in reply to inquiry which should be made that the discrepancy is due to clerical error.

—discrepancy in lock numbers.

See sec. 1453 as to damaged locks.

3. Any irregularities noted in connection with the dispatch shall be reported to the Third Assistant Postmaster General, Division of Registered Mails, by postmasters direct to the department and by railway postal clerks through their chief clerk.

—discrepancy between contents and bill

4. 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 telegram and by letter if a probable loss is indicated and report is made by a postmaster, or by letter to his chief clerk if report is made by a railway postal clerk.

—missing articles.

5. If the dispatching office can not properly account for the article, immediate report shall be made by postmasters by telegram and by letter to their inspector in charge and by railway postal clerks by letter to their chief clerk, who will in turn report the matter to the proper inspector in charge.

—reports by postmasters.

6. 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. 968.)

—regarding articles unaccounted for.
—articles not billed.

See sec. 978 as to pouches, sacks, and jackets unaccompanied by registry dispatch card or manifold bill.

Sec. 923. 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.

Coupons.
—when to be returned.

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.

Failure to report discrepancies or irregularities.

Sec. 924. 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 a registered pouch, sack, or jacket as billed, until the contrary be shown.

Pouch bills at receiving offices.

Sec. 925. 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. The pouch bills, after being checked, shall be filed.

When reentry of articles unnecessary.

2. Registered articles received accompanied by manifold bill need not be reentered when the incoming bill can advantageously and properly be utilized to show record and dispatch of the matter. (See secs. 932, 934, and 936.)

Discrepancies in number of pouches or sacks received.

Sec. 926. In case of the nonreceipt of any rotary-lock pouch or sack listed, the receiving postmaster shall immediately telegraph notice of it to the sending postmaster, who, if the discrepancy be due to clerical or other remedial error, shall make immediate explanation by letter to the receiving office. In similar cases railway postal clerks shall make telegraphic report to their chief clerk, who in turn shall advise the office or railway post office of address, by letter, if the shortage is due only to clerical or remedial error. If the discrepancy be such as to indicate to the dispatching office that a loss or miscarriage has occurred, the fact shall immediately be reported by postmasters and chief clerks of the Railway Mail Service, by telegraph, to the inspector in charge of the division in which the sending office is located (see sec. 930). All telegrams shall immediately be confirmed in writing.

Subsequent information.

2. Should the matter afterwards arrive at its destination, or should discovery of its whereabouts be made otherwise than through such procedure, 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.

Return of used labels.

Sec. 927. Specially printed 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.

Requisitions for equipment.

Sec. 928. Requisitions for registry pouches and sacks and rotary locks shall be made as directed in sections 1440 and 1449, respectively.

Disposal of surplus equipment.

Sec. 929. Rotary locks not needed for use shall be promptly sent to the depositories as directed in section 1454. Surplus registry pouches and sacks shall be disposed of as directed in section 1443.

Sec. 930. 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.

2. If, however, a pouch or sack is received damaged or bearing evidence of having been tampered with, and a shortage or depredation is discovered in connection with any of the registered contents, the pouch or sack must be marked for identification and forwarded with report which is made of the loss or depredation. When the sack or pouch was received in good condition the report of a loss or depredation should be accompanied by the statement "Pouch examined and found in good condition."

Sec. 931. 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, Mail-Equipment Shops. Care of rotary locks and keys.

DISPATCHING AND ROUTING.

Sec. 932. Postal employees shall be prepared at any time to make affidavit stating that any particular registered piece was properly dispatched, delivered as a hand piece, or received, and its condition. When practicable, two persons shall witness the pouching of the registered mail for dispatch and the locking of the pouch, and also the opening of the incoming pouches, and the removal of the registered matter therefrom, and write their names or initials as evidence thereof in the transit, delivery, or other proper record. This witnessing shall not be perfunctory; nor will failure to witness be excused on the ground merely of inconvenience or other insufficient reason. Certification to proper dispatch. Employees to be prepared to make affidavit. Witness to dispatch.

2. Registered mail shall not be placed in a pouch, sack, or jacket until the equipment is ready to be locked or sealed, and 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. Registered mail to be placed in pouch immediately before closing.

3. In dispatching and delivering registered mail it shall be arranged, as far as possible, in the order in which it is entered on the dispatching record or accompanying registry dispatch receipt card or manifold bill. Mail to be arranged in order of entry.

Sec. 933. 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.

When impracticable to obtain hand-to-hand receipt.

3. When it is impracticable to obtain a hand-to-hand receipt for an outside piece, it shall be dispatched with the pouch and the registry dispatch receipt card 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. 934, 935, 964, and 900.)

Registered matter at offices on routes having R. P. O. service.—not to be sent direct nor by express trains not carrying postal clerks.

—except. Hand-to-hand receipts.

Package receipts or coupons of bills, when to be used.

Receipting for registered mail by totals forbidden.

Sec. 934. 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. 1057.)

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 registry dispatch receipt card or coupon of the manifold bill. (See secs. 881, 958, 967, and 977.) Registered mail shall not be receipted for by totals, unless specially authorized. (See sec. 1057.)

See secs. 925 and 956 as to record of matter for which hand-to-hand receipts are received.

R. P. O. clerks to call at post offices and receipt for mail.

Sec. 935. Unless otherwise specially authorized, 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 line. (See secs. 1057 and 1510.)

Registered mail on railroad or steamboat routes over which there is no R. P. O. service.—how dispatched.

Sec. 936. 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. 881, 958, 967, and 977.)

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.

Sec. 937. 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.

—at junctions.

Registered cases and other bulky or fragile articles for catcher stations.—how delivered.

Sec. 938. 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 of dispatch or to which the articles are addressed, if they can be dispatched to railway post-office trains that do stop at such offices. (See sec. 1565.) 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 registry dispatch receipt card 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 if of nominal value, in which case it should be billed and dispatched to another railway post-office train or to the post office of destination.

Sec. 939. Unless specially authorized otherwise, 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.

See sec. 1057 as to exceptional treatment; secs. 958 and 967 as to treatment of such matter in transit.

Sec. 940. Unless specially authorized otherwise, registered articles on a star route shall be placed in one locked way pouch.

2. Registered articles passing between authorized brass-lock or rotary-lock exchange offices are specially excepted from these requirements. (See secs. 884 to 886, 894, and 967.)

Sec. 941. 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. 956.)

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.

Sec. 942. 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.

Sec. 943. The person whose duty it is to hang on a mail crane a pouch containing registered mail must remain in sight of the pouch until it is caught by the passing train.

See sec. 556 as to exchange of mails by catcher pouches.

Sec. 944. Unless specially authorized registered mail shall not be pouched direct from one railway post-office train to another except in the manner provided in section 964.

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

Dispatch of matter from offices not on railway or boat line.—on star route, manner of.

Registered articles dispatched over star routes.—exception.

Matter must be sent by most secure route.

Delays.

Registered matter in catcher pouches.—how placed.

Care of catcher pouches.

Pouching by railway postal clerks.—direct forbidden, except.

—to distant offices forbidden, except.

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. (See sec. 1057.)

STATION DISPATCHES.

Stations and branches to handle registered mail like post offices.

Sec. 945. 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. 1057.)

Main-office-to-station bill.

Sec. 946. When registered matter is dispatched from the main office to a station, and is descriptively recorded on the main-office-to-station bill, it need not be descriptively reentered on the delivery book at either the main office or station.

Independent post-office stations and independent branch post offices. —to dispatch matter direct.

Sec. 947. 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. 288, 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 manifold bill or registry dispatch receipt card.

NAVY MAIL.

Make up and dispatch of registered mail to naval vessels.

Sec. 948. 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. (See sec. 1002.) As a rule such mail should be sent to New York, N. Y., or San Francisco, Calif., 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, U. S. S. _____," and indorsed "Navy mail."

See sec. 633 as to authority for establishment of Navy mail service and appointment of Navy mail clerks and assistants.

Sec. 949. Postmasters making up closed registered mails for naval vessels shall enter the same on a manifold bill (Forms 3851, 3852, 3853, 3854) and inclose the bill with the registered mail.

Sec. 950. When hand-to-hand delivery can not be effected, 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 shall be made in the sacks or pouches containing the ordinary mail, in the manner prescribed for the dispatch of registered mail in iron-lock pouches between postmasters, unless rotary-lock dispatches have been authorized.

LOSSES AND DISCREPANCIES IN CONNECTION WITH DISPATCHES.

Sec. 951. When a registry dispatch receipt card 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 inspector in charge, railway postal clerks reporting through their respective division superintendents.

See sec. 923 as to when coupons should be returned.

Sec. 952. When a registry dispatch receipt card 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 it can 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 proper inspector in charge. Like report shall be immediately made when a postmaster at an office of address reports nonreceipt of any registered matter.

See sec. 164 as to damage and loss of registered shipments of postage stamps and other stamped paper.

Sec. 953. On the return of a registry dispatch receipt card properly postmarked and signed, the postmaster or railway postal clerk shall at once note the date of its return on the registration book (or other proper office record) 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 record, no further checking is required.

Inquiries for registered mail.
—domestic.

—when to be sent.

—when report concerning, is to be made to the department.

—where records fail to show receipt of article.

Sec. 954. In cases arising under section 634, when the sender of a registered article originating at and addressed to a United States post office inquires about its disposition, the postmaster shall, after a reasonable time has elapsed, send an inquiry (Form 1516) to the postmaster at the office of address.

2. If the 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 proper inspector in charge.

3. 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 inquiry, shall 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. Replies to circulars of inquiry should be made immediately and give full information called for on the circular.

WITHDRAWAL OR RECALL OF MATTER.

Recall of registered matter.

—before dispatch.

—after dispatch.

Sec. 955. A registered article may be withdrawn or recalled by the sender, or authorized representative, after identification, before its delivery, upon compliance with the following:

(a) Before dispatch: The sender shall write on his registry receipt "Withdrawn before dispatch," sign his name thereto, and surrender the receipt. The postal employees shall write or stamp "Withdrawn before dispatch" on the counterpart of the receipt in the registration book or opposite the description on Form 3807, sign his name, and paste the surrendered receipt on the counterpart, or file it if Form 3807 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, Division of Registered Mails.

(b) After dispatch: The sender shall file with the mailing postmaster a written request for the return of the article, giving name and full 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.

See sec. 614 as to postage on other than first-class matter returned; sec. 981 as to postage on request for recall.

Records.

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 secs. 992 and 997.)

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.

REGISTERED MATTER IN TRANSIT.

Sec. 956. A transit record shall be kept at each office receiving transit mail or having stations or city or rural carriers specially for recording registered mail addressed to some other office which may be received, including missent matter. Such mail shall be recorded in the transit record immediately upon its arrival unless it is accompanied with a manifold bill, which can be utilized as record of the matter. Transit record.—to be kept at what offices.

2. Registered mail of local origin shall be recorded in the transit record unless it is dispatched with manifold bill or record of its dispatch is made on counterpart of the registration receipt or on other registration record. (See secs. 882, 934, and 1057.) Record of mail of local origin.

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. 899 as to record of registered articles inclosed in registered pouches or sacks; sec. 880 as to the record of rotary-lock pouches and sacks.

Sec. 957. 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 and office stamp. (See sec. 973.) No "Record of transit" need be made on registered jacket envelopes except at the office of delivery and when the mail is received in bad condition or missent. Registered matter to be carefully examined on receipt.—if in bad condition or missent.

2. If registered tags used in connection with certain lead-seal dispatches are torn off in transit, they shall be securely reattached to the mail from which they became separated. Separated tags to be reattached.

See sec. 977 for manner of opening registered jacket envelopes.

Sec. 958. When a postal employee, upon opening an iron-lock or brass-lock pouch, finds inclosed registered matter addressed to an office, or for distribution by a railway post office, beyond his own, he shall sign and return the accompanying registry dispatch receipt card or coupon of the accompanying bill. He shall then fill out a new registry dispatch receipt card, 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. 883) and sent forward by the same mail. Mail in transit.

Sec. 959. When a postmaster receives and opens a pouch that has been passed as provided in sections 1452 and 1466, he shall retain the registered matter for the office or offices passed and enter it on his transit record. 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. Pouch passed by another office.—treatment of, and matter there in.

Matter in pouches with defective locks.—treatment of.

Sec. 960. When a postmaster is compelled to pass a way pouch unopened to the next office on the route, for the reasons given in sections 1452 and 1466, he shall note the fact, the cause, and the date on his transit record and advise the postmaster to whom the pouch is forwarded.

Delivery of transit mail direct.

Sec. 961. Transit registered mail shall be delivered direct, and hand-to-hand receipts obtained therefor whenever practicable. (See sec. 934.)

Registry transfer stations, mail for.

Sec. 962. At certain post offices listed in the Official 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 separate registered pouches, sacks, or jackets should be used for the "city" and "distribution" matter when the quantity of registered mail justifies, the pouch labels being marked "City" or "Dis." as may be appropriate. (For detailed instructions see Official Postal Guide.)

Witnessing records and receipts for transfers between registry and mailing clerks.

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 registry dispatch receipt cards and coupons of registry bills arriving with registered matter taken from iron or brass lock pouches, and note on the witnessing record the date of return of similar cards and paste returned coupons over their counterparts (or otherwise satisfactorily file) for registered matter originally dispatched by them in iron or brass lock pouches, after which such return cards and dispatch bills shall be filed.

—in manifold.

2. Manifold bills which may be used in duplicate and triplicate are supplied to post offices on request, 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.

Delivery of matter at junctions and terminals of route.

Sec. 964. At terminal offices registered matter shall be delivered direct and proper receipts obtained unless otherwise authorized. (See sec. 1057.) 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 in authorized cases pouched into the junction post office. (See secs. 935 and 1510.)

When direct delivery can not be made.

2. When registered matter can not be delivered direct to a postmaster or to a railway postal clerk on a connecting car and must be pouched, it shall be dispatched in the manner prescribed by paragraph 2, section 883. (See sec. 932 as to witnessing.)

When mail shall be placed in pouch, etc.

3. Registered mail shall not be placed in a pouch, sack, or jacket until the equipment is ready to be locked or sealed.

4. Railway postal clerks shall transfer return (go-back) or missent registered matter at meeting points by hand-to-hand receipt and delivery, unless it can be turned back from some other point where hand-to-hand receipt and delivery can be effected through a 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. 932 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.

5. 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. 1510 and 1570 as to mail being accompanied by postal or transfer clerk.

Sec. 965. 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, unless otherwise directed by the Third Assistant Postmaster General. (See sec. 1057.)

Sec. 966. Railway postal clerks shall not deliver registered matter to employees of any railroad company, nor to mail carriers, unless specially authorized to do so. (See sec. 934.)

Sec. 967. 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.

ARTICLES MISSENT, MISDIRECTED, DAMAGED, UNSEALED, OR WITHOUT COVER.

Sec. 968. 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 registry dispatch receipt card or the manifold bill and coupon accompanying it "Missent," sign, postmark, and return the registry dispatch card 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.

2. When a postmaster or railway postal clerk receives registered matter not billed to him and obviously dispatched to him through error, immediate report thereof shall be made to the office or R. P. O. which sent the matter. Report shall also be made by telegraph if the missent matter consists of a jacket, pouch or sack, three or more articles of nominal value, or if one or more of apparently exceptional value.

—at post offices using specially authorized delivery systems.

3. 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. 969. 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. 997.) If, however, the time prescribed for the retention of the article permits, he will hold the article and ascertain from the sender, through the mailing postmaster, what disposition the sender desires made of it. (See sec. 981.)

—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, unless the article is one of the second or third class on which the sender has pledged payment of 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 or proper branch thereof, accompanied with a letter of advice.

—disposition of other than first-class matter.

When stamps are not furnished for the return of registered matter of other than the first class, which does not bear the postage-return pledge of the sender, it shall be disposed of as prescribed in paragraph 10 (a), section 614, being sent by registered mail.

—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.

Misdirected packages of stamps, etc.

Sec. 970. 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.

—report of.

—special instructions as to disposition of.

Packages of postage stamps, stamped envelopes, or postal cards damaged in transit.

—to be rewrapped, readdressed, and forwarded to destination.

Sec. 971. 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 ——."

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 the article 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. 972. 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 970 and 971.

Misdirected and damaged stamped paper in the Railway Mail Service.
—how treated.

Sec. 973. Registered letters (including articles originally sealed) received unsealed or in bad order must be marked to that effect by, and over the signature of, the first postal employee who notes that the article is in such condition. (See secs. 930 and 957.) If the article is open, or is damaged to such an extent that any of the original contents may have been lost or removed, and it appears that the article contains, or originally contained, money, bonds, jewelry, or similar matter, notation must be made on the envelope or wrapper to indicate the value of such money, bonds, checks, or drafts, or the number and character of articles of jewelry or similar valuable matter, actually found in the letter by the postal employee first noting its unsealed or damaged condition, if the article is in such condition that the information is obtainable without further mutilation of the envelope; if none of the valuable contents which it may be apparent were originally in the article are found therein, note to this effect shall be made on the envelope.

Registered articles received in bad order.
—treatment of.

2. The article will then be reinclosed without delay in a special registry "bad order" penalty envelope (Form 81), or in an ordinary official penalty envelope, if Form 81 is not available, the new envelope to be securely sealed and addressed, numbered, and postmarked like the original envelope (which shall not be removed), marked "Have this examined on delivery," and recorded in the proper record. Any indorsement or other indication on the original envelope restricting delivery, requesting return receipt, or showing that the article is for special delivery, shall also be noted on the new envelope.

—to be reinclosed in penalty envelope.

3. If a registered article in bad order is so slightly damaged that it is improbable that any of its contents could have been lost or removed therefrom, it shall be marked "Received in bad order," by, and over the signature of the first employee who notes the damage, and the article promptly repaired by means of official sealing stamps or reinclosed in a penalty envelope as described above if sealing stamps are not available. The postmark and full name of the postal employee repairing the article must be placed on it in such a manner that an impression of the stamp and the writing of the name will appear partly upon the sealing stamp and partly upon the envelope of the article.

—if slightly damaged.

4. In recording an unsealed or damaged registered article, the postal employee who reincloses or repairs it shall make note of its receipt in bad condition and of its inclosure or repair, stating

—condition to be noted in record.

particulars of presence or absence of valuable contents if known to him.

—addressee to report any irregularity upon delivery.

5. The post office of delivery will require the addressee, or his authorized representative, to open a bad-order registered article, whether repaired with sealing stamps or reinclosed, in the presence of the delivering employee, the envelope being cut at the end so as to preserve the sealing intact. If any of the contents are missing, the envelope (letter, and penalty if any) or wrapper should be obtained from the addressee, with his indorsement as to shortage of contents, and sent to the proper inspector in charge with report of the facts.

—report of shortage to be sent to inspector in charge.

—detailed examination of contents not necessary where damage is apparently slight.

6. Examination of the contents of a damaged registered article at the office of delivery in the presence of the delivering postal employee will not include the counting of large sums in coin or currency in registered articles addressed to banks and other large financial institutions in cases where the damage is so slight that apparently none of the inclosures could have been taken or lost from the article.

—large articles to be rewrapped.

7. When a registered article too large for inclosure 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, and the article treated in other respects in the manner outlined above for damaged or unsealed registered letters. Such an article received in a railway post office may be inclosed, if practicable, in a registered jacket envelope bearing the indorsement required for a 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.

—railway post office clerks may use registered penalty jacket.

—unsealed or partially unsealed matter to be reinclosed.

8. When a registered letter or parcel originally sealed (including those opened by mistake) is unsealed or open when restored to the registered mails for any reason, so that any of the contents are accessible, it should be indorsed by the one who opened the letter or by the person returning the article to the postal service, over his signature, to show by whom the letter was opened, and the postal employee who receives the letter back must examine the contents in the presence of the person returning the article, for the purpose of ascertaining and noting on the envelope over his signature the amount of any money, bonds, or similar matter, or the character and number of articles of jewelry or similar matter, found in the letter upon its restoration to the postal service, and of making note if any of the original contents of this character are apparently missing. The article must thereafter be promptly reinclosed in a penalty or bad-order envelope, Form 81, and if this is done by an employee other than the one who received the article back into the postal service he also will certify on the opened letter as to its valuable contents at the time the article is actually reinclosed by him in the penalty or special envelope and resealed. The new envelope must bear all the indicia of the original envelope and be marked "Have this examined on delivery." Brief note of the facts must be made on the proper record.

9. Postal employees must observe the sanctity of the seal and not read or inspect correspondence contained in a damaged or unsealed first-class registered article further than is actually necessary to verify any valuable contents therein. —postal employees not to read or inspect correspondence.

Sec. 974. 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 641. Matter found loose in pouch, sack, or jacket.

Sec. 975. 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 973 and 974. Letters found unsealed. —how treated.

Sec. 976. 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 973, and a report of the case made to the Third Assistant Postmaster General. —must be delivered if possible. —report of.

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. 922 to 926 as to statement of discrepancies in connection with registered mail received in jacket envelopes and rotary-lock sacks and pouches.

CHAPTER 3.

TREATMENT OF MATTER AT POST OFFICES OF DELIVERY.

OPENING AND EXAMINATION OF MAIL.

Matter received for delivery.
—how treated.
—receipt for.

Sec. 977. Every postal employee who opens an iron or brass lock pouch containing registered mail shall sign the accompanying registry dispatch receipt card 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, with date he received the registered matter it describes, 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. (See sec. 930.)

—coupon to be signed and returned.

3. If a sheet registry bill instead of a registry dispatch 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. 882.)

—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. 862 and 963.)

Registered jacket envelopes.
—how opened.

5. A postmaster in opening a registered jacket envelope (see sec. 903) 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. 923 and 924.)

—comparison of, with bill.

—examination and recording of.

6. 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.

—when billing office other than office of origin.

7. 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.

Record and receipt on delivery book of official matter.

8. Official matter addressed to a postmaster shall be recorded and receipted for the same as other registered mail. (See sec. 870.)

Registry dispatch receipt cards and manifold bills not accompanied with the articles described.

Sec. 978. When a registry dispatch receipt or manifold registry bill is not accompanied with all the registered articles 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 shall be similarly indorsed. The card or coupon shall be returned to the dispatching postal employee and nonreceipt of the registered matter reported—by postmasters to their inspector in charge and by railway postal clerks to their division superintendent. (See sec. 930.)

2. When a registered article is not accompanied with a registry dispatch card or manifold bill, one shall be filled out and sent promptly to the postal employee by whom the article was dispatched. If the dispatch card or bill accompanying an article is not properly filled out (see secs. 881 and 882), it should be completed, or a new one made out, signed, postmarked, and the card or coupon returned. Report of these irregularities shall be made by railway postal clerks to their division superintendent and by postmasters to the Third Assistant Postmaster General, Division of Registered Mails.

3. If a registered pouch, sack, jacket, or other article is irregularly received, unaccompanied by a registry dispatch card or manifold bill and under such circumstances as to indicate that it may have been erroneously dispatched, a registry card or manifold bill shall be supplied by the first postal employee receiving the matter through irregular channels and sent to the postal employee by whom the irregular dispatch was made, if known, and report made as indicated in paragraph 2. If it is not known by whom the article was irregularly dispatched, report shall be made to the superintendent of the division of Railway Mail Service in which the post office or railway post office is located—such report to be made by telegraph if a registered pouch or sack is involved. (See sec. 924.)

Sec. 979. 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 record, and if delivery is made by carrier his receipt shall be taken on that record. The same procedure shall be followed where mail is registered at a delivery station for delivery therefrom.

See sec. 947 as to direct receipt of matter at independent stations; sec. 864 as to deliveries at stations.

Sec. 980. 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 476, and returned as directed by section 994, paragraph 2.

Sec. 981. 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.

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

—when registered matter not accompanied with card or bill.

—record not properly filled out.

—registered matter irregularly received.

Station registrations for local delivery.

Fraud orders.

Registered mail known to be undeliverable.—treatment of.

—postage required for forwarding or return.

—report to de- but the circumstances shall be reported to the Third Assistant
partment. Postmaster General.

Note. NOTE.—Form 3858 should be used in complying with the provisions of this section, as well as secs. 875, 991, and 955.

Slip system of delivery record. Sec. 982. At presidential offices a slip (number only) system of delivery record, 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.

Specially authorized delivery systems. 2. 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.

Short-paid registered matter. Sec. 983. 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 or 20 cents as the case may be, to the amount required for postage and deduct the amount in stamps affixed to the letter or parcel.

—collection of deficiency. See secs. 569, 573, 574, and 579 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 paragraph 3, section 994, and a second or third class article which does not bear the sender's pledge to pay return postage shall be treated as prescribed by paragraph 4, section 994; in the latter case, Form 3540 should be used in communicating with the sender. Second or third class registered matter bearing the pledge of the sender to pay return postage shall be returned to the sender rated with the postage chargeable for its return, such postage to be collected by means of postage-due stamps upon delivery. (See sec. 614.)

—bearing pledge of sender to pay return postage. 3. If a postmaster improperly accepts registered matter addressed to Government officials without the prepayment of the registry fee, the deficiency shall be collected from the dispatching postmaster. (See secs. 217, 570, 861, and 869.)

—addressed to Government officials. 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.

—weekly reports of. Sec. 984. Postmasters shall promptly notify the addressee, on Form 3849, of the arrival of registered mail not deliverable by carriers. (The notice will be postmarked and delivered through the regular channels of the addressees' ordinary mail.) If the

Registry notices to be issued. 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. Dates to be indorsed on articles. See sec. 1046 relative to serving of registry notices by carriers.

2. When it is necessary to send a registry notice to a hotel or the like, where mail is ordinarily subject to scrutiny by those not entitled to receive the registered matter, it shall be transmitted in a sealed penalty envelope, regardless of the manner of delivery.

3. Registry notices bearing delivery or forwarding orders shall be retained on file in the post office.

Sec. 985. Whenever the sender shall so request, a receipt 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.

2. Both the delivery record 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.

3. When registered mail is signed for by an authorized agent of the addressee the names of both the addressee and agent shall appear on the card. The return receipt, after being properly signed and postmarked with actual date of delivery, shall be promptly mailed to the sender of the 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. 1005 as to delivery of dutiable matter; sec. 1019 as to foreign return receipts.

Sec. 986. 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 sender, after mailing, directs in a written order verified by the mailing postmaster. Deliveries of this character 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. 981.)
- (d) To any responsible person to whom the addressee's ordinary mail is customarily delivered, including the authorized representative of a club, fraternity house, or similar institution of good

Sent to hotels and similar places.

Notices bearing orders to be filed.

Return receipt. R. S. § 3928. 1910, May 23; 36 Stat. 416. —prima facie evidence of delivery.

Delivery record and postmark to show date of delivery.

Receipt to be returned promptly.

—when not accompanying article.

Delivery of registered matter.

—written order for.

—not to be made on telegraphic orders.

—name not to be changed.

—for hotel guests, clubs, fraternity house, etc.

standing. 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. (See par. 11.)

Notes.

NOTES.—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.

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. Sections 590 to 602, 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 sec. 600 as to registered matter from the Division of Dead Letters.

—firm, corporation, etc.

(e) As if addressed to the person, firm, corporation, association, or institution in whose care it is addressed.

—when applicant is unknown, identification of.

2. Identification shall always be required if the applicant for registered mail is unknown. He shall not be allowed even to examine it until his identity as a person 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.

—the sender may restrict.

3. The sender of registered mail may restrict its delivery by indorsement thereon.

—indorsed for delivery to addressee or order.

(a) Mail indorsed "Deliver to addressee or order," or with words of similar import, shall not be delivered except to the addressee or on his written order.

—to addressee only.

(b) Mail indorsed "Deliver to addressee only," or with words of similar import, shall not be delivered to 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, Vice President, or Ex-Presidents of the United States, heads of departments or bureaus of the Government, Justices of the Supreme Court of the United States, 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.

—exceptions.

—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 shall 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.

6. If the addressee is dead or insane, delivery may be made to his legal representative. (See secs. 987 and 988.) —when addressee is dead or insane.

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. —when addressee is a minor.

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. —addressed to public or corporation officer by title.

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. —unknown signatures to be verified and orders retained for four years.
—standing orders.

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 590. —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.

12. Registered mail received for delivery which has been erroneously accepted for registration (sec. 860, par 4), when addressed simply to a box (post-office or rural) number, street number, to initials or fictitious names, shall be considered undeliverable and treated in accordance with section 981. —mail erroneously accepted for registration.

See sec. 870 as to label envelopes covering official matter.

Disposition of matter when addressee is dead.
—delivery to legal representative.

Sec. 987. 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.

See sec. 1006 as to the disposition of foreign matter which can not be delivered to legal representative of deceased addressee.

Delivery of mail to specially described persons.
—addressed to prisoners.

Sec. 988. Registered mail, the delivery of which has not been restricted by the sender or the addressee—

(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, or to the person acting for such officer and under his authority.

—to employees and inmates of hospitals and asylums.

(b) Addressed to an inmate or employee of a hospital, sanitarium, or asylum, or similar institution, 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.

Responsibility of postmasters for registered matter.
—in case of loss through negligence.

Sec. 989. 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. 860, 934, and 986.)

Liability of department ceases on delivery of registered mail.

Sec. 990. The liability of the department for registered mail ceases on its delivery in accordance with the Postal Laws and Regulations. (See secs. 986 and 993.)

Forwarding matter.

Sec. 991. 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—

—upon the written request of sender or any person to whom deliverable.

(a) Upon the written order of any person to whom the matter is deliverable at the office of address.

(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 which does not bear the sender's pledge to pay forwarding or return postage is not received within the period prescribed by sections 575 and 614, the article shall be disposed of as an undeliverable registered article. (See secs. 994 and 997.)

3. Written orders to forward mail shall be construed to apply to both ordinary and registered mail, unless the contrary is specifically stated.

4. Forwarding orders shall invariably be signed and retained on file. (See sec. 576.)

Sec. 992. 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. 1057.) "R. W." or "Forwarded" shall be placed opposite the entry of the article on the manifold bill or registry dispatch receipt card accompanying it when it is returned or forwarded.

Sec. 993. A registered article found in the ordinary mail not marked "Not in the registered mail" shall be removed from the ordinary mail wherever found and given the safeguards provided for registered mail. Report of the finding shall be made to the Third Assistant Postmaster General.

2. The article shall be recorded to show original number, office and State of origin, names and addresses of sender and addressee, and condition, if not good, when and by whom found in the ordinary mail. If the article is in bad condition it shall be repaired or reinclosed. (See sec. 973.) The article shall then be disposed of as registered mail. If removed from the ordinary mail at the office of address after proper delivery, inquiry will be made of the person whose receipt is held to ascertain reason for the article being in the ordinary mail, the article redelivered or otherwise properly disposed of, and the receipt originally obtained marked to show action taken.

3. A registered article once properly delivered requires new registry fee if reregistered, and additional postage if this would be required were it ordinary mail.

—postage re-
quired for other
than first-class
mail.

Forwarding or-
ders apply to reg-
istered as well as
ordinary mail.

—unless.
Forwarding or-
ders to be signed
and filed.
Method of for-
warding.

Entry in deliv-
ery book.

Registered
matter found in
the ordinary
mail to be re-
moved therefrom.

—recording and
disposition there-
of.

—new fee re-
quired, when.

—when fee need not be prepaid.

4. Any registry fee required when forwarding or returning a registered article found in the ordinary mail or presented for reregistration by other than the addressee after proper delivery need not be prepaid, but if it is not prepaid, the article shall be marked "Removed from the ordinary mail and registered" and "Collect — cents on delivery," or, where scales are not available, "Collect deficiency on delivery," or if reregistered after delivery the indorsement shall be "Reregistered after delivery; Collect — cents on delivery," and dispatched as registered mail. However, if an article found in the ordinary mail or presented for reregistration after proper delivery is to be returned to the sender, the postmaster shall advise the sender that the article is held, stating the amount of additional registry fee, and postage, if any, required for returning it, provided the period specified in the return request, or in its absence the period prescribed by the regulations for the retention of the article, will permit of notice to the sender and the receipt of reply within the prescribed period. If the article bears the pledge of the sender to pay any additional forwarding or return postage, this postage shall also be rated up for collection upon delivery if not prepaid. If the article requires *prepayment* of additional postage before forwarding or return, any additional registry fee required shall also be collected, and if both postage and fee are not prepaid in such cases, the article shall be marked "Remailed after delivery—Not registered," and disposed of as ordinary mail. (See secs. 575 and 614.)

—when to be refused or re-
closed.

5. A sealed article presented for reregistration bearing evidence of having been opened, resealed, tampered with, or which is otherwise in bad order shall be refused until reenveloped by the patron. In such case additional postage, as well as registry fee, is required and must be collected before dispatch.

—registration receipt to be issued.

6. A descriptive registration receipt shall be issued to the person presenting for reregistration a registered article once properly delivered, which shall show by whom the article was presented, postmark of issuing office, original number, name of original mailing office, names, and addresses of original sender and addressee, and be marked "Reregistered after delivery," followed by notation showing the amount of any additional postage or fee collected, or collectible upon delivery.

—connection between record of delivery and record of registration.

7. Such arrangement shall be made as will connect the delivery record of an article reregistered after proper delivery with the record of the article made upon reregistration.

—disposition of, when refused.

8. If the addressee or sender declines to accept an article removed from the ordinary mail and reregistered and pay the additional fee, and postage, if any, required, the article shall be disposed of as undeliverable.

—when sender does not desire reregistration after proper delivery.

9. If the sender of any registered article does not desire it registered, if forwarded or returned after proper delivery, he may indorse the article, when mailed, "Do not reregister after proper delivery." When such an article is remailed after proper delivery it should be indorsed "Remailed after delivery—Not registered," unless the person presenting it, or the addressee or

his authorized representative, requests reregistration and pre-pays the fee and any postage required.

10. If for proper reason any article once registered is forwarded or returned in the ordinary mail, it shall be marked "Remailed after delivery—Not registered." —manner of indorsing when not registered.

11. Offices to which articles removed from the ordinary mail and registered and articles reregistered after proper delivery are forwarded or returned marked to indicate that additional registry fee and postage, if any, is required, shall keep such record as will show that the articles were removed from the ordinary mail and registered or remailed after delivery, how they were disposed of, and the amount of any additional fee or postage actually collected on any particular article. (See sec. 983.) Office of delivery to keep record showing registration and reregistration after delivery and deficiency collected.

12. Registered matter which has not been marked "Registered" by the mailing postmaster shall be so indorsed by the first postal employee noting the irregularity. Articles not marked "Registered," treatment of.

13. Foreign registered articles for sailors or any other persons addressed in care of a consul and returned by him to the local post office as unclaimed shall be treated as foreign undeliverable registered articles and any charges paid by the consul on this correspondence must at the same time be repaid to him by the postmaster. Foreign articles addressed in care of consul.

See sec. 862 as to matter intended for registration found in the ordinary mail.

Sec. 994. Domestic registered letters and parcels which remain undelivered at either the office of their original address or the office or station to which they have been properly forwarded for— Undelivered and refused matter.—when to be returned.

(a) Five days if intended for delivery by village or rural carrier;

(b) Ten days if intended for box or general delivery at an office having city-carrier service or for delivery by city carrier;

(c) Fifteen days from offices not having city-carrier service, unless intended for delivery by village or rural carrier;

(d) 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.

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. 476), shall be returned to the office given in the sender's address by registered mail, without charge for returning. —when to be returned without charge.

3. Refused articles prepaid at the letter rate and all those whose delivery is forbidden by the Postmaster General (see secs. 476 and 980) shall be returned immediately. Certain matter to be immediately returned.

4. At the expiration of the period mentioned in the sender's return request (or if the period is not mentioned in the return request, at the expiration of the periods mentioned in paragraph 1 above) a notice shall be promptly mailed to the sender of undelivered or refused registered articles originally prepaid at Other than first-class matter sender required to furnish postage.

other than the first-class rate (unless the sender has pledged payment of return postage, in which case the matter may be returned without prepayment of postage), requesting him to send the required amount in stamps to pay the return postage (see sec. 614), 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 614. Undelivered or refused registered matter of other than the first class originating in the Philippine Islands, 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. 992 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.

Undelivered articles at stations.—how treated.

Sec. 995. Undelivered registered articles at stations or branch post offices shall be held for the period prescribed in section 994, unless there is good reason to believe that an article is not deliverable within the territory of such station or branch, in which event it shall be returned immediately to the main office.

—to be forwarded direct.

2. Registered mail for which there is a proper forwarding order at other than an independent station or branch may be forwarded to destination through the main office in the manner prescribed by sections 991 and 992, instead of being sent to the main office for purposes of forwarding.

Articles sent to dead letter offices, etc.—how prepared.

Sec. 996. When registered articles are disposed of under the provisions of sections 614 and 637 to 643, they shall be post-marked with the date of sending, indorsed with reason therefor, be accompanied with 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 5, section 640. The packet shall then be registered and dispatched as one free registered article.

—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 branch thereof, 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. 994 and 997.)

Treatment of matter when returned to mailing office.

Sec. 997. 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 record, but the letters "R. W." shall appear in every

record of such article. The original return receipt may be destroyed. When practicable 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.

2. After a registered article has been returned for restoration to the sender the addressee has no further claim upon it. After a registered article has been returned to the sender it shall not be again received in the registered mail without prepayment anew of postage and registry fee, and its reinlosure in a new envelope. (See secs. 632 and 860.)

Matter once returned for restoration to sender, addressee has no further claim to.

3. When a returned registered article can not be delivered to the sender within the time specified in the first paragraph of section 994, it shall be treated as prescribed in sections 636 and 637 to 640.

When matter returned and undeliverable to sender, how to be treated.

CHAPTER 4.

REGISTERED FOREIGN MATTER.

PREPARATION AND DISPATCH.

Sec. 998. Articles admissible to the Postal Union mails may be registered in the same way as domestic matter. (See sec. 860.)

Registration of foreign matter.

Fourth-class parcel-post mail exchanged with Canada should not be registered unless sealed and the letter rate of postage paid, but such matter may be insured. (See sec. 1072.)

2. The address on registered matter for Mexico should include the Mexican State or territory, and that for Canada the Canadian Province and county, or district.

—for Canada, Mexico.

3. Parcels sent by international parcel post addressed to any of the countries with which the United States has parcel-post conventions may be registered the same as other matter, unless the contrary is stated in the information concerning international parcel post published in the Official Postal Guide; no extra charge shall be made for the return receipt.

—by parcel post.

See sec. 504 as to foreign parcel post; sec. 634 as to inquiries concerning disposition and complaints of lost or damaged registered matter; sec. 863 as to fee for registration.

Sec. 999. 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 ordinary lead pencil.

Restrictions on registration.

Sec. 1000. 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 "A. R." or "Avis de reception" which are equivalent to "Return 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 is specially authorized to prepare foreign return receipts.

Return receipt.—demand therefor to be written on envelope or wrapper.

2. Complaints of failure to receive registry return receipts for registered articles addressed for delivery in foreign countries, or requests made for such receipts after the articles have been mailed, should be made by letter, or on Form I or 1510, and transmitted to the Chief Inspector. (See sec. 634.)

Nonreturn of registry receipt.—requests therefor.

Registered jacket envelopes not to be addressed to foreign offices.

Sec. 1001. Registered jacket envelopes or split paper jackets (see secs. 903 and 915) shall not be addressed or sent direct to foreign post offices (see sec. 1057). Should a jacket thus addressed be received in transit, the postal employee shall forward it to, or in the direction of, the proper United States exchange office. The postmaster at the exchange office shall open such envelope and dispose of the contents in proper manner, and report the sending office to the Third Assistant Postmaster General, Division of Registered Mails.

Dispatch of registered matter to foreign countries.

Sec. 1002. 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. 3, sec. 623.) 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, or if practicable repaired with official sealing stamps (see sec. 973).

—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. 905.)

Labeling of pouches, sacks, and jackets for trans-Pacific destinations.

Sec. 1003. Registered mail for foreign destinations proper for dispatch via San Francisco, Calif., 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 trans-Pacific destinations.

Separate equipment for international parcel-post mail.

Dispatch of mail for several countries by same vessel.

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.

—reinclosing, when.

3. Pouches, sacks, and jackets, containing only mail addressed to trans-Pacific 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.

RECEIPT AND DELIVERY OF FOREIGN REGISTERED MATTER.

Treatment of matter for delivery.

Sec. 1004. Postmasters receiving registered articles for delivery which originated in foreign countries, shall treat such articles the same as domestic registered matter received for delivery, except as provided in sections 1005 and 1017.

See sec. 1006 as to treatment of matter when addressee is dead; sec. 628 as to foreign parcel post; sec. 632 as to customs requirements.

Sec. 1005. Registered articles received from foreign countries which are liable or supposed to be liable to customs duties shall be treated as prescribed in section 632. Matter liable to customs duties.

Sec. 1006. Registered mail of foreign origin (except international parcel post—see par. 4), not specially held for delivery, which remains undelivered at the expiration of 30 days from the date of its receipt, 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 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. 1002.) Registered matter of foreign origin positively known to be undeliverable shall be returned immediately if a period for its retention does not appear upon the article (see sec. 1007). Undelivered foreign matter.

2. When undelivered registered mail of foreign origin is accompanied with return receipts, such receipts shall be left attached to the registered articles to which they apply. —return receipt to remain with article.

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, who desires to communicate with the sender with a view to having sender direct disposition of the letter through the foreign postal administration of origin, 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. —when addressee is deceased.

4. Undelivered registered parcel-post articles of foreign origin shall be disposed of in accordance with the rules and regulations governing the foreign parcel-post service. —parcel-post matter.

Sec. 1007. When a postmaster has good reason to believe that undelivered registered mail of foreign origin, bearing no time limit for its return, can be delivered to the person addressed if held longer than the period specified in section 1006, 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. Matter specially held for delivery.

Sec. 1008. Exchange offices receiving undelivered registered mail of foreign origin for return 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, in addition to other particulars used in billing registered mail to foreign countries, the word "Rebuts" in the column headed "Observations." Treatment of undelivered foreign registered mail at exchange offices.

Correspondence with foreign officials.
—how conducted.

Sec. 1009. 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. 10, 12, 13, 634, and 1056.)

FORWARDING, RECALL, AND RETURN OF FOREIGN REGISTERED MATTER.

Forwarding and return of registered matter.

Sec. 1010. Registered mail of foreign origin (except parcel-post mail from certain foreign countries) 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 registry fee, upon direct request of the postmaster at office of origin, but any deficiency in the postage or fee originally chargeable and which had not been paid up to the time of forwarding should be rated up for collection on delivery. No additional registry fee is chargeable for forwarding any registered article which has not been once properly delivered and on which the original registry fee has been fully paid.

Matter originating in United States chargeable with additional postage only.

Sec. 1011. 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. 1012. 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. 991 and 992 as to forwarding domestic registered matter.

Applications for recalling and change of address on foreign articles.

Sec. 1013. 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. (See sec. 622.)

REGISTRY EXCHANGE OFFICES.

Sec. 1014. Requests by postmasters at United States exchange offices to be furnished with copies of the Postal Union Convention, with regulations of detail and order attached, shall be addressed to the Second Assistant Postmaster General, Division of Foreign Mails. Requests for other information and instructions shall be addressed to the bureau of the department having jurisdiction of the matters involved.

Postal conventions, etc.

—special instructions.

Sec. 1015. 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 post office and State of origin, and the number given to the article at that office, the name of the office and country of destination being omitted unless required by reason of some special arrangement with the foreign country to which the dispatch is made.

Dispatch of registered matter to foreign countries by exchange post offices.

Description of registered article.

Sec. 1016. When a short-paid or unpaid registered letter or parcel is received at an exchange office for dispatch to a foreign country, the postmaster at such exchange office will indicate on the article, by a stamp or other means, in legible figures placed in the front upper right corner, the amount in francs and centimes to be collected from the addressee.

Short-paid matter for dispatch abroad.

Sec. 1017. Except as otherwise stated in current Guides, short-paid registered Postal Union letters or parcels or those which bear no postage stamps at all, received in the mails from foreign countries, are liable to a charge equal to double postage, or double the amount of the deficiency in postage, to be paid by the addressee on delivery of the article, but such charge to be collected shall not be less than six cents except that this minimum charge is not applicable to articles exchanged with countries which apply reduced rates of postage on articles sent to the United States. In the case of unpaid or short-paid registered articles being returned to senders as undeliverable, the senders are chargeable with the amount which would have been collected of the addressee if the article had been delivered. Registered matter on which any charge has to be collected after posting, either from the addressee or, in the case of undelivered articles, from the sender, is impressed with a stamp "T" (tax to be paid). This stamp should be applied by the proper exchange post office. Every article of correspondence which does not bear the stamp "T" is considered as fully paid and treated accordingly, unless there is an obvious error.

Short-paid matter from foreign countries.

Sec. 1018. 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.

Post marking of articles at exchange offices.

Return receipts sent to interior offices.

Sec. 1019. Return receipts describing foreign matter sent to interior post offices in the United States from exchange post offices after being properly signed and postmarked shall be returned without cover (if card form of return receipt), by ordinary mail, direct to foreign post office of origin of the registered matter.

—foreign office of origin not known.

2. When postmasters are unable to determine at what foreign offices the letters or parcels were mailed, the return receipts should be sent under penalty envelope 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 3811, 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.

Record at exchange offices of registered mail from foreign countries.
—how recorded.

Sec. 1020. Postmasters at exchange offices shall keep such record of registered mail received from foreign countries as will show the particulars required by section 1015 concerning registered mail dispatched to foreign countries. When lists received with registered mail from foreign countries do not show the information provided for in section 1015 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. 1057.)

Dispatch of matter from exchange offices.

Sec. 1021. 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. (See sec. 632.)

CHAPTER 5.

HANDLING OF REGISTERED MATTER BY CITY, VILLAGE,
AND RURAL CARRIERS.

GENERAL PROVISIONS.

Sec. 1022. City, village, 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, village,
and rural carriers
to be governed by.

—except.

2. The regulations in this chapter apply to city, village, and rural carriers, unless otherwise stated.

Sec. 1023. 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 depredation of a registered letter or parcel while in their custody.

Unauthorized persons forbidden access to registered matter or records.
Responsibility of carriers.

Sec. 1024. Carriers shall not change the address of any registered article without proper order, nor shall city or village carriers transfer registered mail from one district to another except through the registry clerk at the post office or station. When the address is changed by carrier he shall write his initials and number over or near the new address and indicate that the order was verbal, if such is the case.

Address not to be changed by carriers without order.

REGISTRATION BY CARRIERS.

Sec. 1025. Each carrier shall be furnished one carrier's registration book (Form 3897, if office record Form 3807 is kept at the post office on which to record the post office or city carrier registrations; Form 3896, if Form 3807 is not kept at the post office for office or city registrations), and adequate supply of registry delivery notices (Form 3849), and such other forms as may be prescribed from time to time.

Forms and blanks.
—for carriers,
list of.

2. The clerk in charge of each rural station shall be supplied with a window registration book (Form 3805), a registry delivery book (Form 3850), registry return receipts (Form 3811), and registry delivery notices (Form 3849).

Sec. 1026. 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.

Receipt.

—issue of.

Sec. 1027. 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.

Missing receipt, reporting of.

Sec. 1028. City and village 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 and village carriers.
—first class.

—other than first class.

2. Small packages of matter other than of the first class, proper for registration (see sec. 861), may also be registered by city and village carriers, provided it does not interfere with their other duties. (See secs. 860, 867, and 999.)

Mail registered on route to be delivered en route.
—when.

Sec. 1029. 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 records and obtaining proper receipt for the article, which receipt shall be filed at the post office or station. The carrier's record shall be marked to show how the piece was disposed of, and signed by the postmaster or superintendent of the station.

See sec. 523 as to canceling stamps.

Numbering of registered mail of carriers.

Sec. 1030. All mail registered by carriers and the registration receipts issued therefor shall be numbered by them 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. 1057.) The numbers of articles registered by each city and village 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. |

Assignment of cycle series of number.

2. A cycle series of 100 registration numbers should be assigned to each rural route and used in numbering mail accepted for registration and the receipts issued therefor, which series shall commence with a number formed by affixing two ciphers ("00") to the route number and end with a number formed by affixing "99" to the number of the route, the series to commence anew as soon as 100 numbers have been used and on July 1 of each year. For example:

The first article registered on rural route No. 1 on July 1 would be given No. 100 and the numbers continued through 199, when the series will again commence with "100." Likewise the first article registered on route No. 5 would commence with "500," continue through 599, and then commence anew with "500."

3. This cycle series number shall be used as the dispatching number for city and rural carrier registration by the post office or station to which the carrier or route is attached.

4. 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 or the rural route on which it was registered 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 or of the route.

5. 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 registration number in the series prescribed in paragraph 1 above following that of the last receipt in the book previously filed unless the series is commenced anew because exhausted or of commencement of new fiscal year.

Numbering of registration books and receipts.

Sec. 1031. Rural carriers shall register any matter proper for registration (see secs. 860, 861, 867, 993, 999, 1032, 1036, and 1038), 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 delivery of registered mail by carriers.

See sec. 770 for exceptions.

Sec. 1032. 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.

Matter found in rural mail box, treatment of.

Sec. 1033. 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.

Considered registered, when.

Sec. 1034. 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.

Carriers not to address mail for or place contents in envelopes. —may act as agents.

Sec. 1035. 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 sender's registration receipt 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 to the post office for it by signing his name and number under the indorsement "Returned to writer," the sender's receipt taken by the carrier on the proper form, 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.

—return of, to sender.

TREATMENT AT POST OFFICES OF MATTER REGISTERED BY CARRIERS.

Checking and record of carrier registrations at post office or station.

Sec. 1036. Immediately upon returning to the post office or station after serving his route, each carrier shall deliver to the postmaster or authorized representative all matter accepted for registration (except as provided in sec. 1040), who shall check the matter and any postage or fees collected by the carrier against the record in the book (see sec. 1029) and give the carrier proper receipt therefor at the time.

2. After mail registered by the carrier has been found acceptable, the postmaster or representative shall complete the office record of the matter.

Examination by postmasters of matter registered by carriers.

Sec. 1037. Postmasters or their 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. 387, 529, 973, and 974.)

Excess cash received with mail matter.

Sec. 1038. 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 registration receipt and office record, so as to show both on the office record and the receipt given the sender the amount received and the amount returned to the sender. (See sec. 771.)

—return of.

Carbon copy of sheets from carrier's registration books to be filed.

Sec. 1039. The carbon copy of the sheets taken from the manifold carrier's registration books (Form 3896) shall be filed in the post office according to dates, the most recent on top, 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. Form 3807 shall be used as the office record of registrations by rural carriers when "quick-receipt" Form 3897 is issued.

2. The office record of registered articles handled by carriers shall be frequently compared and checked to see that each article is properly accounted for.

Matter for dispatch.

—making up of.

Sec. 1040. 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 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. 1041. Unless otherwise specially authorized by the Third Assistant Postmaster General, registered articles dispatched over a rural route 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. 1057.)

Delivery by carrier attached to another office.

Sec. 1042. 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 section 1054.

DELIVERY OF REGISTERED MAIL BY CARRIERS.

Sec. 1043. Postmasters at city and village delivery offices, unless requested to the contrary by addressee, shall deliver by city or village 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 without unusual risk, the addressee shall be requested to call for it at the post office.

Delivery by city and village carriers.—except.

Packages containing money, securities, etc., to be held for desk delivery.

Sec. 1044. 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.

Box holder's mail held for desk delivery.

Sec. 1045. Carriers shall receipt on the post-office or station delivery record for all registered mail handed them at such office or station for delivery, and also enter, or have entered, complete descriptions thereof, as well as of transit registered articles, in their own registry records (Forms 3830, 3849, or 3851, 3852, 3853, 3854.) (See sec. 1057.)

Carriers to receipt for registered matter for delivery.

See sec. 986 as to delivery of registered mail.

Sec. 1046. 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.

Delivery of registered matter by carriers. Attempts to deliver.

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.

—memorandum notice as to.

Sec. 1047. When on any day it is found impossible to deliver a registered article on that date, it shall be returned to the postmaster, superintendent, or authorized clerk. 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 delivery can not be effected.

2. Receipts for registered mail delivered, and undelivered registered articles returned to the post office by carriers, should be checked off in the presence of the carrier immediately upon his return. Form 3867 (sheet record of registered matter received for delivery) or the incoming manifold bills, if more convenient, should be used at post offices having the "inward-number-only" system of delivering registered mail, as the checking record. At other offices Form 3867, delivery-book Form 3850, or the incoming manifold bills (if more convenient) may be used on which to check the carriers' returns.

Checking of carriers' returns.

3. Undelivered registered articles returned by carriers shall, at each return, be carefully examined and reentered on the authorized record; and every time thereafter they are taken out for delivery by the carrier he shall receipt for them.

Signed receipts and undelivered matter.—how treated.

Registered special - delivery letters.
—delivery of.

Sec. 1048. Registered letters for special delivery should be entrusted 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.

—receipts obtained.

2. In delivering special-delivery registered mail the receipts required for special-delivery mail need not be obtained in addition to the receipts for registered mail.

See secs. 843 and 986, par. 1 (d), as to delivery of special delivery and registered matter.

Delivery by rural carriers.

Sec. 1049. Registered mail addressed to a patron of a rural route shall be delivered at the residence of the patron if it be not more than one-half mile from the line of travel and there is a passable road leading to it, but a carrier shall not be required to make more than one visit to a residence to effect the delivery of any one piece of registered mail.

—when notice is necessary.

2. If the addressee does not meet the carrier on the first trip, or by reason of location is not entitled to delivery at his residence, or delivery at the residence is not effected as prescribed by the preceding paragraph, the carrier shall place in the box of the patron a notice (Form 3849) that the patron may obtain the registered article by calling at the post office or meeting the carrier at the box on the next trip.

Telephone.
—may be used, when.

Sec. 1050. 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.
—return receipts, where mailed.

Sec. 1051. 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.

Intermediate office matter.
—return of.

Sec. 1052. Any registered matter received by a rural carrier from an intermediate office on his route or registered by him, 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.

Exchange of mail by carriers.

Sec. 1053. If a rural carrier, under due authorization, delivers registered mail to another carrier, he shall obtain receipt therefor on an appropriate record. The carrier receiving the mail shall in turn enter it in his record and secure receipt from the person to whom he makes delivery.

Delivery by carrier in transit.
—when permitted, and how effected.

Sec. 1054. 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 record of the article (which must embody the usual

delivery record and particulars), from which such postmaster or employee shall enter a description of the article on the delivery records of the post office or station.

Sec. 1055. Registered mail addressed to a rural station for delivery shall be held there, to be called for, the usual office registry notice (Form 3849) 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.

Delivery from rural stations.

CHAPTER 6.

MISCELLANEOUS PROVISIONS.

GENERAL.

Sec. 1056. All correspondence or other business, foreign as well as domestic, relating wholly to matters concerning the registry system, 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, foreign or domestic, shall be referred or reported in the first instance to the Inspector in charge. (See secs. 634 and 1009.)

Correspondence relative to the registry system, etc.—how conducted.

Cases of losses, depredations, etc.

Sec. 1057. 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.

Exceptional treatment of registered mail.

Sec. 1058. All registered matter shall be kept separate from ordinary matter, and properly protected from accident or theft.

Registered matter to be kept separate and secure.

See sec. 328 as to responsibility of postmaster for negligence; sec. 509 as to unauthorized persons.

Sec. 1059. Postmasters and other postal employees shall not surrender registered matter upon the service of process of attachment, garnishment, or other legal process. A postmaster or other employee served with such process 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 directs 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.

Mail matter not to be surrendered upon service of legal process. Answer to service of process.

—delivery directed after.

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. 508.)

Registry records taken into court.—care of.

Receipts of postal employees. **Sec. 1060.** Receipts for registered mail shall be written, not stamped, etc. stamped. (See sec. 985 for exception.) 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.

Checking mail by description required. **Sec. 1061.** Registered articles shall not be checked by totals unless specially authorized.

See sec. 932 as to witnessing.

RECORDS, FORMS, AND REPORTS.

Registry records. **Sec. 1062.** Postmasters shall keep proper record of all matter registered and received for delivery, respectively. (See secs. 867, 963, and 977.) Proper dispatching and transit records also shall be maintained of all registered letters, parcels, and jackets, and rotary-lock sacks and pouches addressed to other post offices. (See secs. 880, 881, 899, and 956.)

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.

Special registry books and forms. **Sec. 1063.** Registry books and forms of a special character not needed at all offices will be furnished upon the authority of the Third Assistant Postmaster General only, and by "special allowance," when the volume of registry business transacted warrants it, or when for other reasons the registry business would be benefited thereby.

2. After due authorization books and forms with office headings may be ordered from the Fourth Assistant Postmaster General, Division of Equipment and Supplies.

Blanks for registry business to be kept on hand. **Sec. 1064.** Postmasters shall make timely requisition for, and keep constantly on hand at their main offices, at stations, and in possession of city, village, and rural carriers (if any) such authorized registry blanks and forms as are necessary for the proper conduct of the registered-mail service at their offices.

Registry forms in the Railway Mail Service. **Sec. 1065.** Railway postal clerks shall be furnished, through their respective division superintendents, with such registry forms as they are authorized to use.

Registry records. **Sec. 1066.** The registry records of a post office are the property of the Government, and shall be preserved among the files of the post office for the prescribed period and turned over by a retiring postmaster to his successor.

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.

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.

4. Records of registered matter handled by railway postal clerks shall be retained by them for a period of two years (unless sooner disposed of in accordance with the provisions of sec. 1500) and thereafter turned in to the respective division superintendents. Railway postal clerks' certificate of final service shall not be issued to the paying postmaster until these records are turned in. Registry records of a terminal railway post office are the property of the Government and shall be preserved among the files of such office and in the custody of the clerks in charge. All registry records shall be inspected from time to time by chief clerks or examiners of the Railway Mail Service.

Sec. 1067. Postmasters shall maintain such statistical record of registered matter as may be required by the Third Assistant Postmaster General and report the items called for on the forms provided for the purpose promptly on the 1st day of July of each year. The larger offices are furnished with Form 3873 as main-office record and Form 3874 as station or branch record of such statistics. Postmasters also shall be prepared to furnish without delay such additional reports as may from time to time be requested by the department.

NOTE.—Information as to the statistics to be reported annually will be found in the Official Postal Guide.

2. All station statistical reports of registry business shall be sent to the main office on Form 3874 at the close of each month, or oftener if required by the postmaster.

CHAPTER 7.

INDEMNITY FOR LOSSES.

Sec. 1068. 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 shall be indemnified for losses thereof in the mails, the indemnity to be paid out of the postal revenues, but in no case to exceed 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.

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 August 24, 1912 [see secs. 1072 and 1073]), the indemnity provided by the act of March 4, 1911, above quoted, applies to registered third-class mail only.

Sec. 1069. 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.

Limit of indemnity.

Sec. 1070. Indemnity within the prescribed limit (see sec. 863) will be paid to the rightful claimant in case of the injury, loss, or rifling of domestic registered mail, as follows:

(a) In case of loss or irreparable damage, the market value of the article at the time of loss, or its value on date of mailing, if date of loss can not be ascertained.

(b) In case of partial damage, the actual and necessary cost of repairs.

(c) The actual, direct, and necessary expenses of duplicating valuable papers, or the original cost of such papers when not duplicated.

Matter partly covered by commercial insurance.

2. Claims for indemnity involving registered mail partly covered by commercial insurance and partly by postal indemnity will be paid on a pro rata basis.

Where fraudulent value is stated.

3. Whenever a false, fictitious, or fraudulent value is knowingly and willfully 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.

Determination as to conflicting claims.

4. If no agreement is reached in the case of a conflicting claim, the department reserves the right either to determine who should receive indemnity or to withhold payment until the property right is determined by legal procedure.

Claims to be made within one year.

5. Claims for indemnity involving domestic registered mail must be made within one year from the date of mailing, unless the delay in filing such claim was unavoidable or not due to the fault of the claimant.

6. No indemnity will be paid—

Where indemnity is not paid.

(a) For the injury or loss of any registered matter upon which both postage and registry fee have not been paid.

(b) For the injury or loss of any registered matter which was not rightfully in the mails, or was not injured or 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.

(c) For the injury or 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 the weight of evidence indicates that the matter was lost in the postal service of the United States.

(d) For injury to registered mail, due to insecure or insufficient preparation and wrapping by the sender.

(e) For the loss, injury, or rifling of a registered article re-mailed after proper delivery unless the article was reregistered

after delivery and the evidence indicates to the satisfaction of the department that the loss, injury, or rifling occurred in the postal service.

(f) For indirect, remote, and unnecessary expenses incident to repairs or duplication of papers, or for any consequential loss.

7. When the sender is incompetent or deceased and has no legal representative or can not be located the department reserves the right to pay indemnity to such relative or representative of the sender as may in its judgment be entitled to receive the amount due, or to pay the addressee or owner of the contents of an article, when indemnity is claimed by him under the circumstances outlined, without the consent of the sender.

Payment of indemnity when claimant is deceased, incompetent, etc.

8. Lost articles recovered shall be surrendered upon the return of the indemnity paid. The claimants must accept the article and reimburse the United States for the full indemnity paid if the article is undamaged, or such pro rata amount as may be deemed equitable by the department if the article is damaged or has depreciated in value, or if the contents are not intact. If the article can not be surrendered and the indemnity refunded within 30 days after notice, the article shall be disposed of as undeliverable dead matter.

Lost articles recovered to be surrendered upon return of indemnity.

Sec. 1071. In case of the loss of a registered article (in the Postal Union mails), and, except in cases beyond control, the sender is entitled to an indemnity of 50 francs, or its equivalent in United States money.

Indemnity for lost foreign registered matter.

2. 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.

3. 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, counting from the day following the posting of the registered article.

—claims must be made within one year.

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, unless so stipulated in a parcel-post convention concluded between the United States and the foreign country concerned.

—restriction as to payment.

(b) For any registered article which was not lost while in the custody of the mails.

(c) For a registered article in the Postal Union mails, the contents of which fall within the prohibitions of the Universal Postal Convention of Madrid.

(d) 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 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 like indemnity in such cases.

(e) For any article lost under circumstances of "force majeure" (beyond control), as the term is construed by the country in which the loss occurred, 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.

(f) Administrations cease to be responsible for registered articles for which the owners have given a receipt and accepted delivery, as well as for articles which they can not account for in consequence of the destruction of official documents through a cause beyond control.

Domestic regulations applicable.

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. 1068 to 1070.)

NOTE.—Carefully note detailed information published in the Official Postal Guides relative to domestic and foreign indemnity, especially as regards Canada, Central and South American countries, and international parcel-post mail.

CHAPTER 8.

INSURANCE AND COLLECT-ON-DELIVERY SERVICES, INCLUDING SPECIAL INSURED SERVICE WITH CANADA: INDEMNITY.

GENERAL PROVISIONS.

Insurance of fourth-class mail, collect-on-delivery service.
1912, Aug. 24;
37 Stat. 557.

Sec. 1072. 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.

Not acceptable to foreign countries.

2. Parcels addressed to foreign countries can not be sent collect on delivery nor as insured mail to any foreign country other than Canada. (See sec. 1076.)

Inquiry as to packing and contents.

3. Postmasters and other postal employees before accepting a parcel for mailing shall inquire as to the manner of packing and what it contains. Unmailable and improperly packed parcels shall not be accepted. (See secs. 462 and 463.)

Sender's receipt and mailing office record.

4. The sender of an insured or collect-on-delivery parcel shall be given a receipt showing the office and date of mailing, the number of the parcel, and, separately, the amount of fee and postage paid, and, in the case of a collect-on-delivery parcel, the amount to be remitted; and a record shall be retained at the mailing office showing the same particulars and in addition the name and address of addressee of insured mail, and the name and address of both sender and addressee in the case of collect-on-delivery mail. The receipt shall be signed with the name or initials of the employee

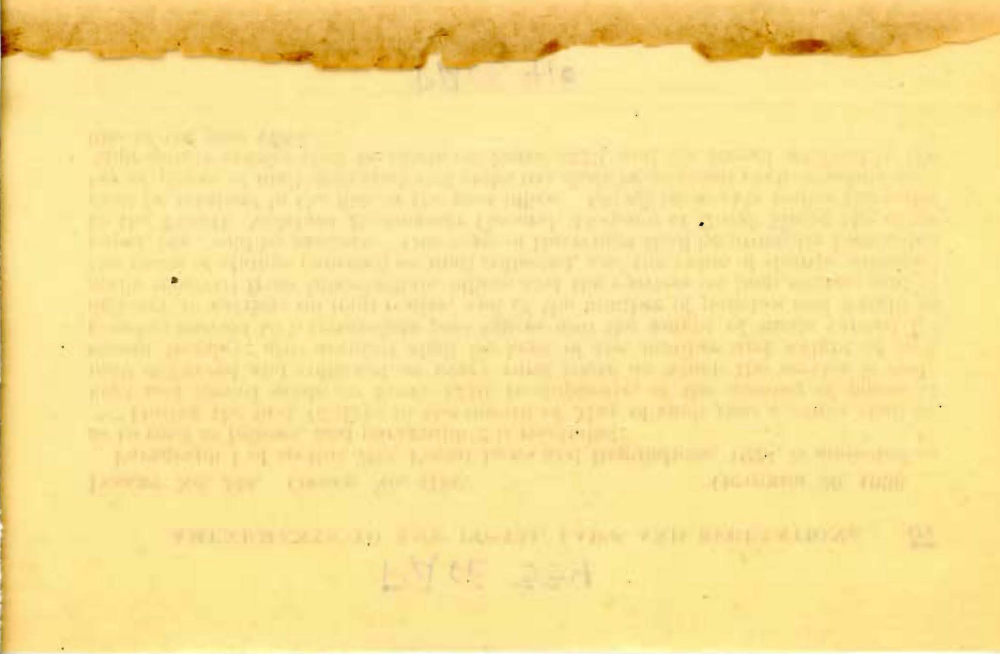
* * * * *

Paragraph 2 of section 1072 is further amended to read as follows:

"2. (a) Parcels addressed to foreign countries other than Mexico can not be sent collect on delivery. They can not be sent as insured mail to any foreign country other than Canada, Great Britain, and Northern Ireland, Irish Free State, the Netherlands, and Newfoundland (including Labrador).

"(b) International parcel-post packages addressed to the Netherlands may be either registered or insured, but when sent to the Netherlands as registered parcels they will be treated in that country as declared value (insured) parcels. International parcel-post packages from the Netherlands may be insured but may not be registered. (For insurance service with Canada, see sec. 1076; with Great Britain and Northern Ireland, sec. 1076½, pars. 1 to 6; with the Irish Free State, sec. 1076½, pars. 7 to 15; with the Netherlands, sec. 1076½, pars. 16 to 23; with Newfoundland (including Labrador), sec. 1076; for C. O. D. service with Mexico, sec. 1074½.)"

* * * * *



issuing it and route number if issued by a rural carrier. The number on the receipt shall correspond with that on the parcel.

5. Insured and collect-on-delivery parcels shall be numbered separately and consecutively, the numbering to commence anew on July 1 or other authorized times, and indorsed "Insured," or "C. O. D., No. (of parcel), due sender (amount), money order fee (amount), total (amount to be collected)."

Numbering and indorsement.

6. Domestic insured and collect-on-delivery parcels shall be dispatched and handled in transit as ordinary mail.

Dispatched and handled in transit as ordinary mail.

7. Delivery of insured and C. O. D. mail shall be made in accordance with the regulations governing the delivery of registered mail. (See secs. 984 to 990.)

8. Damaged insured or collect-on-delivery parcels should not be withheld from delivery.

Damaged parcels to be delivered.

9. Domestic insured or collect-on-delivery parcels may be forwarded or returned without the payment of additional insurance or collect-on-delivery fees. (See secs. 575 and 614.) When an insured parcel is forwarded or returned, office record shall be made, describing the parcel and showing office to which forwarded or returned and date.

Forwarding or return.

10. Undeliverable parcels shall be treated as provided by sections 575, 613 to 615, 638, and 640.

Undeliverable matter.

11. Fourth-class matter inadvertently registered shall be handled in transit and delivered as registered mail, but any deficiency in postage shall be collected at fourth-class rate (see sec. 983) by means of postage-due stamps.

Parcels inadvertently registered.

12. All irregularities in respect to insured and collect-on-delivery mail shall be reported to the Third Assistant Postmaster General, Division of Registered Mails.

Irregularity reports.

13. Postmasters at rural-delivery offices shall see that rural carriers are instructed to accept parcels for insurance or collect-on-delivery, and are equipped with necessary supplies.

Acceptance of insured and C. O. D. mail by rural carriers.

14. Each rural route shall be assigned one series of numbers for insured and another for collect-on-delivery mail, in conformity with the scheme in section 1030 for numbering registered mail, and record shall be kept of the last number used. Every number shall be accounted for.

Numbers for insured and C. O. D. mail on rural routes.

15. Rural carriers shall insure fourth-class matter and accept such mail to be sent collect on delivery, when requested. The patron must fill in a collect-on-delivery tag (with ink or indelible pencil, if practicable) showing amount to be collected and names and addresses of the sender and addressee. Stubs and mailing-office coupons descriptive of insured and collect-on-delivery parcels accepted by rural carriers shall be filed at the post office.

Receipts on acceptance.

16. Stamps to pay the required postage and fee shall be affixed, a tag filled out and attached if the parcel is collect on delivery, and the parcel turned in by the rural carrier at the post office. A notation shall be made on "perishable" and "fragile" parcels (and tag coupons if collect on delivery), to insure indorsement with stamp at the post office.

Parcels accepted by rural carriers.—delivery to post office.

Examination at post office. 17. Insured and collect-on-delivery parcels accepted by rural carriers shall be carefully examined at the post office to ascertain whether they bear appropriate indorsements, required postage and fee, are properly packed, and that tags of collect-on-delivery parcels are correctly completed. (See sec. 525 as to requirement for post-marking insured and collect-on-delivery mail with date of mailing.)

Matter left in boxes.—preparation for mailing. 18. A parcel intended for insurance or collect on delivery may be left in a rural patron's mail box for collection, provided sufficient stamps are affixed for postage and fee, or money therefor is left in the box, and the parcel is properly packed, marked "Insured" or "C. O. D.," and the collect-on-delivery tag is properly filled in and attached. A note must be left stating contents of the parcel (and value if insured) and what part of the stamps or money represents fee. When desired, a blank collect-on-delivery tag may be left in the box to be filled out and attached to a parcel for collection on a subsequent trip. The department assumes no responsibility for such parcel until receipted for in good condition or for such money unless received.

—collection from boxes. 19. When a rural carrier collects a parcel from a patron's box to be insured or sent collect on delivery, he shall fill in the stub of the insurance receipt or mailing-office portion of the collect-on-delivery tag and, if patron has left money for postage and fee, enter amount of money found with the parcel.

Exceptional treatment. 20. When the general method prescribed by the regulations relative to domestic or international insured and collect-on-delivery mail is not practicable or advantageous, the Third Assistant Postmaster General may authorize exceptional treatment.

Statistical reports. 21. Statistical reports covering domestic and international insured and collect-on-delivery mail shall be rendered annually in accordance with detailed instructions in Official Postal Guide.

INSURED MAIL.

Fees and limits of indemnity. **Sec. 1073.** Fourth-class or parcel-post matter mailed at or addressed to any post office in the United States or its possessions, or on or to United States naval vessels, except parcels mailed in the Philippine Islands, may be insured against loss, rifling, or damage in an amount equivalent to its value, including postage (exclusive of fee), when claimed in case of outright loss or irreparable damage to entire contents, or the cost of repairs, but not to exceed \$5 for 3 cents, \$25 for 5 cents, \$50 for 10 cents, or \$100 for 25 cents, in addition to the postage, both fee and postage to be prepaid with stamps affixed. (See sec. 525 as to post-marking insured mail with date of mailing.)

Note. NOTE.—There is no insurance service from the Philippine Islands, and indemnity will not be allowed for insured mail addressed to the Philippine Islands, unless the loss occurred in the postal service of the United States.

Indorsement, "Insured." 2. Parcels marked "Insured" but not actually insured by the Post Office Department are unavailable.

Return receipts. 3. When a return receipt is desired for an insured parcel, the parcel shall be indorsed "Receipt desired." The postmaster at

office of delivery shall supply the form and obtain a return receipt from the addressee. (See sec. 985 as to signing.)

COLLECT-ON-DELIVERY MAIL.

Sec. 1074. Fourth-class matter may be sent collect on delivery between money-order offices of the United States and its possessions except the Philippine Islands, and United States naval vessels having money-order service, on payment of a fee of 10 cents in addition to the postage when the amount to be remitted does not exceed \$50, or upon payment of a fee of 25 cents when the amount to be remitted does not exceed \$100. Parcels on which the remittance is \$50 or less but on which, because of the value of the inclosure, insurance exceeding \$50 is desired, may have a 25-cent fee paid, at the option of the sender, but the sender shall not be permitted to pay a fee of only 10 cents when the amount to be remitted is greater than \$50, although willing to accept indemnity for only \$50. Both postage and fee shall be prepaid with stamps affixed. The collect-on-delivery fee shall cover also insurance against loss or irreparable damage of entire contents including postage (exclusive of fee), rifing, damage, and non-receipt of returns up to \$50 and \$100, respectively, according to the fee paid. Parcels may not be sent collect on delivery to any foreign country. (See sec. 525 as to post-marking collect-on-delivery mail with date of mailing.)

2. Collect-on-delivery shipments should in all cases be based on bona fide orders for the contents of the parcels, or be in conformity with agreements between senders and addressees.

3. A collect-on-delivery tag shall be prepared and attached to each collect-on-delivery parcel, showing office and date of mailing, number of parcel, amount due the sender, and the amount of money order fee necessary to make remittance.

4. In delivering C. O. D. mail receipts shall be obtained on the tags attached thereto.

5. Examination of contents of a collect-on-delivery parcel shall not be permitted until it has been receipted for and all charges paid. A parcel may be refused when tendered for delivery, but after delivery it shall not be received back because of dissatisfaction with contents or amount collected.

6. When a collect-on-delivery parcel is received without the tag attached, a tag shall be prepared, the charges shown on the parcel shall be collected, and the prescribed receipt obtained.

7. When a collect-on-delivery parcel is forwarded or returned, the original tag shall be left attached and a duplicate tag prepared and filed bearing the record of forwarding or return and date.

8. An employee shall receipt for the total number of collect-on-delivery parcels given him for delivery. This receipt shall be surrendered on return of the parcels or receipted tags and the total amount to be collected.

9. The receipted tag shall be considered the addressee's application for a money order for amount due sender. A money order shall be issued on the day the parcel is delivered, if possible, or

C. O. D. service. —scope, fees, and indemnity.

Bona fide orders.

Mailing - office record.

Delivery.

Examination prohibited.

Without C. O. D. tag attached.

Forwarding or return.

Employees to receipt for all parcels.

Delivery - office record. Application for money order.

at the latest on the next business day, stamped "C. O. D.," the number of the C. O. D. parcel entered thereon, and mailed to 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.

Responsibility of department.

10. The department will not be responsible for senders' errors in stating charges or for misunderstandings between senders and addressees as to character or contents of collect-on-delivery parcels.

Treatment at nonmoney - order offices.

11. If a collect-on-delivery parcel is received at a nonmoney-order office, the postmaster thereat shall notify the mailing postmaster (even though the parcel may bear a return-postage guarantee), who shall ascertain whether the sender desires the parcel returned or delivered without collection of charges. If the sender instructs in writing that the parcel be delivered without collection, the mailing postmaster shall attach the order to the mailing office record and notify the postmaster at office of address accordingly.

Alteration of C. O. D. charges. —office of mailing.

12. If sender directs, the amount originally stated as due on delivery of a collect-on-delivery parcel may be increased (not to exceed a total of \$100), decreased, or canceled. Such direction should be filed with the postmaster at office of mailing, who shall connect the authorization with the filed coupon covering the parcel and notify the postmaster at office of address.

—office of address.

13. The postmaster at office of address shall comply with an authorization for change or cancellation of charges on a collect-on-delivery parcel received from the postmaster at the office of mailing and shall attach the authorization to and file it with the delivery office portion of the collect-on-delivery tag.

INDEMNITY FOR LOSS, RIFLING, OR DAMAGE.

Payment of indemnity claims by postmasters.

1920, April 24; 41 Stat. 581.

Postmasters at central accounting offices authorized to pay claims.

Sec. 1075. The Postmaster General may, under such rules and regulations as he shall prescribe, authorize postmasters to pay limited indemnity claims on insured and collect-on-delivery mail.

2. Postmasters at the central accounting offices of the States or sections in which insured and collect-on-delivery parcels are mailed are authorized to pay indemnity claims arising from the loss, rifling, and injury of insured and collect-on-delivery parcels mailed on and after July 1, 1922, and exchanged within and between the continental United States (including Alaska), Hawaii, Porto Rico, and the Virgin Islands: *Provided*, That the Third Assistant Postmaster General may change the designated paying post office for any particular State or section whenever in his judgment such action is advisable or necessary. Detailed instructions for the execution of this regulation will be issued by the Third Assistant Postmaster General, Division of Registered Mails, and all rules and regulations in conflict therewith are modified accordingly.

Manner of filing claim.

3. When an insured or collect-on-delivery parcel is lost, damaged, or rifled and claim for indemnity is made, the sender shall file an affidavit (which may be executed at a post office without

cost; (see sec. 35, par. 2) on Form 3812, showing contents of parcel, actual value, method of packing (in claims involving damage), and to whom indemnity should be paid. The postmaster at the mailing office shall certify on Form 3812 as to mailing of parcel. The form shall then be forwarded to the postmaster at office of address, who, in loss claims, shall certify what record, if any, he has of the parcel. The addressee shall be required to make affidavit on Form 3812, showing whether the parcel has been received, or as to the articles missing, or condition, if rifled or damaged.

4. When completed, the application shall be sent promptly to the proper paying postmaster or to the Third Assistant Postmaster General, Division of Registered Mails, as may be appropriate under existing instructions, for consideration of the payment of indemnity.

Disposition of application for indemnity.

5. Claim should be started at the office of mailing, and may be instituted at office of address *only* when the addressee is aware of the contents of the parcel, and the mailing particulars (except fee and postage) are available. When the addressee institutes a claim, the postmaster at office of address shall obtain the declaration of the addressee on Form 3812, execute declaration of postmaster at office of address, and transmit the application to the postmaster at the office of mailing for completion.

Claims should be started at post office of mailing, except—when addressee institutes claim.

6. Indemnity for lost, damaged, or rifled insured or collect-on-delivery mail shall be paid according to the procedure outlined in Section 1070, except that preliminary investigation by post-office inspectors shall not be essential, and except that no indemnity shall be paid:

Payment.

(a) If claim is not made within six months from date of mailing of the parcel, unless it is established to the satisfaction of the Third Assistant Postmaster General that the delay was unavoidable and not the fault of the claimant.

Six months' limit.

(b) In the case of a claim on account of damage, if the sender had been instructed prior to the date of mailing of the parcel relative to proper packing and indorsement and had failed to comply therewith.

Instructions as to packing and indorsement disregarded.

See pars. 2 to 4, sec. 466, and Official Postal Guide and Form 3812 (Application for Indemnity) for additional information and instructions.

INSURED MAIL SERVICE WITH CANADA.

Sec. 1076. Mailable fourth-class parcels of general merchandise for Canada may not be registered unless sealed and prepaid at the letter rate of postage, but may be insured under the same conditions, in so far as applicable, as apply to domestic fourth-class (parcel-post) mail.

What may be insured. Convention, United States-Canada, effective Jan. 1, 1923.

NOTE.—See Official Postal Guide for rate of postage. The insurance service with Canada does not extend to the Canal Zone or Philippine Islands.

Canal Zone and Philippine Islands.

2. Currency and coin and certain other articles listed in current postal guides shall not be accepted for transmission as insured mail for or from Canada, but, when mailable, may be sent registered.

Articles not acceptable for insurance.

- Sealing. 3. Insured packages of general merchandise paid at the parcel-post rate should generally be open to inspection, but may be sealed if they bear a printed label showing name and address of sender and a statement, in a general way, of nature of contents, as "Merchandise—Fourth-class mail." (See secs. 453 and 462.)
- Insurance fees. 4. The domestic insurance fees and limits of indemnity shall apply to insured parcels for Canada.
- Return receipts. 5. Sender's return receipts shall not be obtained for parcels exchanged with Canada.
- Not to be recorded in transit. 6. Unless otherwise authorized by the Third Assistant Postmaster General insured parcels exchanged with Canada shall be dispatched and handled in transit as ordinary mail.
- Forwarding or return. 7. Additional insurance fees and postage shall be paid on parcels from Canada when forwarded or returned. (See details in Official Postal Guide.)
- Indemnity. 8. In case of loss, rifling, or damage of insured parcels originating in either country and addressed to the other, the country of origin shall be responsible for and undertake the payment of indemnity in accordance with its domestic laws and regulations. (Art. 2 (c) Postal Convention with Canada effective January 1, 1923.)
- amounts and conditions. 9. Indemnity for the loss, rifling, or damage of insured parcels exchanged with Canada shall be paid in the same amounts and under the same conditions, as far as applicable, as apply to domestic parcel-post matter. (See Official Postal Guide for detailed procedure.)

PAGE 416

23. No application for indemnity will be entertained unless a claim or an initial inquiry, oral or written, shall be made by claimant or his representative within a year commencing with the day following the posting of the registered or insured parcel.

NOTE.—See official Postal Guides for detailed instructions concerning the registration and insurance services with the Netherlands and indemnity in connection therewith.

PAGE 416

INSERT No. 249. ORDER No. 4787.

OCTOBER 20, 1926.

A new international parcel-post convention has been concluded between the United States and the Netherlands which makes provision for the *insurance, reciprocally*, of international *parcel-post* packages dispatched from the United States to the Netherlands and from the Netherlands to the United States, and for the nonreciprocal *registration* from the United States to the Netherlands of *parcel-post* packages. (See chap. 4, "Registered foreign matter," pp. 393 to 398, inclusive, particularly amended pars. 1 and 3, sec. 998, of the Postal Laws and Regulations of 1924, relative to the registration of parcel-post packages to foreign countries.) This reciprocal insurance service with the Netherlands and nonreciprocal registry service to the Netherlands for international parcel-post packages shall become effective November 1, 1926. Detailed instructions for the conduct of these services and for the treatment and payment of indemnity claims in connection therewith will be issued by the Third Assistant Postmaster General (Division of Registered Mails).

Effective November 1, 1926, the Postal Laws and Regulations of 1924 are amended as follows:

Paragraph 3 of section 998 is further amended to read:

3. Parcels sent by international parcel post addressed to any of the countries with which the United States has parcel-post conventions may be registered the same as other matter, unless the contrary is stated in the information concerning international parcel post published in the Postal Laws and Regulations and in the Official Postal Guides. See amended paragraph 1 of this section and amended section 1076½ relative to registration of parcel-post packages for certain foreign countries.

* * * * *

INSERT No. 251. ORDER No. 4787 OCTOBER 20, 1926.

* * * * *

Add a new subheading and the following paragraphs (numbered 16 to 23) to section 1076½:

INSURED AND REGISTERED PARCEL-POST SERVICE WITH THE NETHERLANDS

16. International parcel-post packages mailed in the United States (including Alaska, Hawaii, Porto Rico, Guam, Samoa, and the Virgin Islands of the United States, but excluding the Philippine Islands and the Canal Zone) addressed to the Netherlands may be either registered or insured. Such packages mailed in the Netherlands addressed to the United States may be insured but may not be registered.

17. Mailable parcel-post packages addressed to the Netherlands containing coin, bullion, jewelry, or any other precious article must be registered. Such parcels mailed in the Netherlands addressed to the United States must be insured. If a parcel containing coin, bullion, jewelry, or any other precious article is mailed unregistered in the United States or uninsured in the Netherlands, it shall be placed under registration in the United States and under insurance in the Netherlands by the post office which first observes the fact of its having been mailed unregistered or uninsured, and treated in accordance with the regulations of the country placing the matter under registration or insurance.

18. The limits of indemnity payable and the registration or insurance fees chargeable in addition to the postage for registered or insured parcel-post packages for the Netherlands are as follows:

Registered parcel-post packages for the Netherlands

| Limit of indemnity: | Cents |
|------------------------------|-------|
| For value not over \$10..... | 25 |
| From \$10.01 to \$25..... | 30 |
| From \$25.01 to \$50..... | 40 |
| From \$50.01 to \$100..... | 60 |

Insured parcel-post packages for the Netherlands

| Limit of indemnity: | Cents |
|------------------------------|-------|
| For value not over \$10..... | 20 |
| From \$10.01 to \$25..... | 25 |
| From \$25.01 to \$50..... | 35 |
| From \$50.01 to \$100..... | 55 |

19. The limit of indemnity payable in connection with insured parcels mailed in the Netherlands addressed to the United States is 250 gold guilders or the equivalent thereof (approximately \$100).

20. When a registered or insured parcel mailed in the United States addressed to the Netherlands is returned or redirected thereto, additional postage and a new registration or insurance fee equal to that originally paid shall, if not prepaid, be collected upon delivery.

21. An insured parcel from the Netherlands redirected to an address within the United States is subject to additional postage at the domestic parcel-post (zone) rate and an additional insurance fee equal to the fee required in the domestic insured parcel-post service for a parcel of the value mentioned in the accompanying customs declaration, not exceeding \$100. If the additional fee and postage are not prepaid, the parcel will be marked "Collect ——— postage and fee," and the amount due collected on delivery and recorded. When an insured parcel from the Netherlands is delivered to an alternate addressee at the original office of address, additional postage (but not fee), computed at the domestic local rate, shall be collected.

22. Except in cases of loss or damage through force majeure (causes beyond control), as that term is defined by the legal decisions or rulings of the country in the service of which the loss or damage occurs, when a registered or insured parcel has been lost, rifled, or damaged, the sender, or other rightful claimant, is entitled to an indemnity corresponding to the actual amount of loss, rifling, or damage based on the actual value at the time and place of mailing of the lost, rifled or damaged article, unless the loss, rifling, or damage has arisen from the fault or negligence of the sender or the addressee or of the representative of either or from the nature of the article, provided that the indemnity shall not exceed the sum for which the required registration or insurance fee was paid in the country of origin.

TITLE EIGHT.

MONEY-ORDER SYSTEM.

CHAPTER 1.

GENERAL PROVISIONS.

ESTABLISHMENT OF SERVICE.

Sec. 1077. 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."

See ch. 5, this title, as to international money-order service.

Sec. 1078. 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. 288.)

Branch offices and stations.

See sec. 320 as to business hours; sec. 321 as to Sunday business.

Sec. 1079. Navy mail clerks and assistant Navy mail clerks attached to United States vessels which have been designated for that purpose by the Secretary of the Navy and the Postmaster General are authorized to transact postal money-order business, including the issue and payment of money orders, the remittance of surplus funds, the keeping of necessary records, and the rendering of required accounts.

Navy mail service.

See sec. 633 as to authority for establishment of Navy mail service and appointment of Navy mail clerks and assistants.

Sec. 1080. 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.

ALLOWANCES FOR CLERICAL SERVICES AT MONEY-ORDER OFFICES.

Sec. 1081. Postmasters at money-order post offices of the first and second classes may be allowed by the Postmaster General to employ such number of clerks in the transaction of their money-order business, and at such rates of compensation, respectively, as he may deem expedient. The allowances for clerk hire made to postmasters of the first and second class post offices by the Postmaster General, out of the annual appropriation for clerks in post offices, shall cover the cost of clerical services of all kinds in such post offices, including the cost of clerical labor

Allowance for clerks.
R. S. § 4047.
1883, Mar. 3;
22 Stat. 523.
1894, Jan. 27;
28 Stat. 31.
—at first and second class offices.

—at other money-order offices. 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. 333 and 336.)
See sec. 314 as to salaries allowed postmasters, being full compensation for money-order business.

MISCELLANEOUS PROVISIONS.

Postmasters not to act as agents in competitive business. **Sec. 1082.** 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 forbidden to act 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. 1083.** Postmasters at direct accounting offices shall observe the following instructions in correspondence with the Post Office Department:

—with General Accounting Office. (a) Requests concerning paid orders and for information appearing on the orders, or other matters pertaining to the auditing of money-order accounts should be addressed directly to the General Accounting Office. Letters should not be inclosed with accounts. Postmasters at district offices shall forward all accounts to central-accounting office.

—with Division of Money Orders. (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.

Envelopes to be indorsed with brief of contents. (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. 302 as to signing of reports and papers by assistant postmasters.

CHAPTER 2.

ISSUE OF DOMESTIC MONEY ORDERS.

GENERAL PROVISIONS.

Sec. 1084. 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, and upon post offices in the foreign countries named in Table 1 of the Register of Money Order Post Offices, with which the United States transacts money-order business on the domestic basis.

Offices upon which orders may be drawn.

See Register of Money-order Offices for list of such offices.

2. A domestic money order may be drawn payable to the person making application for issue thereof, if he so desires.

Payable to remitter.

Sec. 1085. 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.

Issue of money orders at branch offices and stations.

R. S. § 4029.

—a accountability for moneys received from.

See sec. 288 as to classification of branch offices and stations; sec. 295 as to bonds of postmasters; sec. 353 as to bonds of post-office clerks.

Sec. 1086. 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, Federal reserve notes, and silver certificates. (See sec. 147.) 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.

Character of money to be tendered.

2. Promissory notes shall not be accepted in any case for the issue of money orders. 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 1192.

Promissory notes, checks, etc., not accepted.

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. 147 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.

Waiver of identification of payee forbidden.
1899, Mar. 1;
30 Stat. 966.

Sec. 1087. 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.

Identification of payee by signature.

Sec. 1088. When a money order is drawn payable to the remitter, the issuing postmaster shall question the applicant, and if he is not sure that he can prove his identity at the paying office the issuing postmaster shall procure and transmit to the paying postmaster a specimen of his signature on Form 6339 attached to a statement of particulars of the order on a separate advice (Form 6006) as an aid to identification. Across the back of the coupon in such case the issuing postmaster 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.

Specimen signature of payee.

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. It should be accompanied by a note (on Form 6339 or slip) from the issuing postmaster to the effect that it is the signature of the payee.

Postmaster to exercise precaution.

3. Nothing in this section shall be understood as relieving a postmaster from exercising every precaution to avoid wrong payment of a money order. (See pars. 3 and 5 of section 1108.)

FEEs AND LIMITATIONS.

Fees and limitations.
R. S. § 4032.
1883, Mar. 3;
22 Stat. 527.
1894, Jan. 27;
28 Stat. 31.
Single order limited to \$100.
Fees for money orders.

Sec. 1089. 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:

- 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 Schedule 1 of the Register of Money Order Post Offices. Note.

2. Money orders may be drawn by the Superintendent of the Money-Order System without the exaction of an additional fee for the purpose of correcting errors made by issuing or paying postmasters. Orders drawn to correct errors. 1899, Mar. 1; 30 Stat. 966.

3. No money order shall be issued for less than 1 cent, and no order shall contain a fractional part of a cent. No order issued for fraction of a cent.

See sec. 1606 as to penalty for fraudulent issue of money orders; sec. 1607 as to penalty for issue of orders without receiving money therefor.

APPLICATION AND ISSUE.

Sec. 1090. The Postmaster General shall supply such money-order offices, as he may deem expedient, with blank forms of application for money orders, in such forms as he may direct. **Form of application.**
R. S. § 4033.
1894, Jan. 27;
28 Stat. 32.

Sec. 1091. 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 separate advice. **Applications.**
—to be filled in by applicants.

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. Note.

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. —particulars necessary.

3. The application shall be filed for ready reference and preserved not less than three years. —to be filed.

Sec. 1092. Money orders shall be drawn from the information contained in the remitters' applications upon a designated money-order office. They shall not be drawn upon an office which is not a money-order office. **Issue of money orders.**

2. The Register of Money-order Post Offices and the money-order changes listed in the monthly supplements to the Official 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. List of money-order offices.

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.

- Instructions for issue. 6. Money orders shall be issued in accordance with the instructions printed thereon and on the cover of each book of money-order forms.
- Date. 7. The date affixed to the order and its several parts by the issuing postmaster shall be the actual date of issue. (See secs. 62 and 1203.)
- Stub. 8. The stub shall be retained by the issuing postmaster.
- Coupon. 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 Schedule 1 of the Register of Money-Order Post Offices.
- Receipt to be retained by remitter. 10. The receipt should be given the purchaser with the money order, and remitter should retain it until the order is paid.

See sec. 1098 as to separate advices; sec. 1101 as to money-order forms; sec. 1104 as to "not issued" forms; sec. 1100 as to signing of postmaster's name by clerks.

Sec. 1093. An order shall be made payable to only one person or one firm. An order shall not be drawn in favor of "John Doe and Richard Roe," or of "John Doe or Richard Roe," nor in favor of husband and wife jointly.

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—

(a) If the single name given is the business name of the payee, as "Mason's," "Johnson's Store," or "Madam Saville."

(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."

(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. Anselmo's College."

3. Money orders should be drawn on the main office and not on stations or branch offices. If an application be made for an order to be drawn on a branch or station, the order shall be drawn on the post office only and the name of the branch or station omitted; but orders presented at branches or stations may be cashed under the same rules as govern payments at the main office.

Sec. 1094. 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. 1202 as to "Register of orders issued."

ERRORS AND CHANGES.

Sec. 1095. If a postmaster has actually drawn an order on a place at which there is no money-order post office he shall endeavor to recall it, and if returned shall treat it as repaid to the remitter or payee, 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 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 received the 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. —."

Error in order.

Recall of order.

Repayment in money or by new order.

Fees for new order.

Treatment of irregular order.

2. When an error of any kind has been made in drawing a money order, and is not discovered until after it 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. 1121 to 1123.)

Return of irregular order.

Treatment.

Sec. 1096. If, before it has been taken from the post office, or its issue made an item of account in the cash-book or 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. 1104) 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.

Change in place of payment.

—requested by remitter.
First order treated as "not issued."

Fee.

Sec. 1097. 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.

Request for change in place of payment, etc.
R. S. § 4038.
—by remitter.

2. If after it has been taken from the post office or 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. 1135), shall first require that it

Original order to be receipted and surrendered.

New order issued. —separate advice. Fee. be duly received, and then, treating it as repaid, shall issue a new order in its stead, exacting the usual fee therefor.

See sec. 1121 as to repayments.

ADVICES.

Advices. —separate advice. **Sec. 1098.** Form 6006 shall be used as the "separate advice" of a domestic order, when called for because of discrepancy in amount or in name of payee or for other reasons.

Discrepancies. Remitter consulted. **Application amended.** **2.** When the issuing postmaster receives from the paying office a request for a separate 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 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.

Remitter to request amendment. **3.** 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 advice.

Remitter not found. **4.** 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. **5.** When a separate 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.

MONEY-ORDER DATING STAMPS AND SIGNATURES TO MONEY ORDERS.

M. O. B. stamps. —use of. —not to be used. **Sec. 1099.** 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.

—when lost, ordinary stamp may be used. **2.** When the M. O. B. stamp is lost, stolen, or destroyed, an ordinary postmarking stamp may be used in transacting money-order business until a new M. O. B. stamp has been procured.

Signature of postmaster to orders. —by clerks, may be authorized. —how written. **Sec. 1100.** The postmaster may authorize any clerk employed in his office to sign his name to money orders and advices. The name of the postmaster may be written or stamped, and underneath it the clerk should write his own initials.

Acting postmasters, signatures. **2.** An acting postmaster may authorize clerks in his office to sign his name to money orders and advices the same as a postmaster.

3. When an assistant postmaster or a 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. 295 and 353 as to bonds of postmasters and clerks; sec. 301 as to acting postmasters; secs. 303 to 306, also 1187, as to performance of duties of office during temporary absence of postmasters; sec. 302 as to signing of papers, etc., by assistant postmasters in name of postmaster.

MONEY-ORDER FORMS.

Sec. 1101. 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; 28 Stat. 33. 1899, Mar. 1; 30 Stat. 966.

2. The Postmaster General shall prescribe the forms for the issue of money orders.

No order valid unless on regular form.

See sec. 1609 as to penalties for issue of advertisements, circulars, business or professional cards, etc., in likeness of money order.

Sec. 1102. 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.

2. In case of theft of money-order forms the postmaster shall *immediately* 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 *first and last* serial numbers of the stolen forms. *Whenever practicable this report shall be made by telegraph in as brief form as may be consistent with clearness and accuracy, and shall state the date on which the robbery occurred, or the loss was detected.* (See par 3, sec. 324.)

Theft of forms.

Sec. 1103. Forms for money orders, with attached coupons and receipts, shall bear consecutive numbers for each money-order office.

Blank forms of issue.

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.

—must be accounted for.

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.

—examination of, for irregularities.

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."

—omitted.

5. Defective or mutilated forms with the corresponding coupon and receipt shall be treated as "not issued." (See sec. 1104.)

—defective or mutilated.

- 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.**
—defined. **Sec. 1104.** A form shall be treated as "not issued"—
- (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 or 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 with the account in which it would be entered if it were regularly issued; 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. 248 as to attaching "not issued" forms to accounts.
- no fee charge-able. 3. No fee shall be charged for a "not issued" order and no amount therefor entered on list of orders issued.

CHAPTER 3.

PAYMENT OF DOMESTIC MONEY ORDERS.

GENERAL PROVISIONS.

- Application of regulations as to payment.** **Sec. 1105.** 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, and in the several foreign countries enumerated in Schedule 1 of the Register of Money-order Post Offices, with which the United States exchanges money orders on the domestic basis, as well as to domestic money orders issued in the United States.
- Foreign countries.**
- Prompt payment of orders.** **Sec. 1106.** 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.
- not to be refused. 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. When necessary, a district postmaster shall apply to his central accounting postmaster for additional funds.
- Application for additional funds.**

See sec. 1182 as to transfer of postal funds to money-order account; secs. 1185 to 1187 as to applications for drafts for payment of money orders and credit with the Treasurer of the United States; sec. 1188 as to supplying funds at stations.

Sec. 1107. Under such rules and regulations as the Postmaster General shall prescribe postal money orders may be issued payable at any money-order post office, and on and after the date upon which such rules and regulations become effective all money orders shall be legally payable at any money-order post office, although drawn on a specified office; and that all laws or parts of laws in conflict herewith are hereby repealed.

2. Original domestic money orders issued at any money-order office in the continental United States, excepting Alaska, may be paid at any money-order office in the continental United States, excepting Alaska, if presented for payment on or before the expiration of the thirtieth day following the date of issue. After that lapse of time within the period of their validity, which is one year from the last day of the month of issue, they shall be paid only at the office therein designated as the paying office, or repaid at the office of issue.

3. *Money orders issued in Hawaii, drawn on offices therein located, may be paid at any money-order office in Hawaii if presented for payment on or before the expiration of the thirtieth day following the day of issue. After that lapse of time within the period of their validity, which is one year from the last day of the month of issue, they shall be paid only at the office therein designated as the paying office, or repaid at the office of issue.*

4. When in accordance with the foregoing provisions of this section a money order is paid at an office other than the one therein designated as the paying office, the postmaster making the payment shall immediately send to the postmaster at the issuing office a notice thereof (Form 6126), which shall describe the money order by its serial number, the amount, and the dates of issue and payment. Upon receipt of such notice the postmaster at the issuing office shall file it with the application for the money order, and send at once to the postmaster paying the order an acknowledgment of receipt of the notice, which acknowledgment shall include a statement to the effect that an application for a duplicate of the order has not been and will not be certified. Until such acknowledgment is received credit shall not be taken for payment of the order, but it shall be considered as part of the cash on hand: *Provided, however,* That when ten or more money orders drawn on the same office are presented for payment at an office other than that designated for payment in the money orders the postmaster cashing same may forward them with a request for reimbursement by use of Form 6588 to the post office on which they are drawn.

5. 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" in place of Oklahoma City, 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.

Payment at any office.
1914, Feb. 6;
38 Stat. 280.

Orders payable at offices other than those drawn upon.

Orders issued in, and drawn on, office in Hawaii.

Issuing postmaster to be notified of payment.

Name of paying office misspelled.

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.

If applicant unable to write.

Postmaster not to act as witness.

Responsibility for wrong payment.

Coupon lost, action when.

Difference in name of payee.

Alterations or discrepancies.

Sec. 1108. 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 owner of the order, he should be required to prove his identity.

See sec. 1088 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.

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.

6. Upon payment on separate advice it 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.

7. In case the name given in the 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. 1098.)

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 specially 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.

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.

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.

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 shall 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.

Amounts in blocks and coupon dissimilar and greater than amount in advice.

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.

—procedure when larger amount has been advanced.

Amounts in blocks and coupon dissimilar and less than amount in advice.

13. In case the sum named in the separate advice exceeds both the amount entered in the blocks on the order and that written in the coupon, the postmaster at the office 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 forward an application for a separate advice (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 received

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.

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 owner thereof and the order is found to be regular in all other respects.

Omission of remitter's name.

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 is hereby authorized, provided orders so receipted are presented for payment only through a National or State bank located in the city or town on which they are drawn, and when such banks expressly guarantee the signature by rubber stamp or other indorsement on the back of the orders.

Stamped signature in receipt, when authorized.

Stamped signatures.

23. All of the requisite signatures to any money order—those of payee, indorsee, or witness to payment—shall 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. 1109. 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 orders paid and advices received.”

See sec. 248 as to attaching paid orders to accounts as vouchers.

Department not responsible after payment.

Sec. 1110. 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.

PAYMENT OF ORDERS TO OTHER THAN PAYEES.

Transfer of orders.

R. S. § 4037.
1875, Feb. 18;
18 Stat. 320.
—upon payee's indorsement.
More than one indorsement invalidates order.
Invalid order, how paid.

Sec. 1111. 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.

See sec. 1130 as to payment by duplicate of order invalidated by more than one indorsement.

Payment to others than persons named.

—on indorsement.

Sec. 1112. 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, except in the following cases:

—on power of attorney.

(a) When 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

—on written order of payee.

(b) When 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 designat-

ing 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; or

(c) 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; or

(d) In case of the death of the payee the money order shall be paid to his "legal representatives," who should be required to present to the paying postmaster satisfactory evidence of his authority to act in such capacity, and to sign the money order as executor or administrator, as the case may be.

2. 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. 595.)

3. 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. 1111.) 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."

4. 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 receipted it, and the inconsistent indorsements may be canceled.

5. 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.

6. 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.

7. 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 received, 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.

Payment to remitter. 8. 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. 1121.)

Note. NOTE.—At offices where the "clearing-house system" is authorized, special instructions concerning the same will be given.

WHEN ORDERS SHALL NOT BE PAID.

Payment of orders withheld. **Sec. 1113.** Payment of money orders shall be withheld under the following circumstances:

—when order over one year old. (a) When the order is presented after the expiration of one year from the last day of the month of its issue.

See sec. 1135 as to payment of such orders.

—when presented by second or subsequent indorsee. (b) When the person presenting the order is a second or subsequent indorsee.

See sec. 1130 as to payment of orders more than once indorsed; sec. 1112 as to disregard of indorsements when presented by original payee; sec. 1121 when presented by remitter for repayment.

Alleged fraud by payee. 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 1114, 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.

Payment of money orders to persons or concerns conducting fraudulent schemes, lotteries, etc., forbidden. **Sec. 1114.** 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

R. S. § 4041.
1890, Sept. 19;
26 Stat. 466.
—when.
Orders payable to agents included.

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.

Amount of orders to be returned.

Evidence of agency.

See sec. 473 as to punishment for mailing lottery matter; secs. 476 and 1628 as to mailing fraudulent matter; sec. 1157 as to international money orders.

Sec. 1115. The postmaster at the paying office shall not forward by mail in the form of money or a draft the amount of a money order sent to him by mail and purporting to be signed by the payee, but shall instead inform the latter that if he so desires a new money order for the same amount, less fee, will be drawn in lieu thereof in his favor payable at any money-order office he may designate.

Payment by issue of a new order.

at request of payee.

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.

If payee declines new 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.

COUPONS AND ADVICES AT PAYING OFFICES.

Sec. 1116. Every advice received from a country named in Schedule 1 of the Register of Money-Order Post Offices, 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 destination.

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.

Advices drawn on nonmoney-order offices.

3. Advices of orders drawn on offices not authorized to transact money-order business shall be forwarded to the Third Assistant Postmaster General, Division of Money Orders.

Missing advices.—request for.

Sec. 1117. Upon presentation for payment of a money order issued in a country named in Schedule 1 of the Register of Money-Order Post Offices, if no advice thereof has been received, a request (Form 6006b) for an advice shall be sent to the issuing postmaster, and a record of the same, with date thereof, be made opposite an entry of particulars of the order in the register of advices received, or (at a 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 has not been received, the "second advice" shall be treated as if it were the original.

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.

Second advice to be recorded and filed.

Sec. 1118. 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. 1119. 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. The advices of unpaid orders shall be kept separately from the advices and coupons of paid orders.

Note.

NOTE.—At certain of the large post offices equipped with the electrical tabulating system a special method of filing paid coupons adapted to the system is in use.

Advices of invalid orders.

Sec. 1120. Advices of orders issued in the countries named in Schedule 1 of the Register of Money-Order Post Offices, 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 MONEY ORDERS: DUPLICATE ORDERS: PAYMENT OF INVALID ORDERS BY WARRANT.

REPAYMENT OF DOMESTIC ORDERS.

Repayment upon application of remitter.

R. S. § 4039. Fee not to be returned.

Sec. 1121. 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 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 shall 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. Credit for the repayment shall be taken in money-order cashbook and the postmaster's account, and the order be forwarded as a voucher by the issuing postmaster.

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 named in Schedule 1, Register of Money-Order Post Offices, 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 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.

Return of advice on notice of repayment.

See sec. 1130 as to money orders in the hands of a second or any subsequent indorsee; sec. 1135 as to the issue of warrants for amounts of orders which have become invalid by reason of age.

Sec. 1122. 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 agent of remitter.

Sec. 1123. 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.

Record of repayments.

DUPLICATE ORDERS: APPLICATION AND ISSUE.

Sec. 1124. 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,

Lost valid orders.

R. S. § 4040.
1894, Jan. 27;
28 Stat. 33.

—payment by duplicate.

Certificate of issuing and paying postmasters. 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.

Duplicate of lost valid orders. **Sec. 1125.** 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 shall be made on Form 6002 and shall be filled 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.

—application for, how made.

See sec. 1135 as to application for warrant where orders are more than one year old.

Duplicate payable to whom. 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.

Consent of payee or indorsee.

Certificate of genuineness of such consent. 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, so 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 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 refuses 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.

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.

Application
from payee.

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 Schedule 1, of the Register of Money-Order Post Offices, shall be forwarded directly to the Third Assistant Postmaster General, Division of Money Orders.

Certain foreign
countries.

Sec. 1126. 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 especially 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 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.

Application
for duplicate or
order at issuing of-
fice.

Examination
and comparison.

2. To guard against the possibility of paying a money order more than once, the postmaster at the office of issue shall not certify or forward an application for a duplicate order prior to the expiration of the thirty-sixth day following the date on which the original was issued, provided, however, that an application may be accepted, certified, and forwarded at once if the applicant or the party in whose favor the application is made shall execute a good and sufficient bond of indemnity (Form 6116) in a penal sum not less than the amount of the order, conditioned for the refund of the amount paid on the duplicate in the event that after payment thereof any other person shall establish a valid claim to the original order, or in case it shall appear that the original has been paid to the rightful owner at another office.

When applica-
tion shall be for-
warded.

Sec. 1127. When application for a duplicate of a money order alleged to be lost is received at the paying from the issuing office, the postmaster, before executing the certificate as to nonpayment of the original, shall examine all entries in the register of orders paid and advices received subsequent to the date on which the order was issued, and shall also examine his file of coupons

Execution of
certificate at pay-
ing office.

Examination of
records.

and advices of paid orders to ascertain whether or not payment has already been made on the original or a duplicate thereof.

Certificate. 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, he shall, by copying from the application for duplicate and 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 orders paid and advices received. If the order was issued in any one of the foreign countries named in Schedule 1 of the Register of Money-Order Post Offices, with which the United States transacts money-order business on the domestic basis, like memorandum shall be made. Particular care shall be taken to avoid mistakes 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.

Record at paying office. **Sec. 1128.** 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 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.

Order issued in foreign country. **Sec. 1129.** 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 shall be sent to the department for disposal.

Original order paid. **Sec. 1130.** 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. 1111.) 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

When application for duplicate may be accepted.

Inquiry to paying office.

Recovery of lost order.

Payment of, before duplicate is issued.

Cancellation of, after duplicate is issued.

Payment of orders invalidated by indorsements.

proof as the Post Office Department may require relative to the genuineness of the indorsements.

See sec. 1112 as to payment to payee or first indorsee when order has been more than once indorsed.

2. Application 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 1126. 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 1127.

Applications,
how made.

Sec. 1131. Duplicate money orders shall be issued only by the department. Postmasters shall not issue them under any circumstances.

Duplicate orders to be issued only by department.

Sec. 1132. 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 and payment or repayment shall be made only at such offices. 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.

PAYMENT AND REPAYMENT OF DUPLICATE ORDERS.

Sec. 1133. 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 1127, 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 orders paid and advices received, 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 Comptroller, Bureau of Accounts, Post Office Department. 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

Record of payment or repayment by duplicate.

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 payment or repayment in the money-order account at first and second class offices the number of the duplicate as well as the number of the original shall be written.

See sec. 1135 as to payment by warrant when duplicate has become invalid by reason of age.

Precautions against double payment.

Sec. 1134. 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 1129. 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 1129. 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 applications for duplicates.

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 1127 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.

INVALID ORDERS PAYABLE BY WARRANT.

Invalid money orders.

- R. S. § 4036.
- 1883, Mar. 3;
- 22 Stat. 528.
- 1894, Jan. 27;
- 28 Stat. 32.
- 1921, June 10;
- 42 Stat. 24.
- payable only by warrant.
- a appropriation out of which payable.
- 1908, May 27,
- 35 Stat. 416.
- 1921, June 10;
- 42 Stat. 24.

Sec. 1135. 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 (Comptroller General) 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."

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 (General Accounting Office) 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.

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 orders.

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 required Form No. 6003. 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 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 of 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.

Application for warrant.—proceedings thereupon.

5. The regulations governing applications for and issue of duplicate money orders, where not inconsistent with the provisions of this section or section 1136, shall apply to orders which have become invalidated by age.

—regulations not inconsistent to apply.

Sec. 1136. 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 (General Accounting Office), or upon such other proof satisfactory to the Postmaster General, that the order has not been paid.

Lost invalid money orders.
R. S. § 4040.
1894, Jan. 27;
28 Stat. 33.
1921, June 10;
42 Stat. 24.
—warrant for payment of, issued on application.
—proof of non-payment.

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

—application for warrant, how presented.

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. 1124 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. 1135.

CHAPTER 5.

INTERNATIONAL MONEY-ORDER SERVICE.

GENERAL PROVISIONS.

Establishment of international money-order service. **Sec. 1137.** 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 expense of establishing and conducting such systems of exchange may be paid out of the proceeds of the money-order business.

Domestic regulations govern.—applicable to international service, except. **Sec. 1138.** 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.

International money-order offices. **Sec. 1139.** International money-order business shall be transacted at all post offices of the first, second, and third classes, and at such offices of the fourth class as may be designated by the Third Assistant Postmaster General, Division of Money Orders.

Applications for establishment. 2. Applications for the establishment of international money-order service shall be addressed to the Third Assistant Postmaster General, Division of Money Orders.

Orders payable in certain countries. 3. Money orders payable in any of the countries named in Table 1, page 4, of the pamphlet (Form XIV) List of International Money Order Offices, may be issued at any post office authorized to transact domestic money-order business.

Notice to the public of establishment of international service. **Sec. 1140.** When authorized to conduct international money-order business, publicity of the fact shall 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.

DIRECT AND INDIRECT EXCHANGE: EXCHANGE OFFICES.

Direct exchanges. **Sec. 1141.** Direct exchange of money orders will be made between the United States and the countries named in Tables 1, 2, and 3, pages 4 and 5 of the pamphlet (Form XIV) List of International Money Order Offices.

Indirect exchange. **Sec. 1142.** A few of the countries named in these tables 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.

Charges.

Sec. 1143. 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 that of the exchange office, the latter being technically known as the international number.

2. The following are the United States exchange offices:
- (a) New York for all countries in Europe and Africa, South and Central America, also for Siam and Straits Settlements. U. S. exchange offices.
—New York.
 - (b) El Paso and Laredo, Tex., for Mexico. —Laredo.
 - (c) San Francisco for China, Japan, the British colony of Hongkong, New Zealand, and the Commonwealth of Australia, consisting of New South Wales, Queensland, South Australia, Tasmania, Victoria, and Western Australia. —San Francisco.
 - (d) Seattle, Wash., for Japan only, for all offices in Alaska, Idaho, Minnesota, Montana, North Dakota, Oregon, and Washington. —Seattle.
 - (e) Honolulu for trans-Pacific countries for offices in Hawaii only. —Honolulu.
 - (f) The postmaster at Pago Pago, Tutuila, Samoa, is authorized to certify his own orders to trans-Pacific countries. —Samoa.

ISSUE OF INTERNATIONAL ORDERS.

Sec. 1144. In issuing international orders the tables and schedules given on pages 4, 5, and 6 of the pamphlet (Form XIV) List of International Money Order Offices shall be consulted to ascertain the proper fees and correct method of issue.

2. Postmasters at domestic money-order offices shall not issue money orders for payment in any foreign country other than those enumerated in Table 1. When an intending remitter applies at a domestic office for a money order payable in any other foreign country the postmaster shall direct him to the nearest international money-order office.

3. These tables and schedules, with such notices as appear in the Official Postal Guide, shall be kept in sight, as they show the correct fee to be charged for the issue of a money order. The schedules 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 the forms now in the hands of postmasters were printed.

Application forms. **Sec. 1145.** 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, on pages 4 and 5 of the pamphlet (Form XIV) List of International Money Order Offices.

Postmasters prohibited from filling in applications. **Sec. 1146.** 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. 1147.** 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.

Name and address of payee. 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.

—if in town or city. 3. When the payee resides in a town or city, the name of the street and the number of the house shall, if possible, be given.

—if a soldier. 4. If the person to whom the money is to be sent is a soldier, his rank, company, regiment, and the arm of the service (Infantry, Cavalry, Artillery, etc.) to which he is attached shall be stated, in addition to the name of the place where he may be stationed.

—if a sailor. 5. If the payee is a sailor, his rank or rating and the name of the ship on which he is serving shall be stated, besides the name of the place where the vessel was stationed at latest accounts.

—if a woman. 6. If the payee is a woman, it shall be stated whether she is single, married, or a widow. If married, her maiden name shall be given, as well as her name by marriage.

Interpreter. 7. In case of the inability of the applicant to converse with the postmaster intelligibly in a common language, recourse should be had to the services of an interpreter.

Form of order. **Sec. 1148.** When an application is presented for an order payable abroad, the postmaster shall consult the tables given on pages 4 and 5 of the pamphlet (Form XIV) List of International Money Order Offices. If the country of payment appears in Table 1, 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.

—domestic form. 2. If the paying country be found in Table 2, the order shall be drawn on the international form and delivered to the remitter for mailing, because payment is made upon the original order.

—international form.

3. If the name of the paying country appears in Table 3, 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. Generally speaking, payment will be effected by means of a new order issued by the receiving exchange office in the country drawn upon. In the case of Germany and the Free City of Danzig, however, payment is made on a card order (Form 6309), which must be made out by the issuing postmaster and sent to the exchange office with the original order, advice, and coupon.

Order marked
"Canceled."

See Table 3 for disposition of advice and for manner of expressing amount.

Sec. 1149. The issuing postmaster shall observe strictly the following injunctions:

Cautions.

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.

Examination of
application.

2. Consult the tables and schedules (pp. 4, 5, and 6 of the List of International Money Order Offices) to determine the proper fee and form of order.

Consult tables.

3. Before writing the order place on the application the same number as that on the order.

Number on ap-
plication.

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.

Carbon process.

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 a d-
vice.

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. 1150. 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, China, Germany, Greece, or Japan.

Language.

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. 1151. In all the countries named in Table 2, page 4, of the pamphlet (Form XIV), List of International Money Order Offices, payment is made on the original order, which must desig-

Designation of
office of pay-
ment.

nate 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 shall select, with the remitter's assistance, the nearest office so qualified. Lists of the money-order offices in these various countries may be found in this pamphlet.

Indirect exchange orders, how drawn.

2. In the countries named in Table 3, except 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.

3. Orders intended for payment in certain countries not named in the tables mentioned above shall be drawn on the country acting as intermediary. A list of the countries accessible through indirect exchanges may be found in the pamphlet List of International Money Order Offices.

Dispatch of advice.

Sec. 1152. Advices of international money orders shall be dispatched by the earliest mail after the issue of the orders.

Special envelopes for advices.

2. International advices and German card orders shall be transmitted to the several exchange offices only in the special envelopes furnished for that purpose.

Errors.

Sec. 1153. 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.

Treatment before delivery.

2. The spoiled blanks (order, receipt, advice, and coupon) shall be detached from the book of forms, marked "Not issued," and inclosed with the next money-order account rendered. (See sec. 248.)

Treatment after delivery.

3. In no case, however, shall an international order be treated as "not issued" after the order, advice, or receipt 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

Duplicate advice.

has passed beyond the control of the issuing office, a duplicate advice on Form 6702 shall be issued, attached to the original—after the latter has been marked "Spoiled in issue"—and transmitted therewith to the proper exchange office.

Correction of errors after certification.

Sec. 1154. If an error is discovered after certification of an advice, or if a remitter desires to correct the name or address of a payee, notice of the correction shall be 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.

Missing advices, orders payable abroad on international form.

Sec. 1155. Upon receipt by a postmaster in the United States of a notification from an exchange postmaster that the advice of an international order issued by the former has not been received by the latter, a duplicate advice, on Form 6702, shall be

Duplicate advice.

issued and forwarded to the 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.

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. Double payment. Responsibility.

3. A duplicate international 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 by the duplicate. A memorandum of the action taken shall be noted upon the register of orders issued and the remitter's application. Duplicate advice.—when issued. —record.

4. Should information reach the issuing postmaster from other sources, indicating the loss of the original international 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. Loss of original advice. —inquiry.

5. Second advices of orders payable in any of the countries named in Table 1, page 4, List of International Money-Order Offices, however, 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-a) as the original separate advice. Second advices.—orders payable abroad on domestic form.

Sec. 1156. Inquiries relating to domestic orders drawn on countries named in Table 1, page 4, List of International Money-Order Offices, should be sent directly to the paying post office on Form 6193, but inquiries concerning payment of international money orders should be addressed on Form 6684 to the exchange office through which the advice was transmitted. The inquiry concerning payment of an order drawn on France, Algeria, or Tunis must invariably be accompanied by an application on Form 6753-a for the issue of a duplicate order unless the remitter has received word from the payee of the due arrival of the original order and the nonarrival of the advice at the paying office. Inquiries concerning payment.

2. Complaints of alleged wrong or delayed payment of money orders drawn on Austria, Denmark, Germany, Hungary, Norway, 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. —complaints about payment.

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. —unnecessary correspondence.

Certification forbidden because of fraud order.

Sec. 1157. When orders are issued to postmasters at exchange offices forbidding the certification under the provisions of section 1114 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.

Note of action in regard to orders.

Sec. 1158. 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.

—to be made on application.

PAYMENT OF INTERNATIONAL MONEY ORDERS.

Payment of orders.

Sec. 1159. 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.

—care in.

Examination of orders and advices.

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.

Identification.

3. Unless the applicant for payment is personally known by the postmaster or paying clerk to be the 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. 1160. 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. 1112 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. 1108.)

—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 report to the department for instructions.

Sec. 1161. 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."

Irregularities not affecting payment.

Sec. 1162. 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.

Payment to indorsees, attorneys, or the legal representatives.

2. No printed form of indorsement appears upon most orders of foreign issue, but an indorsement may be written similar to the form printed on the back of the domestic order.

—how effected.

3. When an order is presented by an indorsee or attorney he occupies precisely the same position as the payee were the latter to claim payment in person, and, if unknown, 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.

—identification in case of.

See sec. 1112 as to indorsement and payment of domestic order to other than payee.

ADVICES AT PAYING OFFICES.

Sec. 1163. 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 6006a directly to the issuing office, as the case may be.

Missing advices of orders payable in United States. —request for advice.

Sec. 1164. When a postmaster receives an international advice which should have, but has not, been certified, he shall promptly send it to the proper exchange office with request that the omission be rectified.

Advice not certified.

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.

Card order not certified.

Sec. 1165. 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 6752, a request for correction to the proper exchange office, or an application, on Form 6006a, for a second advice, addressed directly to the issuing postmaster, as the case may be.

Advice corrected through exchange office.

Sec. 1166. When notice of repayment of an order payable in the United States is received from any country listed in Table 1, page 4, List of International Money Order Offices, 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.

Advice returned when order repaid.

Disposition of orders and advices. **Sec. 1167.** Money orders issued in all the countries named in Tables 1 and 2, page 4, List of International Money Order Offices, are mailed by the remitters to the payees, and payment is made on these original orders.

Foreign orders reissued in United States. **Sec. 1168.** Advices of orders issued in the countries named in Table 3, page 5, of the List of International Money Order Offices, 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 to be entered on advice. **Sec. 1169.** In orders issued in the countries named in Table 2, of the List of International Money Order Offices, the amounts are frequently expressed in foreign money only, 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 the paid order is transmitted as a voucher from a direct-accounting office or is transmitted as postal funds by a district postmaster to his central-accounting postmaster 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. **Sec. 1170.** At the end of each month the postmaster at each office shall notify by means of Form 6706 the payee of every international order the advice of which remained unpaid at the close of the previous month to apply for payment.

Invalid orders. **Sec. 1171.** 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 1, page 4, List of International Money Order Offices.

Advices sent to department.

REPAYMENT OF INTERNATIONAL ORDERS.

Repayment of international order drawn on domestic form. **Sec. 1172.** A money order drawn on the domestic form payable in any country named in Table 1, page 4, of the pamphlet (Form XIV) List of International Money Order Offices, may be repaid on due presentation 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. 1121 and 1174.)

Notice sent of repayment. 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 as a necessary precaution against double payment.

See sec. 1121 as to taking credit for repayment.

Sec. 1173. An international money order drawn on any country named in Table 2 or 3 of the list of International Money Order Post Offices 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 exchange office to which the advice was sent 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.

DUPLICATE INTERNATIONAL ORDERS: INVALID ORDERS.

Sec. 1174. Duplicates of lost orders drawn on the United States by any of the countries named in Table 1, page 4, of the pamphlet (Form XIV) List of International Money Order Offices, 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, but after executing the "Certificate of paying postmaster" thereon, he shall forward the application to the Third Assistant Postmaster General, Division of Money Orders, for correspondence with the country of origin.

Duplicate of lost order payable in United States, domestic basis.

—application.
—certificate of paying postmaster.

2. In like manner, when a duplicate is required of an order issued in the United States for payment in any of the countries named in that table, the issuing postmaster, after receiving and certifying the remitter's application on Form 6002 for such duplicate, shall forward it to the department.

—payable in foreign country.

Sec. 1175. Duplicates of lost orders payable in the United States, which originated in any country named in Table 2 or 3, pages 4 and 5, of the List of International Money Order Post Offices, shall be issued by or procured through 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 for a duplicate on Form 6753 and forward such form to the department. 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.

Duplicate of lost order payable in United States, international basis.
—issue.

—application.
—duplicate advice.

Invalid order of foreign issue.

Sec. 1176. 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.

GENERAL PROVISIONS.

Money-order funds.
R. S. § 4045.

—to be considered money in the Treasury.

Note.

Sec. 1177. 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.

NOTE.—Money-order funds are not part of the postal revenues. See sec. 1196 as to remainder of above statute; secs. 1180 to 1184 as to transfers of funds.

General regulations as to public funds.

—to apply to money-order funds, except.

Sec. 1178. All regulations as to care of public funds and property given in sections 104, 109, and 110 shall apply to money-order funds unless they specifically refer to postal funds or are otherwise modified in this chapter. All funds at district offices are postal funds.

Money-order cash to be kept separately at direct-accounting offices.

—at district offices to be treated as postal funds.

Sec. 1179. Postmasters at direct-accounting and central-accounting offices shall keep their money-order cash apart from all other cash whatsoever, and a special drawer should be provided therefor. (See sec. 110.)

2. At district offices money-order funds shall be added to the receipts from other sources and treated as postal funds, and all postal funds on hand shall be available for the payment of money orders. It is not necessary that such funds be kept separate, although the postmaster may keep funds from stamp sales separate should he so desire.

TRANSFERS OF MONEY-ORDER FUNDS.

Payments and transfers of money-order funds.

R. S. § 4042.
—to be under direction of Postmaster General.

Sec. 1180. 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.

See secs. 1594 and 1599 as to penalty for embezzlement of and failure properly to remit money-order funds.

Transfers by warrant from postal revenues to money-order account.

R. S. § 4043.
1921, June 10;
42 Stat. 24.

Sec. 1181. 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 (Comptroller General), 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.

See secs. 1185 to 1188 as to credits with the Treasurer of the United States; secs. 1196 and 1197 and note as to accounts of money-order funds with assistant treasurers and depositories.

Sec. 1182. Postmasters at direct-accounting and central-accounting 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 shall 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 210, or for cashing Postal Savings System checks. (See sec. 1183.)

—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. 1183. Postmasters at direct-accounting offices may transfer surplus funds from the money-order account to the postal account if it becomes necessary thus to provide for immediate payment of authorized expenses on postal account. (See sec. 206.) 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 Treasurer of the United States. 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 210.

Transfer of money-order funds to postal account.

—authority for.

—limitation.

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 1188.

Transfer not to be made at stations.

Sec. 1184. In making a transfer of funds from the postal to the money-order account, postmasters shall debit themselves there-with 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 Comptroller, Bureau of Accounts, Post Office Department, following such transfer, and make a corresponding credit entry in the general postal account.

Record of transfers of funds.

—postal to money-order 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.

—money-order to postal account.

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 ren-

Entry of transfer.

dered March 31, in the cashbook record for March 31, and in the postal account for the March quarter.

Notice of transfers.

4. A notification (Form 6024) shall in all cases be sent in a separate envelope addressed to the Third Assistant Postmaster General, Division of Money Orders, immediately after a transfer of funds from either account.

See sec. 1180 as to authority for transfers of funds from one account to another; sec. 1182 as to disposal of balance of funds transferred from postal to money-order account, when not needed.

MONEY-ORDER DRAFTS AND CREDITS WITH THE TREASURER OF THE UNITED STATES.

Special money-order drafts.—when issued.

Sec. 1185. 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 shall, if he has no credit on money-order account with the Treasurer of the United States, 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. (See sec. 1106.)

—application for.

—to pay foreign orders.

2. Postmasters shall provide funds in anticipation of presentation of orders issued abroad, the advices of which are in their possession.

—branch offices and stations.

3. Superintendents of branch offices and stations in all emergencies of this kind shall be governed by the provisions of section 1188. (See sec. 1183.)

Advances from private funds.

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 sufficient to reimburse himself. An order so paid shall not be entered in the cashbook, register, or money-order account, as paid, nor shall 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.

Credits on Treasurer, United States.—when allowed.

Sec. 1186. 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 Treasurer of the United States.

—drafts against.

2. When at any office having a credit with the Treasurer 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 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 shall not, in other than exceptional cases, be given to individuals in payment of money orders, but shall be negotiated through some bank or business house, in order that they may be presented promptly for payment to the Treasurer.

3. A postmaster having a credit account with the Treasurer should exhaust both his money-order funds and his available postal funds before drawing against such credit. (See secs. 1106 and 1183.) —not to be used until all funds exhausted.

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. —entry of amount of drafts on.

5. When the credit with the Treasurer allowed to any office is about to become exhausted, the postmaster shall make application to the Third Assistant Postmaster General, Division of Money Orders, for a renewal thereof, using Form 6035. —renewal of.

Sec. 1187. A book of blank drafts, consecutively numbered, shall be supplied to each postmaster having a standing credit with the Treasurer of the United States. Drafts, —form of.

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. —entries on stub.

3. 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. 303.) —to be on forms furnished by department.

4. If a postmaster is unable to negotiate in the vicinity of his own office a draft on the Treasurer of the United States, he shall promptly notify the Third Assistant Postmaster General, Division of Money Orders. —negotiation of.

5. A postmaster having a standing credit with the Treasurer of the United States shall 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. —additional drafts.

Sec. 1188. 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). Supplying funds to stations. —through main office. Receipts.

See sec. 1183 as to transfer of funds from postal to money-order account at stations.

TEMPORARY DEPOSITS OF MONEY-ORDER FUNDS.

Sec. 1189. 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. 1909, Mar. 4, ch. 321, § 225; 35 Stat. 1133.

See sec. 124 as to deposit of public funds temporarily in national or State banks, etc.; sec. 1193 as to remittance of money-order funds by bank drafts, etc.

Temporary deposits of money-order funds.

Sec. 1190. 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 124 and 125.

Regular remittances to be made.

2. Where postmasters maintain temporary deposits, regular remittances of surplus funds shall be made as provided in section 1192.

DEPOSITS OF SURPLUS FUNDS: REMITTANCES: RESERVES.

General regulations as to deposits.—to apply to money-order funds, except.

Sec. 1191. All regulations as to deposit of surplus funds and preparation and dispatch of remittances, given in sections 114, 115, 117, 118, 120, 121, and 123, 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. 1192. Postmasters at direct-accounting money-order offices shall remit daily to the depository designated by special instructions to each office (see sec. 1197) all surplus money-order funds unless the amount is less than \$50, in which case no remittance is required. (See sec. 1195.) Postmasters at district offices shall remit daily to the central-accounting postmaster all surplus funds unless the amount is less than \$50, in which case no remittance is required, except that remittance to balance quarterly account shall be made at the close of a quarter.

—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.

Loss in transit.

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. 167.)

See secs. 115 and 873 as to preparation and dispatch of remittances and as to coin bags; secs. 1086 and 1193 as to remittances by check or draft; sec. 1195 as to reserves; sec. 1600 as to penalty for failure to remit or pay over money-order funds as instructed.

Sec. 1193. Remittances of surplus money-order funds may be made by means of drafts drawn by a national bank upon a national bank of the city where the post office designated as the depository is located, or by means of drafts drawn by a national, State, or private bank upon a State bank or private banking institution of that city, or by a State or private bank upon a national bank there located. Postmasters will be held liable on their official bonds for any losses of Government funds resulting from fault or negligence on their part.

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.

See sec. 1086 as to the use of Government paper in remittances of surplus money-order funds; sec. 1189 as to statute under which drafts other than those of national banks may be used in making such remittances; sec. 1200 as to treatment at depository offices of unauthorized drafts.

Sec. 1194. 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 account as a part of the "cash balance on hand," exactly as though no remittance had been made; but it should be entered with its proper date in the blank space provided for such entries at the bottom of the money-order account.

Entry when certificate not received.

Sec. 1195. At direct-accounting and central-accounting 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.

"Reserve."—allowance and use.

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.

Amount retained.

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. 1192.)

Surplus funds, how determined.

DEPOSITARIES AND DEPOSITORY OFFICES FOR MONEY-ORDER FUNDS.

Deposits with Treasurer, U. S.
 R. S. § 4045.
 1920, May 29;
 41 Stat. 654.
 1921, June 10;
 42 Stat. 24.

Sec. 1196. And it shall be the duty of the 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 (Comptroller, Bureau of Accounts).

Note. **NOTE.**—Money-order funds are not part of the postal revenues, and such funds, when deposited with the Treasurer of the United States may be paid out or transferred upon the draft of the Postmaster General. (See secs. 1177 and 1180 for first part of above statute.)

Depositaries for money-order funds.
 —designated by special instructions.
Note.

Sec. 1197. Depositaries for money-order funds shall be designated by special instructions from the Third Assistant Postmaster General, Division of Money Orders. (See sec. 131.)

NOTE.—The Treasurer 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 bank designated as a Government depository are remitted directly to larger post offices specially designated as depositories therefor.

General regulations for depositories.
 —to apply to money-order depositories, except.

Sec. 1198. All regulations under Subdivision IV, "Treatment of deposits by depositories," in chapter 8, Title One, sections 116 and 126 to 132, shall apply to depositories of money-order funds, unless they specifically refer to postal funds or are otherwise modified in this chapter.

Deposits, certificates of.

Sec. 1199. Postmasters at depository offices shall issue a certificate of deposit (Form O-1) for each remittance of money-order funds received. 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.

—reports 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 Comptroller, Bureau of Accounts, Post Office Department, Washington, D. C.

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 Comptroller, Bureau of Accounts, accompanied with the quarterly schedule of deposits received, as vouchers.

Note. **NOTE.**—Certificates of deposit are not issued for remittances made by branch offices and stations the business of which is combined with that of the main office.

Unauthorized checks used in remittances.

Sec. 1200. 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. —report of.

See sec. 1086 as to use of Government paper in remittances of surplus money-order funds; sec. 1193 as to remittances by drafts other than those of national banks.

Sec. 1201. All money-order funds received at depository post offices shall be treated as money-order funds accruing at such office, and shall be used whenever necessary for the payment of money orders drawn on such offices. **Deposits of money-order funds to be used of the same as regular funds.**

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 section 1195. **Remittances by depository postmasters.**

MONEY-ORDER RECORDS AND ACCOUNTS.

Sec. 1202. The following records shall be kept at the smaller money-order offices at which the "filing system" is not authorized: **Record books.—at smaller offices.**

(a) A "Register of orders issued," in which shall be recorded daily the particulars of all orders issued. **Daily register.**

(b) A "Register of orders paid and advices received," in which shall be entered daily the particulars contained in coupons and advices of money orders and the date of payment. **Advice and paid-order register.**

(c) A cashbook, showing the debit and credit transactions of each day. **Cashbook.**

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. **Complete record kept on file.**

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 branch offices or stations the business of which is combined with that of the main office. **Note.**

Sec. 1203. The money-order accounts at direct-accounting offices 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. 216.) At district offices the accounts shall be combined in the daily cashbook. **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. 62, 1092, and 1099.) 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. 1204. 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 cashbook and in the account to the central-accounting office at the close of each quarter. (See secs. 248 to 251 and 1206.) **Compensation for money-order business.—at third and fourth class offices.**

See sec. 1081 as to commissions for money-order business at third and fourth class offices.

CHANGE OF POSTMASTER AT MONEY-ORDER OFFICE.

Change of post-
masters, direct
and central ac-
counting offices.

—surplus funds
sent to deposit-
tory.

Change of post-
masters at dis-
trict offices.

Delivery of
funds and prop-
erty.

Incoming post-
master.

Cash received
from predecessor.

Receipt given.

Failure of out-
going postmaster
to comply with
instructions.

Rural postal
stations.
—money-order fa-
cilities at.

Sec. 1205. When a change of postmasters occurs at a direct-accounting or central-accounting post office, the outgoing postmaster shall deliver all money-order funds, records, forms, stamps, and other money-order property to the incoming postmaster, and complete the certificate on Form 1058, which shall be signed by the outgoing and incoming postmasters, detached, and forwarded to the offices named thereon.

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 shall have received the certificate, and take credit for the amount thereof in that account, thus closing it.

3. When a change of postmasters occurs at a district post office, the outgoing postmaster shall deliver to the incoming postmaster all money-order funds, records, forms, stamps, etc., as provided in paragraph 1, and shall complete certificates on Form 1057 if the post office is of the third class, or Form 1059 if the post office is of the fourth class. The certificates when completed shall be signed by both outgoing and incoming postmasters, detached, and forwarded as indicated on the form.

See secs. 137 and 138 as to disposition of postal funds and other property on change of postmasters; sec. 250 as to final money-order account of outgoing postmaster.

Sec. 1206. Upon taking charge of a money-order office the incoming postmaster shall debit himself in the cashbook and in his first account with the amount of funds received in cash from his predecessor after the following form :

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

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.

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.

CONDUCT OF BUSINESS AT RURAL STATIONS.

Sec. 1207. 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. 355, 1085, 1093, and 1100.)

Sec. 1208. Clerks in charge of rural postal stations shall remit daily to the post offices to which their stations are tributary all money-order funds accruing at the stations. They may also 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. 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. (See secs. 1093, 1112, 1183, 1185, and 1188.)

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.

PURCHASE OF MONEY ORDERS THROUGH RURAL CARRIERS.

Sec. 1209. 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. They shall accept for delivery collect-on-delivery parcels turned over to them by the postmasters at the post offices from which their routes emanate or which are served by them.

Sec. 1210. 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.

Sec. 1211. 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, except that when collect-on-delivery parcels are delivered the returns shall be made to the postmasters from whom the parcels were received, who shall issue the money orders and dispatch them to the senders of the parcels as directed in section 1073 of these regulations.

Sec. 1212. 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 to the postmaster the applications they have received and the money, including fees, for money orders, and he shall issue the orders according to the applications and mail to the respective

—orders shall not be drawn on.

Clerks in charge.
—remittances by.

—reports by.

—permitted to cash orders conditionally.

—to be governed by Postal Laws and Regulations and special instructions.

Rural carriers to receive applications for money orders.

Money-order supplies for rural carriers.

Procuring orders.
—at what offices allowed.

Applications and funds received.

—turning in at office.

—treatment by postmaster.

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).

Delivery of order to applicant.
—method of.

Sec. 1213. 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.

Mailing of order to payee.

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.

Treatment of receipt and money order at post office.

3. The receipt form for the remitter, duly stamped and showing the amount, shall be detached from the coupon of the money order and mailed to him separately in a sealed penalty envelope by the postmaster if the order is to be mailed to the payee by the carrier. If the order is not to be mailed by the carrier, or taken out by the carrier for personal delivery, it, with the receipt form, undetached, shall likewise be sent in a sealed penalty envelope by the postmaster to the remitter.

Carrier's record.

Sec. 1214. 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.

—to be exhibited to postmaster or assistant postmaster daily.

2. The carrier shall exhibit to the postmaster or assistant postmaster, at close of business each day, his book of receipts (Form 6387).

Receipts.
—numbering of

Sec. 1215. 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 1100. The stub will then constitute the postmaster's receipt to the carrier for the money.

—postmaster to fill out.

—carrier's voucher.

—spoiled, treatment of.

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.

—stub receipts, preservation 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.

4. When a carrier is furnished with an additional (new) book of receipt forms, the numerical series may be continued. —method of numbering.

Sec. 1216. 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.

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.

Exchange from one carrier to another. —method of.

Receipts.

PAYMENT OF MONEY ORDERS THROUGH RURAL CARRIERS.

Sec. 1217. 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.

Paying orders by carriers permitted. —method of.

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:

Request of payee.

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.

3. Such request, properly dated, may be made wholly in writing or on Form 6387-a. —in writing or in printed form.

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. Carrier shall receipt.

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. Payee to receipt on order. —use of, as voucher, by postmaster.

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. 1108 as to identification, etc.

TITLE NINE. POSTAL SAVINGS SYSTEM.

CHAPTER I.

ESTABLISHMENT OF SYSTEM.

Authority for establishment of Postal Savings System.

1910, June 25; 36 Stat. 814.
1911, Mar. 4; 36 Stat. 1340.
1912, Aug. 24; 37 Stat. 559.

Sec. 1218. 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.

Notes.
Organization.
Function of Postmaster General.
—of board of trustees.

—of Treasurer of United States.
Function of Third Assistant Postmaster General.

NOTES.—The administration of the postal savings system is by law divided into two parts. The Postmaster General is charged with the designation of post offices as postal-savings depositories, the supervision of postal-savings business transacted at depository post offices, and the conduct of the central administrative office at Washington. The board of trustees, consisting of the Postmaster General, the Secretary of the Treasury, and the Attorney General, is charged with the management and investment of postal-savings funds after they leave the custody of postmasters. (Act of June 25, 1910, sec. 1, as amended by the act of August 24, 1912.) The Treasurer of the United States is treasurer of the board of trustees. (Act of May 18, 1916, sec. 2.)

The Third Assistant Postmaster General is constituted the agent of the board of trustees for all purposes connected with the qualification of depository banks, the fixing of the amounts of securities to be deposited and withdrawn by such banks, and the conditions of such deposits and withdrawals, the deposit of postal-savings funds to the credit of said board and the withdrawal and transfer of such funds, the authorization of the sale of securities of banks which fail or decline to repay deposits on demand, the purchase of postal-savings bonds for depositors, and the repurchase of such bonds from holders at par and accrued interest.

See sec. 320, par. 5, as to office hours.

Depositories indicated in Official Postal Guide.

Placards.

Postmaster General may require postal employees to transact postal-savings business.

1910, June 25; 36 Stat. 818.
1914, Sept. 23; 38 Stat. 716.

No additional compensation allowed for transaction of postal-savings business.

2. The names of all post offices, branches, and stations where postal-savings accounts may be opened shall be indicated in the State list of the Official Postal Guide, and changes in postal-savings depository offices shall appear in the monthly supplements.

3. Postmasters at offices designated as postal-savings depositories shall post conspicuously one or more placards calling the attention of the public to the postal savings service.

Sec. 1219. 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.

2. Postmasters, assistant postmasters, clerks, or other employees at post offices of the presidential grade and postmasters at post offices of the fourth class, shall not be allowed or paid any additional compensation for the transaction of postal-savings depository business.

CHAPTER 2.

DEPOSITS AND ISSUE OF CERTIFICATES.

DEPOSITS AND ACCOUNTS.

Sec. 1220. Accounts may be opened and deposits made * * * **Accounts.**
 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. 1910, June 25; 36 Stat. 815. —who may open.

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. Individuals only may deposit.

3. Deposits may be accepted without regard to the residence of the depositor, but no person may at the same time have more than one postal-savings account either at the same office or at different offices. Regardless of residence, a person may have one account.

4. At least \$1, or a larger amount in multiples thereof, must be deposited before an account is opened * * * and \$1, or multiples thereof, may be deposited after such account has been opened. Minimum deposit. 1910, June 25; 36 Stat. 815. 1916, May 18; 39 Stat. 159.

5. The balance to the credit of any one person in a postal-savings depository, exclusive of accumulated interest, shall not exceed \$2,500. Noninterest-paying deposits shall not be accepted. Maximum credit allowed depositor. 1918, July 2; 40 Stat. 754.

6. The provisions of sections 147 and 1086 defining what may be accepted for the purchase of money orders shall be applicable to postal-savings deposits, subject to the provisions of sections 1227 and 1228. What may be accepted as postal-savings deposits.

Sec. 1221. When a person applies to open an account, the postmaster or his representative shall question the applicant to obtain the necessary information and shall carefully fill out an application on depositor's card (Form PS 600) in accordance with the instructions printed thereon. Depositor's application on card, Form PS 600. —to be filled out by postmaster.

2. Great care shall be taken to comply with all instructions relative to the depositor's card (Form PS 600), and no account shall be opened with any person until all the information called for by the application form has been furnished and the form signed by the intending depositor. When an applicant, though willing to do so, is unable to answer all the questions on the application form, a partly completed application, if properly signed, may be accepted, provided other data are entered on the application which will assure subsequent identification of the depositor. Information must be complete. When applicant is unable to furnish information.

3. Accounts shall be numbered consecutively when opened, beginning with No. 1. The number shall be entered on the depositor's card and on all certificates issued in the name of the depositor to whom the account belongs. In no event shall a depositor have more than one account number at any one time. A new account opened by a former depositor shall receive a new number. Numbering of accounts.

Filing of de-
positors' cards.

4. Depositors' cards shall be filed numerically by account numbers. When the number of accounts is large an alphabetical card index of depositors' names shall be maintained, showing the account number assigned to each.

Deposits made
through a repre-
sentative or by
mail.

Application
form furnished to
representative.

Sec. 1222. When any person because of infirmity or other good and sufficient reason is unable to appear personally to open an account, the postmaster shall furnish to the representative of such person a blank application card (Form PS 600) and shall instruct the representative as to the method to be observed in filling out the application.

Acceptance of
deposit from rep-
resentative.

Depositor who
signs by mark
must appear in
person.

Person residing
where post office
is not a depos-
itory may open
account by mail.

2. When the application has been returned, properly filled out and signed by the depositor, the postmaster shall accept the deposit and issue the necessary certificates. An intending depositor who signs by mark must appear personally to open an account.

3. Any person residing in a community served by a post office which has not been authorized to transact postal-savings business may open a postal-savings account by mail through the local postmaster. Postmasters at all such offices, in receiving applications to open accounts in this manner, shall be guided by the instructions in paragraphs 4, 5, and 6 of this section.

Application,
Form PS 300b.

4. When a patron of a post office not designated as a postal-savings depository desires to open a postal-savings account by mail, he should apply to his local postmaster, who will make request on the most convenient postal-savings depository office for an application blank (Form PS 300b). If further applications to open accounts are anticipated, the postmaster shall request an adequate supply of application forms for subsequent use. The postmaster at a postal-savings depository office shall furnish copies of Form PS 300b to any postmaster at a nondepository office who requests them.

—filled out for
applicant by lo-
cal postmaster.

5. The postmaster where the intending depositor resides will carefully fill out the application (Form PS 300b) in his presence after first identifying him and making sure that he is a resident of the community. The postmaster will write the applicant's name at the top of the form, and after questioning him will enter thereon all required information. The applicant must personally sign his name on the line marked "Signature or (x) mark of depositor." A married woman should sign her own Christian or given name and not that of her husband. The postmaster will personally execute the certificate at the foot of the form and then forward the application to the most convenient post office in the State which is shown by the Official Postal Guide to be a postal-savings depository office, unless the intending depositor specifically requests that the account be opened elsewhere, in which case the postmaster will be governed by his wishes. The certificate to the application must be signed in person by the postmaster at the office where the applicant resides. If it is signed by an assistant or clerk, the application will be rejected.

Identifying cer-
tificate to be signed
by postmaster in
person.

No money to be
sent until appli-
cation is approv-
ed at depository
office.

6. No money should be sent with the application, and the postmaster at the nondepository office must not accept deposits in any form. The applicant will be notified direct by the postmaster at

the office where the account is to be opened on the approval of the application and will be instructed how to make deposits.

7. On receipt of an application on Form PS 300b to open a postal-savings account by mail, the postmaster at a postal-savings depository office shall see that the application has been properly prepared as provided in this section and that the certificate of identification has been executed in person by the postmaster from whom it was received. If the application is approved, the postmaster at the depository office shall notify the intending depositor on Form PS 629 and authorize him to begin forwarding deposits direct to the office by money orders made payable to the depository postmaster or by registered mail.

8. When the initial deposit is received at the depository office, the information furnished by the applicant on Form PS 300b shall be copied on a depositor's card (Form PS 600) and the application filed therewith. In the space provided for the depositor's signature on Form PS 600 the name of the nondepository office through which the application was made shall be entered. The postmaster shall then issue the necessary certificates and mail them to the depositor. For procedure in handling subsequent deposits and withdrawals see paragraphs 9 and 10 of this section and section 1234, paragraphs 5, 6, and 7.

9. When a person who has already opened an account is unable to appear in person to make a subsequent deposit, he may either send the amount through a representative or forward it to the post office by registered mail or money order. When a deposit is sent through a representative, the procedure prescribed in paragraphs 1 and 2 of this section shall be followed, except that another depositor's card (Form PS 600) need not be used. When a depositor forwards money by mail for deposit, the postmaster shall issue the necessary certificates and mail them to the depositor. The postmaster shall file the letter accompanying the remittance with the depositor's card (Form PS 600).

10. Post-office money orders mailed for deposit should be made payable to the postmaster. Money intended for deposit forwarded to the post office by mail or through a representative is sent at the risk of the depositor.

ISSUE OF CERTIFICATES.

Sec. 1223. Postal-savings deposits shall be evidenced by non-transferable and nonnegotiable certificates of deposit, to be supplied to postmasters in fixed denominations of \$1, \$2, \$5, \$10, \$20, \$50, \$100, \$200, and \$500. Certificates will be furnished with stubs attached, each denomination bound in books. A separate numerical series of certificates of each denomination will be supplied to post offices and stations having large deposits, with the name of the post office or station printed on the certificates. For other post offices a separate numerical series of certificates of each denomination will be supplied for each State.

2. Certificates thus numbered when issued shall bear the name of the issuing office, the date of issue, the name of the depositor, the number of his account, and the date on which interest begins.

Approval of application.

Entries on depositor's card, Form PS 600.

Mailing of certificates.

Deposits may be sent by representative, registered mail, or money order.

Money orders to be payable to postmaster.

Money sent at depositor's risk.

Certificates.

—denominations.

—stubs.

—separate series for large offices and for each State.

—entries.

The stub of each certificate besides the serial number shall show the depositor's account number and date of issue. In entering dates on certificates, the month, day, and year shall be written or stamped in the spaces provided, thus: August 1, 1917. The name of the month may be abbreviated, but should not be indicated by figures. The depositor's name shall be written as signed on the application (Form PS 600.) No entries shall be made on certificates except as authorized by these regulations. (For correction of errors see sec. 1225.)

Postal - savings certificates, interest date.

3. Certificates issued on any day of a month shall begin to bear interest on the first day of the next succeeding month. (See sec. 1227, par. 2.)

Procedure on receipt of deposit.

4. On receipt of a deposit the postmaster shall prepare a postal-savings certificate or certificates covering the amount of the deposit, note the date of deposit and the depositor's account number on the corresponding stubs, and enter on the depositor's card (Form PS 600) the date, serial number, and amount of each certificate, and the balance then to the depositor's credit. The certificates shall then be delivered to the depositor as evidence of his deposit. Each depositor shall be provided with an envelope (Form PS 301) in which he may preserve his certificates. The envelope shall bear printed information for the depositor's guidance and contain a blank ledger record on which the postmaster shall enter his deposits and withdrawals, and the balance to his credit. The entries thus made are merely for the convenience of the depositor, but the certificates issued to him constitute the evidence of his deposit.

Envelope Form PS 301.

Deposit by person who already has an account.

5. Before accepting a deposit from a person who has already opened an account the depositor's card (Form PS 600) shall be withdrawn from the files, and if the proposed deposit will not cause his balance to be more than \$2,500, exclusive of accumulated interest, certificates covering the deposit should be issued and recorded.

Recording day's transactions and proving balances.

6. The depositors' cards (Form PS 600), after the entry of transactions, shall not be returned to the files until all accounts for the day are in balance. At the close of each day the total value of certificates issued shall be entered in the daily summary (Form PS 708) and the inclusive serial numbers for each denomination of the certificates issued as shown by the retained stubs shall be entered on Abstract A (Form PS 705). The entries on the depositors' cards shall be proved daily by adding the deposits made during the day as shown thereon and comparing the total with the total issues shown by the abstract of issues, Form PS 705.

Certificates to be issued in order. Serial numbers not to be changed.

7. Certificates shall be issued in consecutive order, beginning with the lowest serial number. Serial numbers shall not be changed under any circumstances.

When certificates are issued from wrong book, a book of lower numbers being on hand unused.

8. If, after certificates have been issued from a new book, the postmaster discovers that a book of lower serial numbers of that denomination is on hand from which no certificates have been issued, he shall continue to use the book of higher serial numbers until it is exhausted and then issue from the book of lowest serial numbers.

9. If, after certificates have been issued from a new book, the postmaster discovers that a book of lower serial numbers of that denomination is on hand from which certificates have been issued, he shall resume issuing certificates from the partly used book of lower numbers until that book is completed. When the certificates issued out of order are reached in the regular order of issue, they shall again be entered in Abstract A with a notation, "Issued and charged ——," showing the day, month, and year of issue.

—a book of lower numbers being on hand partly used.

10. Certificates are valid until paid. The 10-year interest table on the back of each certificate does not limit the life of the certificate or the accumulation of interest to 10 years. (For the reissue of certificates more than 10 years old, see sec. 1226.)

No limit to life of certificates.

11. Postmasters shall not accept issued postal savings certificates for safe-keeping.

Issued certificates not to be kept.

BLANK CERTIFICATES AND STAMPS.

Sec. 1224. All requisitions for postal-savings certificates shall be made on Form 4620 and other supplies on Forms 1580, 1580A, or 1580B and addressed to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, except that postal-savings stamps shall be obtained from the Third Assistant Postmaster General, Division of Stamps, using the blank spaces on requisition Form 3201, which should be plainly marked "Postal savings."

Certificates and other supplies. —how to address requisitions.

2. Postmasters shall keep on hand a sufficient quantity of postal-savings stamps and postal-savings certificates to meet the public demand, and of such other supplies as may be necessary to enable them to transact all postal-savings business promptly.

Stock of postal-savings stamps and certificates.

3. Postmasters will be held accountable for all postal-savings certificates and stamps sent them for issue. Postal-savings stamps and certificates shall not be loaned or sold by one postmaster to another. They shall in all cases be obtained by requisition as provided in paragraph 1 of this section.

—accountability.

4. No postmaster will be furnished with postal-savings supplies of any kind until his office shall have been designated as a postal-savings depository, but the postmaster at a depository office may place postal-savings stamps on sale at all stations of his office.

—furnished only to postal-savings offices.

5. Packages of postal-savings stamps and postal-savings certificates shall, on receipt, be opened and counted jointly by the postmaster or his authorized representative and a witness. If the quantity does not agree with the accompanying invoice, the postmaster shall immediately make a report of the discrepancy, with invoice attached, addressed to the division from which the supplies were issued, and hold the shipment for instructions. The report shall contain the date of invoice, the number of the registered package, and the full address of the shipment, and shall state the condition in which it arrived. In case of shortage the correctness of the report shall be certified by the postmaster on his official oath and attested by the witness.

—opening and counting.

6. Upon receipt of postal-savings certificates and stamps the postmaster shall immediately charge himself with the value

—entries in records and reports.

thereof, regardless of their condition, on the lines provided in the postal-savings certificate-form account and the savings stamp account of his daily summary (Form PS 708) and make similar entries in his next monthly account current.

Date of invoice to be stated.

7. In each communication relating to postal-savings supplies received the postmaster shall refer to the date of the invoice.

Damaged certificates to Division of Postal Savings.

8. (a) If postal-savings certificates are received in a damaged condition, become damaged by fire or otherwise while in the possession of a postmaster, they shall be treated as "spoiled" and sent to the Third Assistant Postmaster General, Division of Postal Savings, with the next monthly account current (Form PS 704). An itemized statement of the quantity returned, giving the serial numbers and containing a full explanation of the damage, shall accompany the certificates. Credit will be claimed in the account with which the certificates are forwarded.

Damaged stamps to Division of Stamps.

(b) If postal-savings stamps are received in a damaged condition or become damaged by fire or otherwise while in the possession of the postmaster, they shall be sent to the Third Assistant Postmaster General, Division of Stamps, for redemption. An itemized statement of the quantity returned and containing a full explanation of the cause of the damage shall be prepared in duplicate. The original shall accompany the returned stamps, which shall be counted, prepared for mailing, and dispatched in the presence of a witness, and the duplicate shall be retained by the postmaster as a voucher, but credit must not be taken until formal authorization is received from the Third Assistant Postmaster General. If the amount of the stamps can not be ascertained from an examination of them, they should nevertheless be forwarded, and the postmaster will be informed of their redemption value if it can be determined.

Report of losses.

9. Losses of postal-savings stamps shall be reported immediately to the Solicitor for the Post Office Department, to the post-office inspector in charge of the division in which the post office is located, and to the Third Assistant Postmaster General, Division of Postal Savings.

Serial numbers of certificates stolen or destroyed to be reported.

10. When blank postal-savings certificates are stolen or destroyed the postmaster shall report the serial numbers at once to the post-office inspector in charge of the division in which the post office is located, and to the Third Assistant Postmaster General, Division of Postal Savings, who will furnish the postmaster with a form for use in certifying to the loss, and on return of such certification the postmaster will be authorized to claim credit for the loss in his accounts if such action is found to be proper.

Requisitions to replace lost or damaged stock.

11. Requisitions to replace postal-savings certificates or stamps which have been stolen, destroyed, or rendered unserviceable from any cause shall be made in the usual manner, except that the requisition shall be plainly marked "To replace stock lost or damaged."

Protection.

12. Postal-savings certificates, stamps, and record books shall be given the same protection as is required by section 110 for postage stamps, stamped paper, and postal records.

CORRECTION OF ERRORS.

Sec. 1225. If an error made in issuing a certificate is discovered before the issue is recorded and the certificate delivered, the postmaster shall stamp both the certificate and the stub "Spoiled," and issue the certificate bearing the next serial number. He shall enter the serial number of all such spoiled certificates on Abstract A at the close of each day and transmit the spoiled certificates with his next monthly report.

Errors.
—certificates
spoiled in issue.

2. If an error is found in a certificate after issue, the depositor should be requested to leave the certificate at the depository office, and the postmaster shall forward it to the Third Assistant Postmaster General, Division of Postal Savings, with a detailed description of the error made and the correction desired. The postmaster shall issue a receipt (Form PS 305) in duplicate, for the certificate, give the original to the depositor, and place the duplicate as a memorandum with the depositor's card (Form PS 600). If necessary, the Third Assistant Postmaster General will stamp the certificate "Spoiled" and issue and forward to the postmaster a new certificate bearing the same serial number, which he shall deliver to the depositor after destroying both the original receipt returned by the depositor and the retained duplicate. The spoiled certificate having been already entered on the depositor's card, the postmaster shall make no new entry of the certificate issued in lieu of it, but shall make such corrections as may be necessary by drawing lines through the erroneous entries and interlining the correct entries immediately above.

Errors in issued
certificates.

3. In case of error in making an entry in any postal-savings record of his office, the postmaster shall draw a line through the entry and initial it. The correct entry shall then be made on the line immediately below, or if subsequent entries have been made, by interlining immediately above the erroneous entry.

Errors in rec-
ords.

4. If the postmaster discovers an error after he has rendered his monthly account current which in any way affects its accuracy, he shall report the facts immediately to the Third Assistant Postmaster General, Division of Postal Savings.

Errors in ac-
count current.

5. The postmaster shall, under no circumstances, except as herein provided, erase or change an entry on any postal-savings certificate, or in any postal-savings record, without authority from the Third Assistant Postmaster General.

No erasures or
changes in certi-
ficates or records
without author-
ity.

CERTIFICATES LOST, STOLEN, DESTROYED, OR MORE THAN TEN YEARS OLD.

Sec. 1226. When notified by a depositor that his certificate or certificates have been lost, stolen, destroyed, improperly withheld, or are more than 10 years old, the postmaster shall furnish an application (Form PS 607) for a certificate or certificates in lieu thereof, and on its return properly executed shall forward it to the Third Assistant Postmaster General, Division of Postal Savings. Certificates more than 10 years old shall be attached to and accompany the application, and all interest due on the annual basis shall be paid prior to the preparation of the application.

Application for
reissue, Form PS
607.

The application shall be noted on a memorandum slip (Form PS 306) and the slip attached to the depositor's card (Form PS 600).

Reissue of certificate.
—entry on depositor's card, Form PS 600.

2. If it is deemed proper, a new certificate of the same denomination, date, and number, but distinguishable from the original, will be issued by the Third Assistant Postmaster General and forwarded to the postmaster, who will write the word "Reissued" after the entry of issue on the depositor's card (Form PS 600), destroy the memorandum slip (Form PS 306), and deliver the new certificate to the depositor after entering in the proper spaces on the back of those issued in lieu of certificate lost, stolen, destroyed, or improperly withheld, the dates of interest payments that have been made on the original or on a previously reissued certificate. No entry of previous interest payments shall be made on the back of a certificate issued in lieu of one more than 10 years old.

When certificate reported lost is found.

3. If, after a new certificate has been issued to replace one lost, the depositor reports that he has found the first one, the postmaster shall instruct him to surrender the old certificate, which is void, and shall forward it to the Third Assistant Postmaster General, Division of Postal Savings, with a statement of the facts.

Loss of deceased depositor's certificate.

4. When a postmaster is notified of the loss or destruction of a certificate or certificates issued to a depositor who has since died or become mentally incompetent, the provisions of section 1235 should be complied with in conjunction with this section.

Interest payments to be entered on certificates.

5. Postmasters must enter on the back of each certificate issued in lieu of a certificate lost, stolen, destroyed, or improperly withheld, before delivering it to the depositor, the date of payment of each year's interest paid on the original certificate. The dates of payment should be taken from entries made on the depositor's card (Form PS 600). Failure to make such entries on the back of reissued certificates will not be accepted as an excuse should a duplicate payment of interest be made.

INTEREST.

Interest.
1910, June 25 ;
36 Stat. 816.

Sec. 1227. Interest at the rate of two per centum per annum 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.

—when payable on certificates.

2. Interest at the rate of 2 per cent per annum shall be allowed and paid on the amount 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: *Provided*, That upon surrender of a certificate on which interest for a period of a full year has not accrued, interest thereon may be allowed and paid for fractional parts of a year at the rate of one-half of 1 per cent for each full period of three months that the amount represented by the certificate has remained on deposit from the first day of the month following the date on which the certificate was issued, or from the date to which the last interest

was paid. Interest on an unsurrendered postal savings certificate does not become payable until one year from the interest date which the certificate bears.

3. Compound interest is not allowed on an outstanding certificate, but a depositor may withdraw interest payable and make a new deposit, subject to the restriction that deposits will not be received for fractions of a dollar.

Interest not compounded.

POSTAL SAVINGS CARDS AND STAMPS.

Sec. 1228. It is made the duty of the Postmaster General to prepare * * * postal savings stamps of the denomination 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.

Postal-savings cards and stamps. 1910, June 25; 36 Stat. 815.

2. In order that smaller amounts may be accumulated for deposit, any person may purchase for ten cents from any postal savings depository, specially-prepared adhesive stamps to be known as "postal savings stamps," and attach them to a card which shall be furnished for the purpose. A card with ten postal savings stamps affixed shall be accepted as a deposit of \$1 either in opening an account or in adding to an existing account, or may be redeemed in cash.

1918, July 2; 40 Stat. 754. Cards with stamps affixed may be accepted as deposit.

3. Postmasters at depository offices shall keep for sale specially prepared adhesive 10-cent postal-savings stamps, and shall furnish each purchaser thereof free of charge with a card (Form PS 333), to which the postal-savings stamps may be affixed. The value of postal-savings stamps furnished the postmaster shall be entered by him in his daily summary (Form PS 708). The cards (Form PS 333) have no value as accountable stock and shall not be taken up in the postmaster's accounts.

Postmasters to keep stamps for sale. —to furnish cards free of charge.

4. When a card (Form PS 333) with 10 postal-savings stamps affixed (or a 10-cent postal-savings card previously authorized by law with nine postal-savings stamps affixed) is presented, it shall be accepted as a deposit of \$1 either in opening an account or in adding to an existing account, or it shall be redeemed in cash. The postmaster shall cancel the card and stamps with a special date stamp provided for that purpose, bearing the word "Canceled." He shall place an impression of the postal-savings dating stamp of his office in the space provided therefor. The value of postal-savings stamps sold and postal-savings cards and stamps redeemed shall be entered at the close of business each day in the daily summary (Form PS 708), and all cards canceled during the month shall be forwarded with the postmaster's monthly report.

Acceptance and treatment of stamps as deposits.

5. One certificate may be issued to cover a deposit made partly in cash and partly by means of postal-savings cards with stamps affixed, but no card having less than 10 postal-savings stamps affixed (nine if affixed to a 10-cent postal-savings card) shall be accepted for deposit or redemption under any circumstances, nor shall postal-savings stamps not affixed to a postal-savings card be accepted. Postage stamps shall not be accepted for deposit in lieu of postal-savings stamps.

—limitation.

6. Postal-savings stamps are transferable and need not be presented for deposit or redemption by the original purchaser

—transferable.

or at the office where purchased. They may be sold to any person in any quantity desired.

DEPOSIT OF FUNDS IN BANKS.

Deposits in qualified banks. Sec. 1229. Postal savings funds * * * shall be deposited in solvent banks, whether organized under national or State laws, 1910, June 25; * * * being subject to national or State supervision and examination, * * * The board of trustees shall take from such 36 Stat. 816. banks such security in public bonds or other securities, authorized by act of Congress or supported by the taxing power, as the board 1916, May 18; may prescribe, approve, and deem sufficient and necessary to insure the safety and prompt payment of such deposits on 39 Stat. 159. demand.

2. The funds received at the postal savings depository offices in each city, town, village, and other locality shall be deposited in banks located therein (substantially in proportion to the capital and surplus of each such bank) willing to receive such deposits under the terms of this act and the regulations made by authority thereof: *Provided, however,* If one or more member banks of the Federal Reserve System established by the act approved December 23, 1913, exists in the city, town, village, or locality where the postal savings deposits are made, such deposits shall be placed in such qualified member banks * * *, but if such member banks fail to qualify to receive such deposits, then any other bank located therein may, as hereinbefore provided, qualify and receive the same.

Note.
Reference to regulations of the board of trustees.

NOTE.—Banks receiving deposits of postal savings funds are required to qualify for that purpose in accordance with the regulations adopted by the board of trustees of the Postal Savings System under authority of the postal-savings act of June 25, 1910, as amended May 18, 1916.

Funds to be deposited daily.

3. If one or more local banks have qualified under the law, the postmaster shall deposit each day to the credit of the board of trustees, Postal Savings System, all postal-savings funds amounting to \$10 or more on hand at the close of business on the preceding business day, unless the amount used in the meantime to meet withdrawals has reduced such balance to less than \$10.

Sums less than \$10 to be held except on 25th of the month.

No deposit of less than \$10 shall be made, and any less amount shall be retained by the postmaster as cash on hand, except on the 25th day of each month, when all cash on hand shall be deposited. If on any day the receipts are unusually heavy, the

Heavy receipts deposited the same day.

postmaster, in his discretion, may deposit all or a part of the funds on the same day they are received. He will be informed by the Third Assistant Postmaster General which banks have qualified for deposits and what proportion and amount under the law shall be deposited in each bank. For each deposit the postmaster will receive from the bank a duplicate certificate of deposit on Form PS 400. No deposit shall be made to the official credit of any postmaster. (See pars. 8 and 9 of this section as to record of bank deposits.) It is contemplated that the daily postal-savings receipts shall be deposited in bank early during the following business day; but, if there are proper facilities to safeguard the funds, the bank deposit may be deferred until just before the closing time of the banks. By making full use of the daily postal-savings receipts to meet depositors' withdrawals, the number of bank transactions will be reduced and the necessity for requesting an increased checking credit frequently obviated.

Certificates of deposit, Form PS 400.

4. To provide for meeting withdrawals when the current receipts are insufficient, the postmaster will be authorized to draw checks on a designated bank to a specified amount in any calendar month against the funds on deposit therein to the credit of the board of trustees. The postmaster will be instructed to deposit in the bank so designated an amount equal to the monthly checking credit before making a deposit in any other bank. Where two or more banks have qualified, the postmaster, after making a withdrawal from the designated bank, shall restore the amount to that bank before apportioning additional funds among the several banks. The checking credit bank is entitled to hold at all times the amount of the monthly checking credit in addition to its regular share of the deposits.

Postmaster's monthly checking credit held by one bank.

—whose share of deposits is increased by a like amount.

5. Should the amount specified as the checking credit of the postmaster be insufficient to meet withdrawals at any time, he shall comply with the provisions of section 1232, paragraph 6. In determining the amount of unused credit the postmaster should be governed by the dates of checks drawn and not the dates of payment. The postmaster may authorize his assistant or one or more of his clerks to draw checks in his absence, signing the postmaster's name, "per ——" (the signature of the person so authorized), giving proper notice to the bank of each such authorization, but he will be liable on his official bond for the amount of all checks signed by such authorized representatives.

When checking credit is insufficient.

Checks signed by postmaster's representative.

6. When a check or transfer draft is received by a postmaster from the Third Assistant Postmaster General for deposit as postal-savings funds, the amount shall be taken up on line 8 of the daily summary (Form PS 708) and the account current (Form PS 704) as "Received from department by check (or transfer draft) No. ——." The check or draft shall be properly indorsed and deposited in bank to the credit of the board of trustees in the usual manner. If the margin between the balances already held by the local qualified bank or banks and the maximum balances which they are authorized to receive is not sufficient to permit the deposit of the amount involved, the postmaster shall make no entries in his records, but shall return the check or draft at once without indorsement to the Third Assistant Postmaster General, Division of Postal Savings.

Checks and transfer drafts received from Third Assistant Postmaster General.

7. The postmaster shall procure a supply of deposit slips from the depository bank or banks and a supply of blank checks from the bank on which he will check to meet withdrawals. Checks shall be drawn substantially in the following form: "Pay to postmaster at —— from postal-savings funds —— dollars."

Deposit slips and blank checks to be obtained from bank.

8. The amount of each bank deposit shall be entered in the daily summary (Form PS 708) for the day on which it is actually deposited, and the certificate of deposit received from the bank should also bear that date, except when the postmaster makes deposits after the books of the bank have been closed for the day, in which case both the postmaster's entry and the bank certificate of deposit shall bear the date of the following working day.

Entry of bank deposits in daily summary.

Record of bank deposits on envelope, Form PS 317.

Record of maximum balance bank may hold.

When deposits in a bank approach maximum balance, department to be notified.

Entry of interest credited by banks.

Record to be verified from bank's statement.

When maximum balance in all banks is reached, department to be notified.

Where no bank qualifies.
1910, June 25; 36 Stat. 816.
1916, May 18; 39 Stat. 160.

Daily remittances to designated post office for deposit.

Central depository offices.

9. The duplicate certificates of deposit (Form PS 400) issued by banks shall be filed by the postmaster in envelopes (Form PS 317), on which he shall keep a record of the amount on deposit in each bank. The postmaster will be informed as to the maximum amount of funds each bank is authorized to receive, which he shall note on the envelope (Form PS 317) used for that bank, and he shall under no circumstances deposit any sum which would cause the bank's balance to exceed such amount. On making any deposit or withdrawal or on receiving notice of any deposit or withdrawal by the board of trustees, the postmaster shall make the necessary entry in his record (Form PS 317) to show the correct balance in the bank. When the deposits in any bank reach 75 per cent of the maximum amount authorized, the postmaster shall immediately bring the facts to the attention of the bank and submit to the Third Assistant Postmaster General, Division of Postal Savings, a recommendation as to the amount of additional securities which should be required from the bank. Immediately following June 30 and December 31 of each year the postmaster will ascertain from each bank the amount of interest credited by it to the board of trustees and enter this addition to the bank's balance on his Form PS 317. The audited figures will be furnished later by the Third Assistant Postmaster General. The postmaster will from time to time verify the accuracy of his record of bank deposits by checking the same with the bank's statement for the purpose of reconciling any differences that may exist. When the postmaster has deposited the maximum amount authorized for all local qualified banks he shall notify the Third Assistant Postmaster General, Division of Postal Savings, and dispose of his surplus receipts as provided by section 1230, paragraphs 8 and 9.

Sec. 1230. If no * * * qualified bank exists in any city, town, village, or other locality, or if none where such deposits are made will receive such deposits on the terms prescribed, then such funds shall be deposited under the terms of this act in the bank most convenient to such locality.

2. If no local bank has qualified for deposits, the postmaster will be directed to make daily remittances by registered mail (see pars. 6 and 7 of this section) to the postmaster at a designated post office where one or more banks have qualified. The Third Assistant Postmaster General may, as a matter of convenience, designate one or more central depository offices for each State or Territory to which the postmasters in such State or Territory having no local qualified banks will remit their postal-savings receipts and from which they will obtain funds to meet withdrawals by depositors (see sec. 1232), the net gain in deposits for each such remitting post office to be later transferred at convenient intervals by drafts of the Third Assistant Postmaster General for deposit as required by the law in the qualified bank or banks most convenient to the point where the deposits originated.

3. No remittance of postal-savings funds of less than \$10 shall be made for deposit except on the 15th day of each month, when all cash on hand shall be remitted. Sums less than \$10 to be held except on 15th of the month.

4. The postmaster to whom postal-savings funds are sent shall issue a receipt in triplicate on Form PS 313 for each remittance, the duplicate to be forwarded immediately to the remitting postmaster, the triplicate filed, and the originals of all such receipts forwarded to the Third Assistant Postmaster General, Division of Postal Savings, promptly by registered mail after the close of business on the last day of each month. (See sec. 1232, par. 14, as to other vouchers.) The amounts received shall be debited in the daily summary (Form PS 708) and the funds included with the next deposit to the credit of the board of trustees. Similar entries shall be made on the next monthly account current (Form PS 704). The postmaster may use such funds to meet withdrawals by depositors at his own office. Remittances received for by central depository on Form PS 313.

5. The amount of funds remitted shall be credited by the remitting postmaster in his daily summary (Form PS 708) on the date of remittance. The total of such remittances during each month shall be shown as a credit entry on the monthly account current (Form PS 704), and the date, amount, and receipt number of each such remittance shall be entered in Abstract C on the back of said form. The monthly account current shall not be delayed because all receipts on Form PS 313 covering remittances during the month have not been received, but the report shall be forwarded promptly at the close of the month and the numbers of the missing receipts omitted. —entered in records and deposited in bank.

6. All remittances of postal-savings funds to other post offices for deposit shall be accompanied by a letter of transmittal (Form PS 314). If the remittance includes currency or coin, it shall be made by registered mail and shall be prepared and dispatched in the manner required by section 115 for remittance of postal funds. —entered by remitting postmaster in records and reports.

7. Remittances of postal savings funds may be made by means of drafts on national or State banks if negotiable at par without delay, provided that a postmaster's personal check shall not be used or accepted for this purpose. Postmasters will be held liable on their official bonds for any losses of postal savings funds resulting from fault or negligence on their part. —not to delay account current.

8. When a postmaster who has been depositing in local banks has no further margin for deposits in such banks, he shall remit his surplus receipts daily to the central depository office in his State designated by the Third Assistant Postmaster General. In making such remittances the procedure set forth in the preceding paragraphs of this section shall be followed. The postmaster will continue to obtain funds to meet withdrawals in excess of his current receipts by checking on his local bank designated for that purpose and will replace from his next receipts any withdrawals thus made which reduce the bank's balance below the authorized maximum. The postmaster is not authorized to draw against the central depository postmaster for any of the funds remitted by him, but a record of such remitted funds will be maintained by —accompanied by letter of transmittal, Form PS 314.

the Third Assistant Postmaster General, Division of Postal Savings, and the amount involved will be subsequently returned for deposit in his local depository bank or banks if the required additional security is furnished, otherwise the funds will be transferred for deposit in the qualified banks most convenient to the locality, as in the case of deposits at offices which have no local qualified banks.

Return of re-
mitted funds by
department.

9. Postmasters at central depository offices will be specially instructed by the Third Assistant Postmaster General as to the disposition of surplus funds.

Surplus funds
at central depos-
itory offices.

APPORTIONMENT OF BANK DEPOSITS.

Sec. 1231. Where more than one bank has qualified to receive postal-savings funds from the same depository office, the postmaster shall make deposits in such qualified banks in accordance with instructions from the Third Assistant Postmaster General as to the percentage of deposits to which each bank is entitled.

Department
will instruct as
to percentage of
deposits in two
or more banks.

2. The postmaster shall ordinarily deposit funds in only one bank each day, and shall make deposits in the several banks in such rotation and amounts as will keep the total deposits in each bank at substantially the proportion to which it is entitled. For example, if there are two qualified banks each of which is entitled to 50 per cent of the postal-savings funds, deposits shall be so alternated between the two banks as to give each bank approximately one-half. Thus, if the postmaster deposits \$200 in the first bank on one day and \$100 in the second bank on the succeeding day, he should make sufficient additional deposits in the second bank to bring its balance to approximately \$200 before making any further deposit in the first bank. He should be careful to preserve as nearly as practicable the proportion to which each bank is entitled; and if on any day the receipts are unusually heavy the postmaster may depart from the usual procedure and make deposits in all qualified banks on the same day in the respective proportions to which each is entitled.

How to pre-
serve the appor-
tionment.

3. After the first apportionment of funds has been made to the banks in any locality, additional banks may qualify, to take effect on the 1st day of January, April, July, or October, in accordance with the regulations adopted by the board of trustees. When additional banks so qualify as depositories, the postmaster will be instructed in regard to the reapportionment of deposits. Each such reapportionment will apply only to current funds available for deposit on and after the date when the additional banks qualify and does not affect funds previously apportioned and deposited. The postmaster must therefore not place with a new bank more than its proper share of the current funds, since it is not entitled to participate in funds previously apportioned to other banks.

When addi-
tional banks may
qualify.

Reapportion-
ment applies only
to current de-
posits.

4. The Third Assistant Postmaster General will from time to time review the apportionment of postal-savings funds among depository banks and will take or authorize such action as may be necessary to correct any departure from the proper apportionment of deposits.

Adjustment of
apportionment.

5. The postmaster shall inform the Third Assistant Postmaster General, Division of Postal Savings, of any change in the amount of capital or surplus of a qualified bank, or of the suspension of business of any bank in which he has deposited postal-savings funds. He shall also report any change in the corporate name of any such bank or its announced merger with any other institution.

Postmaster to report changes in status of depository banks.

CHAPTER 3.

PAYMENT OF CERTIFICATES AND INTEREST.

WITHDRAWALS.

Sec. 1232. 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. (See sec. 1218, containing amendment conferring upon the Postmaster General authority to make such regulations.)

Withdrawal of postal-savings deposits.
1910, June 25 ;
36 Stat. 816.

2. To withdraw the whole or any part of the funds deposited to his credit, with the interest payable thereon, the depositor shall surrender at his depository office postal-savings certificates, properly indorsed, covering the amount of the desired withdrawal.

Depositor must surrender indorsed certificates.

3. Withdrawals shall be paid from the deposits in the State or Territory, so far as the postal (savings) 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 payable from deposits within State.
1910, June 25 ;
36 Stat. 816.

4. Postmasters are authorized to meet withdrawals by depositors, including both principal and interest due, out of daily postal-savings receipts.

—payable from daily receipts.

5. When sufficient funds are not on hand to meet withdrawals, a postmaster who deposits in a local bank shall draw his official check on the bank designated for that purpose, as provided in section 1229, paragraph 4. Such checks shall be drawn only when absolutely necessary and for the sole purpose specified, and shall be made payable to the postmaster or his authorized representative. *They shall not be made payable to depositors nor delivered to them.* When required to meet withdrawals after banking hours, such checks may be cashed from money-order or postal funds, or, when such funds are not available, through local business houses, if accepted without charge for exchange. (See par. 8 of this section.)

Checks on local bank.

—payable to postmaster.

—cashed from money-order or postal funds or through business houses.

6. Should the amount specified as the checking credit of the postmaster be insufficient at any time to meet withdrawals by depositors, the postmaster shall report the facts to the Third Assistant Postmaster General, Division of Postal Savings, stating the amount of funds needed, in order that additional credit may be allowed. The use of the telegraph shall be avoided whenever possible, and depositors should be encouraged to give advance notice of contemplated withdrawals. When it is necessary to

When checking credit is insufficient.

Use of telegraph.

request such allowances by telegraph, the postmaster shall use the code word "Admerge," meaning "To meet withdrawals please authorize an additional credit of," so that a request for an additional credit of \$200 will read "Admerge two hundred." Postmasters will be charged with the cost of unnecessary words in telegrams not complying with this regulation. Telegrams shall be sent "Collect, Government rate." To avoid the cost of duplicate telegrams in such cases, the postmaster shall request the checking credit bank to notify him at once on receipt of the authority. Letters requesting an increase in checking credit shall state whether the increase should be granted by mail or telegraph.

Entry of checks in records and reports.

7. When the postmaster draws a check against his checking credit, he shall on that day debit the amount of the check on the line provided in his daily summary (Form PS 708). The total of the checks drawn during each month shall be shown by a similar debit entry on the monthly account current (Form PS 704), and the date, number, and amount of each check shall be entered in Abstract D on the back of said form.

Use of postal or money-order funds in one day covered by a single check.

8. At offices where the cashing of several postal-savings checks out of postal or money-order funds on the same day would be necessary, instead of drawing such checks a temporary memorandum slip for each transaction may be placed with the postal or money-order funds and a single check on the postal-savings credit substituted at the close of the day to cover the total amount involved. Such checks must always bear the date of the transactions covered.

Drafts on central depository office, Form PS 316.

9. In order to obtain funds to meet withdrawals of principal or interest in excess of his daily receipts, a postmaster who has no local depository bank and who remits funds to another postmaster for deposit shall draw drafts (Form PS 316) on the postmaster to whom such remittances are made to an amount not to exceed \$1,000 in any calendar month, unless a greater credit is authorized by the Third Assistant Postmaster General. Subject to this monthly limitation, the postmaster will be authorized to draw against his depository postmaster to any amount needed to meet withdrawals of depositors, even though a part of the previous postal-savings receipts of his office may have been remitted for deposit to some other office. Postal-savings drafts shall not be drawn for any purpose other than that specified. Any postmaster or postal employee who shall knowingly draw a draft in excess of the amount authorized may thereby subject himself to the penalties provided in section 15 of the postal-savings act. (See sec. 1638.) Should the amount specified as the postmaster's monthly credit be insufficient at any time to meet withdrawals, the Third Assistant Postmaster General should be requested to authorize additional credit as provided in paragraph 6 of this section. In determining the amount of unused credit the postmaster shall be governed by the dates of drafts drawn and not the dates of payment.

—monthly limitation.

—penalties for overdraft.

—when monthly credit is insufficient.

—cashed from money-order or postal funds or through business houses.

10. When required to meet withdrawals promptly, postal-savings drafts may be cashed from money-order or postal funds or, when such funds are not available, through local banks or business

houses, if accepted without charge for exchange. *They shall not be made payable to depositors nor delivered to them.*

11. When the postmaster draws a draft (Form PS 316) on the postmaster to whom he makes remittances, he shall on that day debit the amount of the draft on the line provided in his daily summary (Form PS 708). The total of the drafts drawn during each month shall be shown by a similar debit entry on the monthly account current (Form PS 704), and the date, number, and amount of each draft shall be entered in Abstract D on the back of said form. The stubs of the drafts (Form PS 316) shall be retained on file.

—entered in records and reports.

12. A postmaster to whom remittances are made, on receiving a draft properly signed and indorsed by a remitting postmaster, shall make certain that the amount of the draft does not exceed the balance of the postmaster's authorized credit remaining unused for the month in which the draft was drawn. The depository postmaster shall then pay the draft from his current postal-savings receipts, or, if they are insufficient, by cashing a check on his designated bank, as provided in paragraph 5 of this section. If the draft is received direct from the drawing postmaster, the funds shall be sent by return registered mail, accompanied by a letter of transmittal on Form PS 319, and the remittance shall be prepared and dispatched in the manner provided in section 115.

Action of depository office on drafts.

—payment from current receipts or by use of checking credit.

—when received direct from drawing postmaster.

13. When any draft is received the honoring of which would cause the drawing postmaster's authorized credit to be exceeded, payment shall be temporarily withheld, and the Third Assistant Postmaster General shall be immediately notified of the amount by which the monthly credit is exceeded. When such an overdraft is presented for payment through banking channels and prompt action is necessary to prevent return for nonpayment, the bank should be requested to hold the draft and telegraphic report should be made to the Third Assistant Postmaster General, Division of Postal Savings, in the following form: "—— (name of month) drafts —— (name of post office) exceed credit —— dollars." On receipt of such notice the Third Assistant Postmaster General shall immediately instruct the postmaster by telegraph as to the action he should take. To reduce telegraph charges, all cases of overdraft, when possible, shall be handled by mail.

—when credit is exceeded.

14. When a postmaster pays drafts drawn by other postmasters, he shall on that day credit the total amount of such drafts on the line provided in his daily summary (Form PS 708). The total of all drafts paid during each month shall be shown by a credit entry on the monthly account current (Form PS 704). The date, number, and amount of each draft paid, as well as the name of the drawing office, shall be entered in Abstract E (Form PS 519). This abstract, together with all drafts paid and receipts issued on Form PS 313 during the month, shall be forwarded by registered mail promptly after the close of business on the last day of the month to the Third Assistant Postmaster General, Division of Postal Savings, without awaiting the completion of the monthly account current.

—entries in records and reports.

- Payments.**
Indorsement of depositor.
- Sec. 1233.** When a depositor presents a certificate for payment of the principal he shall indorse it in the presence of the postmaster or his authorized representative and surrender it.
- by mark. 2. If a depositor can not write and signs by mark, his name shall be written and attested by a disinterested witness in the following manner:
- His
John X Doe
Mark
Richard Roe
Witness
- in characters not used in English. 3. If a depositor signs his name in characters not used in the English language, his signature shall also be attested by a disinterested witness.
- Finger impressions. 4. If an office is equipped to take finger impressions, the instructions contained in the pamphlet entitled "Important and Confidential Instructions Concerning Finger Impressions in Connection with Postal Savings Transactions" must be complied with.
- Who may act as witness. 5. Neither the postmaster nor any clerk employed on postal-savings work shall act as witness, but any other employee of the office not engaged on postal-savings work and having no interest in the transaction may witness signatures to postal-savings vouchers and documents.
- Identification of depositor. 6. The postmaster shall withdraw from the files the depositor's card (Form PS 600) and see that the indorsement corresponds with the original signature on the application to open an account and satisfy himself as to the identity of the depositor. Unless the applicant for payment is personally known to be the true depositor the postmaster shall ask test questions as to all personal facts shown on the application and take such other action as may be necessary to assure himself of the depositor's identity.
- Payment. 7. If the postmaster after complying with the foregoing instructions is positive that the claimant is the depositor, and if the certificate bears no evidence of alteration or erasure, and corresponds in every particular with the records of its issue, it shall be paid, together with all interest due thereon; otherwise payment shall be withheld until the postmaster is satisfied that it is proper.
- Payment withheld. 8. If the postmaster is unable to satisfy himself as to the propriety of any payment, he should transmit the certificate with a statement of the facts to the Third Assistant Postmaster General, Division of Postal Savings, after giving the holder a receipt on Form PS 305 for the certificate surrendered.
- and facts reported to department. 9. Certificates when paid shall be canceled across the face with the special "Paid" date stamp furnished for the purpose, and the employee responsible for the payment shall place his initials on the back of the certificate in the left margin between the words "Information for depositor" and above the interest table. Payments of principal shall be recorded on the depositor's card (Form PS 600) by entering on the card the date and the total amount of the withdrawal, noting the balance remaining to the credit of the depositor, and entering the date of the payment.
- Record of payments. —on depositor's card.

opposite the number of each certificate paid. Depositor's cards on which withdrawals have been entered shall not be returned to the files until all accounts for the day are in balance. (As to interest payments see pars. 14, 15, and 16 of this section.)

10. At the close of each day's business or at such time during the day as may be convenient the postmaster shall enter the date of payment and serial number of the certificates paid under the proper denominations in the abstract of payments (Form PS 706) and carry the total amount to the daily summary (Form PS 708). The entries on depositors' cards shall be proved daily by adding the withdrawals made during the day and comparing the total with the total withdrawals shown by the abstract of payments (Form PS 706). At the close of the month Form PS 706-a—709 (detailed instructions for the preparation of which appear thereon), and all paid certificates, properly arranged, shall be forwarded with the postmaster's monthly account current. The abstract of payments (Form PS 706) shall be retained and become a part of the permanent files of the post office.

11. When a depositor desires to withdraw only a part of the amount of any certificate, the postmaster, on presentation of the certificate, properly indorsed, shall pay the amount demanded, with all interest then payable on the full amount of the certificate. He shall stamp the certificate as paid and issue a new certificate or certificates covering the amount to remain on deposit, which shall bear interest from the 1st day of the month succeeding that in which payment is made.

12. Partial payments of certificates outstanding in the name of a deceased depositor shall not be made.

13. Whenever all certificates issued to a depositor have been paid, the depositor's card (Form PS 600), bearing the record of his account, shall be marked "Account closed" and placed in a separate file with other closed accounts in numerical order. An exception is made when deposits are exchanged for bonds. (See sec. 1236, par. 10.)

14. A depositor may withdraw the interest payable on any certificate by presenting said certificate at the office of issue and being identified as provided in paragraph 6 of this section. Full instructions for the payment of interest without the surrender of the certificate appear on the cover of interest receipt book (Form PS 608). Instructions for the payment of interest when the certificate is surrendered will be found on the back of the Abstract of Certificates Paid and of Interest Paid (Form PS 706a-709).

15. Interest payments shall be totaled daily and credited on the line provided in the Daily Summary (Form PS 708). At the close of the month all original receipts on Form PS 608, numbered consecutively, covering interest paid during the month shall be forwarded as vouchers with the postmaster's monthly Account Current (Form PS 704), in which credit shall be claimed for the total, together with the amount of interest received for on the back of paid certificates, as provided by section 1237.

16. Whenever an interest receipt of either kind is taken the postmaster must enter the date of such receipt on the Postal

—in abstract
(Form PS 706)
and daily sum-
mary.

Part payment
of certificate.

No part pay-
ment after death.

Closing of ac-
counts.

Depositor may
withdraw inter-
est; conditions.

Interest to be
totaled daily.
—original re-
ceipts to be for-
warded.

Entry of date
of receipts.

Savings Certificate under the heading "Dates of annual interest payments." If the interest paid covers more than one year, an additional entry must be made for each year. No other entry shall be made in those spaces. Under no circumstances shall the postmaster pay interest on any certificate without entering the date of payment on the back of the certificate, except as provided in section 1236, paragraph 8.

WITHDRAWALS THROUGH A REPRESENTATIVE OR BY MAIL.

Payment may be made through representative.

Sec. 1234. When it has been shown to the postmaster's satisfaction that a depositor, because of infirmity or for other good and sufficient reason, can not appear in person to make a withdrawal, the postmaster shall furnish to the representative of such depositor a blank order for the purpose. Payment shall not be made on such an order unless the postmaster is satisfied as to the identity of both the depositor and the representative.

Payment of principal and any interest due, authorized by order on Form PS 304.

2. For the payment of a certificate to such a depositor, a blank order (Form PS 304) shall be furnished. When the order has been properly filled out and signed by the depositor, it shall be returned to the postmaster, together with the certificate or certificates properly indorsed by the depositor. If any interest is due, the depositor shall give a receipt on the back of the certificate in the following form: "Received the amount of this certificate and \$_____ (amount to be specified) interest due thereon." The postmaster shall then make payment to the representative. The payment of the certificates and interest shall be recorded as provided in section 1233, paragraphs 9, 14, 15, and 16. The order on Form PS 304 shall be filed with the depositor's card (Form PS 600).

Payment of interest alone, authorized by order on Form PS 302.

3. When such a depositor desires to withdraw merely the interest payable on any certificate or certificates, he shall be furnished with a blank order (Form PS 302) and the original of an interest receipt (Form PS 608), both of which must be signed by the depositor. The payment shall be recorded as provided in section 1233, paragraph 14, and the retained duplicate of the interest receipt completed from the signed original. The order on Form PS 302 shall be filed with the depositor's card (Form PS 600).

Death of depositor after signing an order.

4. If the death of a depositor occurs after he has signed an order for a withdrawal and before it has been presented for payment, the postmaster, if aware of such death, shall defer payment and proceed as provided in section 1235.

Depositor may apply on Form PS 315 for payment by money order.

5. A depositor desiring to make a withdrawal by mail may obtain from any depository office an application blank (Form PS 315) requesting a money order for the amount of the surrendered certificates and any interest due, less the money-order fee. This form shall be filled out and signed in duplicate in the presence of the postmaster, who shall witness the application and date it with the office stamp. The depositor shall indorse the certificates and deliver them, with the completed Form PS 315, to such postmaster, who shall forward the certificates and the original application to the postmaster at the depository office. The duplicate Form PS

315 shall be used to assist in the identification of the depositor on the presentation of the money order for payment.

6. If any interest is due, the depositor shall give a receipt on the back of the certificate, in lieu of indorsing it, in the following form: "Received the amount of this certificate and \$_____ (original amount to be specified by paying office) interest due thereon."

Receipt for any interest due.

7. The postmaster at the office where the certificates were issued, if satisfied as to the applicant's identity, shall forward to him at the stated address a money order for the amount withdrawn, less the money-order fee. The payment of the certificates and interest shall be recorded as provided in section 1233, paragraphs 9, 14, 15, and 16. The order on Form PS 315 shall be filed with the depositor's card (Form PS 600).

Procedure in paying by money order.

DEATH, LEGAL DISABILITY, OR CHANGE IN NAME OF A DEPOSITOR.

Sec. 1235. Payment of the amount on deposit to the credit of a deceased, insane, or otherwise legally incompetent depositor must not be made until specific authority therefor has first been obtained from the Third Assistant Postmaster General. After the death of a depositor his account shall not be increased by further deposits.

Specific authority for payment must be obtained.

2. Administration under the laws of the State in which the money is deposited will be required in settling the account of a deceased depositor when the amount on deposit exceeds \$250, except when, under the laws of the State, administration is not required. In case administration has been granted on the estate of a deceased depositor, or a depositor has been adjudged legally incompetent to handle his own affairs, the postmaster shall obtain from the executor, administrator, or other legal representative and forward same to the Third Assistant Postmaster General a certified copy of an order of a court of competent jurisdiction, or a certificate, showing that the person demanding payment has been appointed and qualified as such executor, administrator, or other legal representative. If proper authority is shown, the Third Assistant Postmaster General will then authorize the postmaster to pay such legal representative the amount standing to the credit of the depositor, together with all interest payable thereon, upon indorsement of the certificates, as provided by paragraph 9 of this section.

Administration, when required.

3. When the appointment of the legal representative has been in force for a period exceeding one year, the legal representative shall be required to obtain an additional certification from the clerk of the court or other proper official showing that his appointment still remains in full force and effect.

Payment to administrator or other representative of estate.

When appointment has been in force more than one year.

4. In the case of the death of a depositor intestate and the amount on deposit is small (\$250 or less, except where the laws of the State in which the money is deposited provide for the payment without administration of a larger amount) the postmaster shall obtain an application for payment on Form PS 114 from one of the next of kin or the person who paid the funeral ex-

Payment when depositor dies intestate and no administrator is appointed.

penses, duly acknowledged before an officer authorized to administer oaths. This form must be executed in accordance with the instructions printed thereon and forwarded with the receipted bills for the funeral expenses to the Third Assistant Postmaster General, Division of Postal Savings, who, if the application is approved, may authorize payment of the amount standing to the depositor's credit, with all interest payable thereon, to the person or persons entitled to receive it under the laws of the State in which the money is deposited, upon indorsement of the certificates as provided by paragraph 9 of this section.

Payment to undertaker or other preferred creditors.

5. If the funeral expenses and other preferred claims have not been paid and no exemptions are created by the laws of the State in which the money is deposited, or if existing exemptions do not equal the amount on deposit, the postmaster shall obtain an application for payment on Form PS 115 from the undertaker who buried the depositor or from the other preferred creditor or creditors. This application, accompanied by a certification on Form PS 115-a as to the correctness of the claim, shall be forwarded to the Third Assistant Postmaster General, Division of Postal Savings, who may authorize payment to the proper person or persons.

Payment to consular officer for alien heirs.

6. In the event of the death intestate of a depositor residing in the United States who is survived by alien heirs residing abroad entitled to the amount on deposit or a portion thereof, the postmaster shall obtain an application for payment on Form PS 112 from the consular officer having jurisdiction in the case. This application shall be forwarded to the Third Assistant Postmaster General, Division of Postal Savings, accompanied by the receipted bills for the funeral expenses or an application from the undertaker, as provided by paragraph 5, and payment to the proper person may be authorized.

Death intestate of depositor residing abroad.

7. In the case of the death intestate of any depositor while residing abroad, special instructions will be issued upon application to the Third Assistant Postmaster General, Division of Postal Savings.

Requirements as to funeral expenses waived.

8. When a depositor dies and is buried abroad, is lost at sea, perishes in some catastrophe that makes interment impossible, or is buried by the United States Government, a statement to that effect should be made in the application for payment, in which event the requirements as to the funeral expenses will be waived.

Signature of payee on certificates and interest receipt.

9. Before making payment the postmaster shall obtain the signature of the payee to each of the postal-savings certificates, and his receipt for all interest due, in the following form: "John Doe, by Richard Roe" (executor, widower, guardian, or other proper title).

Memorandum showing authority to be attached to paid certificates.

10. After payment has been made a memorandum shall be affixed to the certificates stating that "payment was made in accordance with authority contained in the letter from the Third Assistant Postmaster General dated _____." The certificates shall then be treated as paid and forwarded by the postmaster with his next monthly account current.

11. Application forms for the use of the next of kin, undertaker, preferred creditor, or consul may be obtained from the Third Assistant Postmaster General, Division of Postal Savings. In reporting the death of a depositor, or in requesting these forms, the postmaster shall state the name of the depositor and the amount on deposit and any other information that may assist in the settlement of the account.

Application forms.

12. A depositor may not designate a beneficiary to receive payment except through the formality of a will. Payment must be made direct to the person or persons to whom authorized. Whenever funds are to be remitted by mail a money order, less the usual fee, shall be used.

Payment in settlement of deceased depositors' accounts must be made direct to persons authorized.

13. A woman who opens an account and afterwards marries should present her postal-savings certificates to the postmaster, who shall note on the face of each certificate the new name of the depositor and affix his signature. The depositor shall be required to sign her new name on the application. Until the depositor presents her certificates for proper notation the postmaster, if aware of her marriage, shall receive no further deposits on her account nor make any partial or interest payments to her, but he may make full payment to close her account on being satisfied as to her identity.

Woman who marries.

14. In the event of the change of a depositor's name by the order or decree of a court of competent jurisdiction, the procedure set forth in the next preceding paragraph shall be followed.

Change of name by order of court.

POSTAL-SAVINGS BONDS.

Sec. 1236. Any depositor in a postal savings depository may surrender his deposit, or any part thereof, in the sums of twenty dollars, forty dollars, sixty dollars, eighty dollars, one hundred dollars, and multiples of one hundred dollars and five hundred dollars, and receive in lieu of such surrendered deposits, under such regulations as may be established by the board of trustees, the amount of the surrendered deposits in United States coupon or registered bonds of the denominations of twenty dollars, forty dollars, sixty dollars, eighty dollars, one hundred dollars, and five hundred dollars, which bonds shall bear interest at the rate of two and one-half per centum per annum, payable semiannually, and be redeemable at the pleasure of the United States after one year from the date of their issue and payable twenty years from such date, and both principal and interest shall be payable in United States gold coin of the present standard of value: *Provided*, That the bonds herein authorized shall be issued only (first) when there are outstanding bonds of the United States subject to call, * * * and (second) at times when under authority of law other than that contained in this act the Government desires to issue bonds for the purpose of replenishing the Treasury, * * * *And provided further*, That the bonds herein authorized shall be exempt from all taxes or duties of the United States, as well as from taxation in any form or under State, municipal, or local authority.

Postal-savings bonds.
1910, June 25;
36 Stat. 817.

NOTE.—Bonds are issued under this authority only in denominations of \$20, \$100, and \$500.

Note.

2. A depositor may, subject to the conditions provided in the preceding paragraph, surrender his deposits in whole or in part,

Application for bonds.

in the sum of \$20 or any multiple thereof, up to \$2,500 (see par. 9 of this section), and receive in lieu of such surrendered deposits postal-savings bonds in appropriate denominations. Such exchange may be made by a depositor as of January 1 and July 1 of each year. Applications may be received from depositors from January 1 to and including the first business day in June for bonds to be issued to bear interest from the following July 1, and from July 1 to and including the first business day in December for bonds to be issued to bear interest from the following January 1. The depositor shall obtain at his depository office an application (Form PS 609), complete it in duplicate, and return it to the postmaster. At the time of such application the depositor shall indorse and surrender to the postmaster postal-savings certificates representing the exact amount of the bonds for which application is made. The indorsement in each case must correspond with the name on the face of the certificate. The postmaster shall make certain that all information called for by the application (Form PS 609) is entered on both copies thereof and that the post-office address of the depositor is completely and correctly shown.

—when to be made.

—on Form PS 609.

—with indorsed certificates.

Applicant to be identified.

Procedure for postmaster.

Approval of application.

Final list of applicants.

Treatment of surrendered certificates.

3. Before accepting the application the postmaster shall identify the depositor in the same manner as if the certificates were to be paid in cash. (See sec. 1233, pars. 6 and 7.)

4. The postmaster shall certify the surrender of the certificates on both copies of the application. He shall detach the certified list of surrendered certificates from the duplicate application at the perforated line, return the list to the depositor as his receipt for the certificates, and file the retained portion of the duplicate application with the depositor's card (Form PS 600). He shall then immediately forward the original application and the surrendered certificates to the Third Assistant Postmaster General, Division of Postal Savings. Applications shall be forwarded at once and not held until a number have accumulated.

5. If the depositor's application is approved, the Third Assistant Postmaster General, after detaching the list of surrendered certificates from the original application, will transmit the application to the Secretary of the Treasury, who will cause the bonds to be issued and forwarded direct to the applicant. The list of surrendered certificates detached from the original application will be returned to the postmaster with the approval of the application noted thereon. This approval will be the postmaster's authority for recording the certificates as paid when the proper time arrives, and the list bearing it may be filed with the retained portion of the duplicate with the depositor's card.

6. As a check against the loss of postal-savings-bond applications in the mails a postmaster shall forward a statement at the close of the first business day in June and December giving the names of all applicants and the amount of bonds applied for by each.

7. The certificates exchanged for bonds will be treated as paid on the date on which the bonds begin to bear interest, namely, January 1 or July 1, and must be considered as outstanding until

that date. The certificates will be stamped "Paid" in the office of the Third Assistant Postmaster General, Division of Postal Savings, and placed with vouchers to the postmaster's account current for January or July. On the 1st day of January or July, as may be proper, the postmaster shall enter the certificates as paid on the depositor's card (Form PS 600) from the list of certificates surrendered for bonds, and include the certificates in the amount of paid certificates for that day in the daily summary. A debit entry of the same amount shall be made on the line provided in the daily summary. The amount shall also be deducted from the balance in the summary of depositors' accounts. These entries shall be carried forward to the corresponding items in the monthly account current.

8. If any interest is already due and payable on certificates when they are surrendered for conversion into bonds (see sec. 1227, par. 2), payment of all interest due should then be made, entered as of that date in the manner provided by section 1233, paragraphs 14, 15, and 16, and credit claimed in the account current for the month in which the payment is effected. Care must be taken to enter the interest payments on the backs of the certificates before they are forwarded with the bond applications. The payment of interest shall also be entered on Form PS 600. If any interest becomes due after the certificates have been surrendered and prior to or on the date on which the certificates are treated as paid (January 1 and July 1), the same shall be paid to the depositor on or after the date of exchange, and the same procedure followed, except that since the certificates are not at hand the notation "Certificates surrendered for bonds" shall be written on the interest receipt. After certificates are forwarded with an application for bonds no further interest thereon shall be paid until the date of exchange (January 1 or July 1). If any interest remains payable on the date of exchange, the depositor shall be requested to call for it immediately, and payment made as provided in the preceding sentence. In no case will credit be allowed for the payment of interest before it is due.

9. A depositor applying for bonds who has on deposit in his postal-savings account the maximum amount authorized by law may not make additional deposits until the date of exchange (January 1 or July 1), but may do so then even though the bonds have not been delivered.

10. If the entire balance on deposit to the credit of a depositor on the date of exchange has been converted into bonds, his account shall be closed and any subsequent deposits entered under a new account number, unless interest due remains unpaid on the date of exchange or additional deposits are received from the depositor before the account is reported as closed, in either of which events the depositor's account shall be kept open and the old account number retained.

11. Postal-savings deposits which have been exchanged for bonds are not counted as a part of the maximum of \$2,500 allowed one depositor, and there is no limitation on the amount of postal-savings bonds which may be acquired by a depositor

Payment of interest on certificates surrendered with application for bonds.

When applicant with \$2,500 to his credit may make additional deposits.

When account is to be treated as closed.

Bonds not counted in maximum of \$2,500.

when such bonds are available for issue as provided by paragraph one of this section.

Bonds issued only in exchange for deposits.

12. Postal-savings bonds can be procured only by the surrender of postal-savings deposits and will not be issued to persons who are not depositors, but after delivery they may be sold or assigned by the owner to any person desired.

Purchase of bonds by board of trustees.

13. The board of trustees will purchase postal-savings bonds at their par value and accrued interest on the application of any holder. Registered bonds offered for sale must be assigned to the board of trustees, and when such an assignment is acknowledged before a postmaster an impression of the postal-savings depository stamp shall be made on the bond in the space provided in the "Transfer" clause for a seal. Acknowledgments must not be witnessed by an assistant in the name of the postmaster. If necessary, the assistant postmaster may witness in his own official capacity.

Interest checks and coupons cashed by postmasters.

14. Checks and coupons covering interest on postal-savings bonds may be cashed by postmasters from postal or money-order funds in the same manner as other Government paper. They may also be cashed out of postal-savings funds as provided by section 1242, paragraph 2.

CHAPTER 4.

ACCOUNTS, RECORDS, REPORTS, AND CORRESPONDENCE.

Daily summary, Form PS 708.

Sec. 1237. The postmaster at a depository office shall keep a daily summary (Form PS 708) in which he shall enter daily all postal-savings funds received and disbursed, all postal-savings certificates and stamps received, issued, and otherwise disposed of, and other information concerning the postal-saving transactions at his office required by these regulations.

Record of certificates issued.

(a) Certificates as issued shall be entered individually on the depositors' cards (Form PS 600) as provided by section 1223, paragraph 4. The inclusive serial numbers of certificates issued shall be entered daily on the abstract of issues (Form PS 705), as required by section 1223, paragraph 6.

—of certificates paid.

(b) Certificates paid shall be entered on the depositors' cards (Form PS 600) and on the abstract of payments (Form PS 706), as provided by section 1233, paragraphs 9 and 10.

—of interest payments.

(c) Interest payments on a certificate, whether the principal is also withdrawn or remains on deposit, shall be entered as provided by section 1233, paragraphs 14, 15, and 16, and the total payments carried daily to the daily summary as therein provided.

—of proved totals of daily transactions.

(d) The value of certificates issued and paid shall be proved daily and the totals carried to the daily summary (Form PS 708), as provided by section 1223, paragraph 6, and section 1233, paragraph 10.

Balances in daily summary to be proved.

2. The daily summary shall be closed daily, all items of receipt and disbursement verified, and all balances proved. No entry need be made on days when no postal-savings business is transacted, but at the top of the page on which subsequent business is

recorded the dates on which no business was transacted shall be noted.

3. The postmaster shall report promptly to the Third Assistant Postmaster General, Division of Postal Savings, any loss of postal-savings records by fire or burglary or in any other manner. Loss of records to be reported.

4. At the close of business on the last day of each month the postmaster shall prepare an account current on Form PS 704 Account current, Form PS 704. by combining items shown in his daily summary (Form PS 708). The number of certificate forms of each denomination on hand at the close of the month, and their value, as shown by the daily summary, as well as the value of savings stamps, must be verified by an actual count of the stock before the report is rendered. The balance in the summary of depositors' accounts must be verified by adding the balances to the credit of the individual depositors, as shown by the depositors' cards (Form PS 600). After preparation the account current shall be carefully checked and promptly forwarded with abstract of issues, abstract of certificates paid, abstract of interest payments (Forms PS 705, and PS 706-a—709), all paid certificates, interest receipts, and other supporting vouchers to the Third Assistant Postmaster General, Division of Postal Savings, in the special envelope provided for that purpose. The Third Assistant Postmaster General may modify the requirements concerning postal-savings records and reports with respect to the larger post offices.

5. If the total of balances to the credit of the individual depositors, as shown by the depositors' cards (Form PS 600), does not agree with the amount shown by item No. 39 of the summary of depositors' accounts, the following action should be taken at once to discover the errors: Procedure in case of discrepancies.

(a) Examine all cards and envelopes to see that no errors in addition or subtraction have been made. If the error is not discovered in this operation, then—

(b) Verify the totals shown on the envelopes (Form PS 300) with the amount of unpaid duplicates filed therein. If the error is not discovered up to this point, then—

(c) The entries on depositors' cards (Form PS 600) should be checked with the records of certificates issued and paid. The data for certificates issued prior to July 1, 1917, will be found in the "Postmasters' register of certificates issued" (Form PS 509). The record of certificates issued subsequent to June 30, 1917, will be found on the stubs or duplicate certificates bound in the books from which the certificates were issued. The data for certificates paid prior to July 1, 1917, will be found in the "Postmasters' register of certificates paid" (Form PS 509-a). The data for certificates paid subsequent to June 30, 1917, will be found on the abstracts of certificates paid (Form PS 706).

(d) If the two items are not brought into balance within a reasonable time, that fact should be reported to the Third Assistant Postmaster General, Division of Postal Savings, when additional instructions will be furnished. This report should include the amount of the summary of depositors' accounts, the

total of all balances to the credit of the individual depositors, and the resulting difference.

Copies of reports and abstracts. When no business is transacted.

6. Postmasters shall keep copies of all reports and accompanying abstracts.

7. If no business is transacted during any month, an account current (Form PS 704), showing the cash, stock, and depositors' balances, shall be forwarded, and the words "No business transacted" written across the face of the cash account.

Signing of account current.

8. The account current shall be signed in ink by the postmaster, or in his absence by the assistant postmaster or other representative designated in accordance with sections 304, 305, and 306.

Monthly report on card, Form PS 541.

9. Promptly after the close of business on the last day of each month the postmaster shall mail a card (Form PS 541) containing statistical information concerning the postal-savings transactions of his office. This report shall be prepared in accordance with the instructions printed thereon, and shall not be inclosed with the account current.

When there are no transactions.

10. If there have been no transactions during any month, a copy of Form PS 541 shall be forwarded showing the business during the current fiscal year under the heading "From July 1 to date," and the balance to the credit of depositors. The words "No business transacted" shall be written in the column headed "This month."

Receipt for cash and stock transferred to new postmaster.

11. When a change of postmasters occurs, the retiring postmaster shall deliver all postal-savings stamps, unissued postal-savings certificates, and cash on hand to his successor, who shall make a careful inventory thereof and issue a receipt in duplicate (F. L. 71), prepared in accordance with the instructions printed thereon, for the stock and cash actually received by him. The incoming postmaster shall also check the amounts received for with the balances shown in the daily summary (Form PS 708) and the retiring postmaster's final account current (Form PS 704), and if a discrepancy is found which can not be reconciled the matter should at once be reported to the Third Assistant Postmaster General, Division of Postal Savings.

—forwarded with final report of retiring postmaster.

Delivery of records and supplies.

12. The retiring postmaster shall forward the original receipt with his final report to the Third Assistant Postmaster General, Division of Postal Savings. He shall deliver to his successor all postal-savings records, blank forms, dating stamps, and instructions which have been received from the department.

Separate reports for months.

13. When a change occurs during the month, each postmaster shall render a separate report covering that part of the month for which he has served.

AT STATIONS AND BRANCH OFFICES.

Records kept and reports rendered by stations.

Sec. 1238. In the absence of special instructions, a station designated as a postal-savings depository shall keep the usual records of postal-savings transactions and render to the postmaster at the close of each month a complete report on the regular account current and abstract forms. The station superintendent shall make a daily report to the postmaster on Form PS 621,

which shall be accompanied by the net postal-savings receipts of the day and the vouchers covering the day's transactions, and must be dispatched in time to permit the funds remitted to be included in the postmaster's bank deposit on the following day. In the absence of special instructions to the contrary, the daily summary kept at the main office shall be a record of the business transacted there and shall not include transactions at stations. The total cash received from stations shall be entered as an inserted debit item, and funds sent to stations similarly credited.

2. At the close of each month the postmaster shall prepare and forward a consolidated account current (Form PS 704) covering the business of the main office and all stations, with the abstracts and vouchers submitted by each station, and a recapitulation on Form PS 717 of the abstracts of issues and payments.

Postmaster's account current to include transactions at stations.

3. The superintendent of a station may be authorized by the postmaster to use postal or money-order funds in paying postal-savings certificates and to submit to the main office as a part of the daily remittance of postal or money-order funds a memorandum slip debiting postal-savings funds to the amount of other funds used. On receipt of this memorandum at the main office the necessary adjustment shall be made between the funds involved. Remittances from a station to the main office may, with the approval of the postmaster, be made in the form of checks or drafts, as provided by section 1230, paragraph 7.

Use of postal and money-order funds at station.

Remittances by checks and drafts.

4. The postmaster shall arrange to transmit to the station such postal-savings cash as may be needed to meet withdrawals in excess of its available funds. As a convenient method of furnishing stations with postal-savings funds, the postmaster may authorize each station superintendent to draw drafts on the main office (Form PS 316), within such limit as the postmaster may fix, which the superintendent may cash out of postal or money-order funds, or through near-by banks or business houses, if accepted without charge for exchange. The words "Drawing postmaster," on Form PS 316, should be stricken out and the words "Superintendent, station _____," inserted. The station superintendent drawing such drafts should forward with his daily report on Form PS 621 a statement showing the number and amount of each draft drawn on that day. All drafts thus drawn shall be entered in the records and reports of both the station and main office, as provided by section 1232, paragraphs 11 and 14. When the main office is not a central depository office, the paid drafts with accompanying abstracts need not be forwarded in advance of the monthly report.

Postal-savings cash furnished to stations.

Use of drafts on Form PS 316.

5. Stations shall be furnished from the main office with postal-savings certificates, stamps, and other supplies, and a separate account shall be kept at the main office showing the distribution of all certificates and stamps to the main office and stations. Postal-savings certificates and stamps transferred to or returned by a station should be accounted for, both at the main office and the station, by appropriate entries in the postal-savings-certificate

Supplies furnished to stations.

form account and the savings-stamp account of the daily summary. Postal-savings stamps shall not be accounted for as sold until actually sold.

Supply of certificates for postal stations.

6. The supply of postal-savings certificates furnished stations shall be held at the main office until such certificates are actually needed. Certificates furnished on requisition to stations shall consist of not more than one book of any series, except in cases where the issues in any month usually exceed one book. In such cases the matter should be brought to the attention of the Third Assistant Postmaster General, Division of Postal Savings, when special authority will be granted if deemed necessary. The clerk in charge of the supply of certificates at the main office and the clerk receipting for the certificates at the station shall each make a careful examination of each book to see that there are no missing certificates.

Records kept and reports rendered by branch offices.

7. A branch post office, designated as a postal-savings depository, shall keep the usual records of postal-savings transactions, and at the close of each month the superintendent shall prepare for the signature of the postmaster a complete account current on Form PS 704, with abstracts and vouchers covering the business of the branch office for the month. The postmaster shall sign and forward the report for the branch office with the monthly account current for the main office. The transactions at the branch office shall not be included in the records and reports for the main office.

Deposits in local banks.

8. Local banks in a town served by a branch post office transacting postal-savings business are entitled to qualify for the deposits if they desire to do so. (See sec. 1229, par. 2.) If one or more local banks qualify, the postmaster will be authorized to instruct the superintendent to deposit the postal-savings receipts in such banks and to obtain funds to meet withdrawals by checking on the bank designated for that purpose, all such transactions of the superintendent to be in the name of the postmaster. In making such bank deposits and withdrawals the superintendent shall be guided by the procedure set forth in sections 1229, 1231, and paragraphs 5, 6, and 7 of section 1232. Surplus funds shall be remitted to the main office, as provided by section 1230, paragraph 8.

Remittance of funds to main office.

9. In the absence of special instructions the superintendent at the branch office shall remit his surplus postal-savings receipts daily to the main office in time to be included with the postmaster's bank deposit on the following day, which shall be entered in the daily summary of the main office as "Received from branch offices." The postmaster shall issue a receipt on Form PS 313 for each remittance received from a branch office, and shall enter the date and amount of each such remittance in Abstract D on the back of the monthly account current submitted for the main office under a special heading reading "Funds received from branches." The remittances shall be entered in Abstract C on the back of the account current rendered for the branch office. Special entries in Abstract D will not be required at central depository offices where Form PS 519 is used.

10. The superintendent at a branch office may be authorized to use postal or money-order funds in paying postal-savings certificates and to make remittances to the main office in the manner provided by paragraph 3 of this section. The postmaster shall arrange to transmit to the branch office cash needed to meet withdrawals in excess of the available funds. All remittances thus sent shall be entered in Abstract C on the back of the monthly account current submitted by the main office. Funds received at a branch from the main office shall be shown in Abstract D on the back of the monthly account current of the branch office under the special heading "Funds received from main office."

Use of postal or money-order funds at branch offices.

11. As a convenient method of providing a branch office with funds to meet withdrawals, the postmaster may authorize the superintendent of the branch to draw drafts on the main office (Form PS 316), as provided by paragraph 4 of this section, such drafts to be entered in the records and reports of both the branch and main office, as therein provided.

Use of drafts on Form PS 316 to provide branch offices with funds.

12. A branch office shall be furnished with postal-savings certificates, stamps, and other supplies from the main office, and such transfers shall be entered, as provided by paragraph 5 of this section.

Supplies furnished to branch offices.

13. The supply of postal-savings certificates furnished branch offices shall be held at the main office until such certificates are actually needed. Certificates furnished on requisition to branch post offices shall consist of not more than one book of any series except in cases when the issues in any month usually exceed one book. In such cases the matter should be brought to the attention of the Third Assistant Postmaster General, Division of Postal Savings, when special authority will be granted if deemed necessary. The clerk in charge of the supply of certificates at the main office and the clerk receipting for the certificates at the branch office shall each make a careful examination of each book to see that there are no missing certificates.

Supply of certificates for branch post offices.

14. A single statistical report on card Form PS 541 shall be forwarded showing the consolidated business of the main office, stations, and branches.

Statistical report.

TRANSFER OF ACCOUNTS BETWEEN OFFICES.

Sec. 1239. The account of a postal-savings depositor may be transferred between depositories without cost or loss of interest. A depositor desiring to have his account transferred shall be furnished with a depositor's application for transfer of account (Form PS 612-a), which shall be handled in accordance with the instructions contained thereon.

Depositor's account may be transferred between depositories.

Application Form PS 612-a.

MISCELLANEOUS PROVISIONS.

Sec. 1240. The final judgment, order, or decree of any court of competent jurisdiction adjudicating any right or interest in the credit of any sum 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

Adjudication of courts conclusive as to rights in postal-savings funds.

1910, June 25; 36 Stat. 819.

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 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.

Note.

NOTE.—This statute is held to provide for recognizing the judicial determination of cases involving the disputed ownership of postal-savings deposits, but since moneys accepted by the Government under the postal-savings act assume the nature of public funds they are not subject to ordinary proceedings of attachment, garnishment, or execution (*Buchanan v. Alexander*, 4 Howard U. S. 19; 14 Am. & Eng. Ency. Law 814; *Shinn*, Attachment and Garnishment, sec. 505). In order to be recognized as affecting the title to postal-savings deposits, the judgment, order, or decree of the court must establish specifically the ownership of the postal-savings deposits in controversy.

Legal proceedings affecting deposits to be reported.

2. Postmasters shall promptly report to the Third Assistant Postmaster General, Division of Postal Savings, any claim made or legal proceedings instituted for the purpose of affecting the payment of postal-savings deposits, forwarding at the same time any legal papers served upon them in connection therewith. Payment of withdrawals involving disputed accounts shall be withheld pending instructions from the department.

Privacy of accounts.

1910, June 25; 36 Stat. 818.

Sec. 1241. 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.

No information concerning accounts to be given except to depositor or representative of his estate.

2. Postmasters and postal employees shall not disclose the name of any postal-savings depositor, nor give any information concerning a particular account, to any person other than the depositor himself, unless specially authorized to do so by the Third Assistant Postmaster General, except when a depositor is deceased or has been adjudged mentally incompetent, in which case information relative to the amount on deposit may be furnished to the duly appointed legal representative or the next of kin: *Provided*, That nothing in this regulation shall prohibit the giving of such information to post-office inspectors.

Funds to be kept separate.

1910, June 25; 36 Stat. 818.

Sec. 1242. 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.

Postal-savings funds used to cash certain negotiable paper.

2. Postmasters may cash out of postal-savings funds checks covering interest on postal-savings bonds and other checks or negotiable paper of the Postal Savings System provided they are received from responsible persons whose indorsement on such paper the postmaster is willing to guarantee. He may also cash out of such funds coupons covering interest on postal-savings bonds. Such checks and coupons must be included in his next deposit or remittance of postal-savings funds in lieu of a like amount of cash and so treated in his records and reports.

Sec. 1243. 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 savings depositories to give any additional bond he may deem necessary. (See secs. 109 and 110.)

Accounting statutes.
1910, June 25 ;
36 Stat. 818.

2. Unbonded clerks shall not be assigned to the transaction of postal-savings business at depository offices unless such assignment is specially authorized by the First Assistant Postmaster General.

Postal-savings clerks to be bonded.

Sec. 1244. The faith of the United States is solemnly pledged to the payment of the deposits made in postal savings depository offices, with accrued interest thereon as herein provided.

Pledge for repayment of deposits.

1910, June 25 ;
36 Stat. 819.

Sec. 1245. Correspondence with the department concerning a depositor's account shall specify the name of the depositor and, when necessary, the number of his account and the amount on deposit. Letters should not be inclosed with monthly reports unless they refer to the inclosures.

Correspondence.

Facts to be specified.

Letters not to be inclosed with reports.

2. Official communications on postal-savings business shall be transmitted in penalty envelopes.

Use of penalty envelopes.

3. When it becomes necessary for a postmaster to communicate with a depositor at an address in a foreign country, except Canada, Cuba, Mexico, and Panama, the letter and any accompanying inclosures shall be placed in an envelope properly addressed to the depositor (but which shall not be sealed) and shall be forwarded under cover to the Third Assistant Postmaster General, Division of Postal Savings, at Washington, for the affixing of the necessary postage.

Letters to depositors in foreign countries.

TITLE TEN.

TRANSPORTATION OF THE MAILS.

CHAPTER 1.

POST ROADS AND ESTABLISHMENT OF MAIL SERVICE.

- Post roads.**
R. S. § 3964.
—waters of United States.
—railroads.
—canals.
—plank roads.
—roads to courthouses, etc.
—letter-carrier routes.
—public roads and highways.
1884, Mar. 1; 23 Stat. 3.
Note.
Post roads.
- Sec. 1246.** The following are established post roads:
All the waters of the United States during the time the mail is carried thereon.
All railroads or parts of railroads which are now or hereafter may be in operation.
All canals, during the time the mail is carried thereon.
All plank roads, during the time the mail is carried thereon.
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.
All letter-carrier routes established in any city or town for the collection and delivery of mail matters.
2. All public roads and highways while kept up and maintained as such are hereby declared to be post routes.
- NOTE.**—Prior to the act of March 1, 1884, all post roads were established by specific acts of Congress; but inasmuch as all public roads and highways, while kept up and maintained as such, are now post routes, this is no longer necessary. R. S. § 3972, authorizing the Postmaster General, where there is more than one road between places designated by law for a post road, to designate which shall be the post road, is obsolete in view of the act of March 1, 1884.
- Postmaster General to provide for carrying mail on post-roads.**
R. S. § 3965.
Note.
- Sec. 1247.** The Postmaster General shall provide for carrying the mail on all post roads established by law, as often as he, having due regard to productiveness and other circumstances, may think proper.
- NOTE.**—As under the act of March 1, 1884 (sec. 1246), 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.
- Change of terminus of post roads.**
R. S. § 3973.
Note.
- Sec. 1248.** The Postmaster General may change the terminus of post roads connecting with or intersecting railways when the service can be thereby improved.
- 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.
- County seats to be supplied with mail.**
R. S. § 3966.
- Sec. 1249.** 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.
- Transportation of mail to and from post offices.**
R. S. § 3975.
- Sec. 1250.** The Postmaster General may, when he deems it advisable, contract for the transportation of the mails to and from any post office.

Sec. 1251. 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.

Transportation of domestic mails through foreign countries.

R. S. § 4006.

Sec. 1252. 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.

Mail retarded on account of bulk.

R. S. § 3994.
1875, Feb. 18;
18 Stat. 319.
—when letters may be carried separately.

Sec. 1253. Whenever, in the opinion of the Postmaster General, the postal service can not be safely continued, the revenues collected, or the laws maintained on any post road, he may discontinue the service on such road or any part thereof until the same can be safely restored.

Discontinuance of service on any road.

R. S. § 3974.

Sec. 1254. No postmaster, assistant postmaster, or clerk employed in any post office shall be a contractor or concerned in any contract for carrying the mail.

Postmasters and employees not to be contractors.

R. S. § 3850.
—immediate family of postmaster or assistant included.

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, or contractor, or subcontractor, or to receive compensation for carrying the mails. (See secs. 66 and 1296.)

See sec. 1318 as to contracts by postmasters, assistant postmasters, and clerks at offices of third and fourth class for mail-messenger service; sec. 1614 as to penalty for being interested in contract or acting as agent for contractor.

Sec. 1255. The Secretary of Agriculture, in cooperation with the Postmaster General, may arrange a plan by which there shall be displayed on all cars and other conveyances used for transporting United States mail suitable flags or other signals to indicate weather forecasts, cold-wave warnings, frost warnings, and so forth, to be furnished by the Chief of the Weather Bureau.

Display of weather signals on cars and vehicles transporting the mail.

1896, Apr. 25;
29 Stat. 108.

CHAPTER 2.

GOVERNMENT MONOPOLY OF MAIL TRANSPORTATION.

PRIVATE EXPRESS: CARRYING OF LETTERS OUTSIDE OF MAIL BY COMMON CARRIERS, VESSELS, MAIL CARRIERS, ETC.

Sec. 1256. 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:

Conveying mail by private express.

1909, Mar. 4,
ch. 321, § 181;
35 Stat. 1123.

Punishment.

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.

Letters delivered to post offices in bulk by freight, express, etc.

2. Postmasters are not precluded by this section from accepting for mailing letters delivered to them in bulk by freight, express, mail, or messenger: *Provided*, Each of such letters bears the return card of a person or firm located within the delivery limits of their offices: *And provided further*, That each of such letters is duly directed and properly sealed and bears the proper postage, which should be purchased at the office of mailing. Under such conditions the office of mailing is construed to be the office of origin under the postal laws and regulations.

Note. Government monopoly of transportation of letters.

NOTE.—The Congress, under authority of the Constitution (sec. 1), has vested in the Post Office Department an absolute monopoly of the transportation of letters and packets by regular trips or at stated periods over all post routes. The above proviso and 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. 1246.)

Definition of "packet."

See secs. 1633 and 1634 as to penalty for obstruction and detention of mails; sec. 1632 as to penalty for use of sign "U. S. Mail," etc.; sec. 271 as to recovery of penalties.

When conveyance by private persons is lawful.

Sec. 1257. 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.

R. S. § 3992, 1909, Mar. 4, ch. 321, § 136; 35 Stat. 1124.

When letters may be carried out of the mail.

Sec. 1258. All letters inclosed in stamped envelopes, if the postage stamp is of a denomination sufficient to cover the postage that would be chargeable thereon if the same were sent by mail, may be sent, conveyed, and delivered otherwise than by mail, provided such envelope shall be duly directed and properly sealed, so that the letter can not be taken therefrom without defacing the envelope, and the date of the letter or of the transmission or receipt thereof shall be written or stamped upon the envelope. But the Postmaster General may suspend the operation of this section upon any mail route where the public interest may require such suspension.

R. S. § 3993. —in stamped envelopes.

Suspension of this section.

Note.

NOTE.—"Stamped envelopes" means Government stamped envelopes. (See sec. 148.)

Transporting persons unlawfully conveying mail.

Sec. 1259. 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.

R. S. § 3983, 1909, Mar. 4, ch. 321, § 182; 35 Stat. 1124.

Penalty.

Sending letters by private express.

Sec. 1260. 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.

R. S. § 3984, 1909, Mar. 4, ch. 321, § 183; 35 Stat. 1124.

Penalty.

Carrying letters out of the mail over post routes.

Sec. 1261. 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

R. S. § 3985, 1909, Mar. 4, ch. 321, § 184; 35 Stat. 1124.

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. 1258 as to transportation outside of mail letters inclosed in stamped envelopes; sec. 1265 as to ship letters; sec. 271 as to recovery of penalties.

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.

Letters which may be carried by common carriers outside mail.

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 connecting lines.

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.

—for eating houses.

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. 1262. 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.

R. S. § 3981.
1909, Mar. 4, ch. 321, § 180;
35 Stat. 1123.

Sec. 1263. Contractors or mail carriers may convey, out of the mail, newspapers for sale or distribution to subscribers.

Punishment. Newspapers may be carried out of the mail.

NOTE.—Postage on such newspapers when placed in post office must be paid by stamps affixed at the transient second-class rate. (See sec. 419.) The United States only assumes a monopoly of the transportation of letters and packets. (Sec sec. 1256.)

R. S. § 3888.
Note.

Sec. 1264. 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. 1536 as to acceptance of mail from public by railway postal clerks.

Vessels to deliver letters at post office before entry.

R. S. § 3988.
1909, Mar. 4,
ch. 321, § 204;
35 Stat. 1127.

Oath.

Sec. 1265. 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:

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.

Penalty for failure.

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.

See sec. 1381 as to delivery at post office of letters by master of vessel and payment therefor; sec. 1409 as to penalty for foreign vessels not delivering letters at post office on arrival, etc.; sec. 500 as to retaliatory postage on letters carried to or from United States on foreign vessels; sec. 390 as to postage on ship letters.

Carrying letters out of the mail on vessels.

R. S. § 3986.
1909, Mar. 4,
ch. 321, § 185;
35 Stat. 1124.

Punishment.
Illegal carrying of mail, report of.

Sec. 1266. 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.

Sec. 1267. 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.
1880, June 11;
21 Stat. 177.

—of any car or vehicle.
—of store or building.

Sec. 1268. The Postmaster General may, by a letter or authorization under his hand, to be filed among the records of his department, empower any special agent (post-office inspector) or other officer of the Post Office Establishment to make searches for mailable matter transported in violation of law; and the agent (inspector) 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 (inspector) or officer has reason to believe that mailable matter, transported contrary to law, may therein be found.

Authority for search of vessels and seizure of letters.

R. S. § 3989.
1880, June 11;
21 Stat. 177.

Sec. 1269. Any special agent (post-office inspector) 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.
1880, June 11;
21 Stat. 177.

Period of detention.

Sec. 1270. Any special agent (post-office inspector) 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.

Sec. 1271. Every package or parcel seized by any special agent (post-office inspector) 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. 1880, June 11; 21 Stat. 177. Proceedings to enforce forfeiture.

See sec. 651 as to return to sender of letters or other matter seized or detained for violation of law; sec. 271 as to disposition of penalties and forfeitures.

CHAPTER 3.

TRANSPORTATION OF MAILS BY RAILROADS.

AUTHORIZATION, RATES AND REQUIREMENTS OF SERVICE.

Sec. 1272. The Postmaster General is authorized and directed to readjust the compensation to be paid to railroad companies from and after the thirtieth day of June, nineteen hundred and sixteen, or as soon thereafter as may be practicable, for the transportation and handling of the mails and furnishing facilities and services in connection therewith upon the conditions and at the rates hereinafter provided.

Adjustment of compensation. (Space basis act.) 1916, July 28; 39 Stat. 425 to 431.

2. The Postmaster General may state railroad mail routes and authorize mail service thereon of the following four classes, namely: Full railway post-office car service, apartment railway post-office car service, storage-car service, and closed-pouch service.

Classes of service.

3. Full railway post-office car mail service shall be service by cars forty feet or more in length, constructed, fitted up, and maintained for the distribution of mails on trains. The authorizations of full railway post-office cars shall be for standard-sized cars sixty feet in length, inside measurement, except as hereinafter provided.

—full R. P. O. cars.

4. Apartment railway post-office car mail service shall be service by apartments less than forty feet in length in cars constructed, fitted up, and maintained for the distribution of mails on trains. Two standard sizes of apartment railway post-office cars may be authorized and paid for, namely, apartments fifteen feet and thirty feet in length, inside measurement, except as hereinafter provided.

—apartment R. P. O. cars.

5. Storage-car mail service shall be service by cars used for the storage and carriage of mails in transit other than by full and apartment railway post-office cars. The authorizations for storage cars shall be for cars sixty feet in length, inside measurement, except as hereinafter provided: *Provided*, That storage space in units of three feet, seven feet, fifteen feet, and thirty feet, both sides of car, may be authorized in baggage cars at not exceeding pro rata of the rates hereinafter named for sixty-foot storage cars.

—storage cars.

6. Service by full and apartment railway post-office cars and storage cars shall include the carriage therein of all mail matter, equipment, and supplies for the mail service and the employees of the Postal Service or Post Office Department, as shall be directed by the Postmaster General to be so carried.

—scope of car service.

—closed-pouch service defined.

Rates per mile and initial and terminal allowances.

7. Closed-pouch mail service, shall be the transportation and handling by railroad employees of mails on trains on which full or apartment railway post-office cars are not authorized, except as hereinbefore provided. The authorizations for closed-pouch service shall be for units of seven feet and three feet in length, both sides of car.

8. The rates of payment for the services authorized in accordance with this section shall be as follows, namely:

9. For full railway post-office car mail service at not exceeding 21 cents for each mile of service by a sixty-foot car.

10. In addition thereto he may allow not exceeding \$4.25 as a combined initial and terminal rate for each one-way trip of a sixty-foot car.

11. For apartment railway post-office car mail service at not exceeding 11 cents for each mile of service by a thirty-foot apartment car and 6 cents for each mile of service by a fifteen-foot apartment car.

12. In addition thereto he may allow not exceeding \$2.75 as a combined initial and terminal rate for each one-way trip of a thirty-foot apartment car and \$2 as a combined initial and terminal rate for each one-way trip of a fifteen-foot apartment car.

13. For storage-car mail service at not exceeding 21 cents for each mile of service by a sixty-foot car.

14. In addition thereto he may allow not exceeding \$4.25 as a combined initial and terminal rate for each one-way trip of a sixty-foot car.

15. For closed-pouch service, at not exceeding 1½ cents for each mile of service when a three-foot unit is authorized, and 3 cents for each mile of service when a seven-foot unit is authorized.

16. In addition thereto he may allow not exceeding 25 cents as the combined initial and terminal rate for each one-way trip of a three-foot unit of service and 50 cents as a combined initial and terminal rate for each one-way trip of a seven-foot unit of service.

Notes.

NOTES.—The line rates for railway post-office cars and apartments, storage, and closed-pouch service (see pars. 9, 11, 13, and 15 of the act) were changed by the order of the Interstate Commerce Commission. (See sec. 1273.)

The initial and terminal rates named in the act (see pars. 10, 12, 14, and 16) were canceled and abolished by the order of the Interstate Commerce Commission, payment in lieu thereof being included in the line rates prescribed by the commission. (See sec. 1273.)

Oversize and undersize cars.

17. Where authorizations are made for cars of the standard lengths of sixty, thirty, and fifteen feet, as provided by this section, and the railroad company is unable to furnish such cars of the length authorized, but furnishes cars of lesser length than those authorized, but which are determined by the Department to be sufficient for the service, the Postmaster General may accept the same and pay only for the actual space furnished and used, the compensation to be not exceeding pro rata of that provided by this section for the standard length so authorized: *Provided*, That the Postmaster General may accept cars and apartments of greater length than those of the standard requested, but no compensation shall be allowed for such excess lengths.

Land-grant rates.

18. Railroad companies whose railroads were constructed in whole or in part by a land grant made by Congress, on the condition that the mails should be transported over their roads at such price as Congress should by law direct, shall receive only eighty per centum of the compensation otherwise authorized by this section.

Initial and terminal rates.—service covered by.

19. The initial and terminal rates provided for herein shall cover expenses of loading and unloading mails, switching, lighting, heating, cleaning mail cars, and all other expenses incidental to station service and required by the Postmaster General in connection with the mails that are not included in the car-mile rate. The allowance for full railway post-office cars, apartment railway

post-office cars, and storage cars may be varied in accordance with the approximate difference in their respective cost of construction and maintenance. (See note following par. 16 of the act.) —may be varied.

20. In computing the car miles of the full railway post-office cars and apartment railway post-office cars, the maximum space authorized in either direction of a round-trip car run shall be regarded as the space to be computed in both directions, unless otherwise mutually agreed upon. R. P. O. space to be computed in both directions.

21. In computing the car miles of storage cars, the maximum space authorized in either direction of a round-trip car run shall be regarded as the space to be computed in both directions, unless the car be used by the company in the return movement, or otherwise mutually agreed upon. Computation of storage space.

22. New service and additional service may be authorized not exceeding the rates herein provided, and service may be reduced or discontinued with pro rata reductions in pay, as the needs of the Postal Service may require: *Provided*, That no additional pay shall be allowed for additional service unless specifically authorized by the Postmaster General. Authorization and discontinuance of service.

23. The Postmaster General is authorized to make special contracts with the railroad companies for the transportation of the mails where in his judgment the conditions warrant the application of higher rates than those herein specified, and make report to Congress of all cases where such special contracts are made and the terms and reasons therefor. Special contracts with railroad companies.

24. All cars or parts of cars used for the Railway Mail Service shall be of such construction, 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, lighted, and cleaned by and at the expense of the railroad companies. No pay shall be allowed for service by any railway post-office 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. No pay shall be allowed for service by 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 service by any wooden full railway post-office car run in any train between adjoining steel cars, or between the engine and a steel car adjoining. After the first of July, nineteen hundred and seventeen, the Postmaster General shall not approve or allow to be used or pay for service by, any full railway post-office car not constructed of steel or steel underframe or equally indestructible material; and all full railway post-office cars accepted for this service and contracted for by the railroad companies hereafter shall be constructed of steel. Until July first, nineteen hundred and seventeen, in cases of emergency and in cases where the necessities of the service require it, the Postmaster General may provide for service by full railway post-office cars of other than steel or steel underframe construction, and fix therefor such rate of compensation within the maximum herein provided as shall give consideration to the inferior character of construction, and the railroad companies shall furnish service by such cars at such rates so fixed. Construction and maintenance of cars.

25. Service over property owned or controlled by another company or a terminal company shall be considered service of the railroad company using such property and not that of the other or terminal company: *Provided*, That service over land-grant road shall be paid for as herein provided. Service performed by one carrier over property of another.

26. Railroad companies carrying the mails shall furnish all necessary facilities for caring for and handling them while in their custody. They shall furnish all cars or parts of cars used in the transportation and distribution of the mails, except as herein otherwise provided, and place them in stations before the departure of trains at such times and when required to do so. They Necessary facilities for protecting and handling mails to be provided by railroad companies.

shall provide station space and rooms for handling, storing, and transfer of mails in transit, including the separation thereof, by packages for connecting lines, and such distribution of registered mail in transit as may be necessary, and for offices for the employees of the Railway Mail Service engaged in such station work when required by the Postmaster General, in which mail from station boxes may be distributed if it does not require additional space.

Penalty for failure to furnish and maintain cars or apartments.

27. If any railroad company carrying the mails shall fail or refuse to provide cars or apartments in cars for distribution purposes when required by the Postmaster General, or shall fail or refuse to construct, fit up, maintain, heat, light, and clean such cars and provide such appliances for use in case of accident as may be required by the Postmaster General, it shall be fined such reasonable sum as may, in the discretion of the Postmaster General, be deemed proper.

Railroad companies required under penalty to transport mail, supplies, etc.

28. The Postmaster General shall in all cases decide upon what trains and in what manner the mails shall be conveyed. Every railroad company carrying the mails shall carry on any train it operates, and with due speed, all mailable matter, equipment, and supplies directed to be carried thereon. If any such railroad company shall fail or refuse to transport the mails, equipment, and supplies when required by the Postmaster General on any train or trains it operates, such company shall be fined such reasonable amount as may, in the discretion of the Postmaster General, be deemed proper.

Deductions of pay for reduced service and imposition of fines for delinquencies.

29. The Postmaster General may make deductions from the pay of railroad companies carrying the mails under the provisions of this section for reduction in service or infrequency of service where, in his judgment, the importance of the facilities withdrawn or reduced requires it, and impose fines upon them for delinquencies. He may deduct the price of the value of the service in cases where it is not performed, and not exceeding three times its value if the failure be occasioned by the fault of the railroad company.

Combined steamboat and railroad service.

30. The provisions of this section shall apply to service operated by railroad companies partly by railroad and partly by steamboats.

Mails conveyed in freight trains.

31. The provisions of this section respecting the rates of compensation shall not apply to mails conveyed under special arrangement in freight trains, for which rates not exceeding the usual and just freight rates may be paid, in accordance with the classifications and tariffs approved by the Interstate Commerce Commission.

Reports of service performed.

32. Railroad companies carrying the mails shall submit, under oath, when and in such form as may be required by the Postmaster General, evidence as to the performance of service.

Transportation of mail matter at rates paid by express companies.

33. The Postmaster General shall, from time to time, request information from the Interstate Commerce Commission as to the revenue received by railroad companies from express companies for services rendered in the transportation of express matter, and may, in his discretion, arrange for the transportation of mail matter other than of the first class at rates not exceeding those so ascertained and reported to him, and it shall be the duty of the railroad companies to carry such mail matter at such rates fixed by the Postmaster General.

Carload and less-than-carload rate of fourth-class matter and periodicals.

34. The Postmaster General is authorized, in his discretion, to petition the Interstate Commerce Commission for the determination of a postal carload or less-than-carload rate for transportation of mail matter of the fourth class and periodicals, and may provide for and authorize such transportation, when practicable, at such rates, and it shall be the duty of the railroad companies to provide and perform such service at such rates and on the conditions prescribed by the Postmaster General.

35. The Postmaster General may, in his discretion, distinguish between the several classes of mail matter and provide for less frequent dispatches of mail matter of the third and fourth classes and periodicals when lower rates for transportation or other economies may be secured thereby without material detriment to the service.

Postmaster General may distinguish between the several classes of mail matter.

36. The Postmaster General is authorized to return to the mails, when practicable for the utilization of car space paid for and not needed for the mails, postal cards, stamped envelopes, newspaper wrappers, empty mail bags, furniture, equipment, and other supplies for the Postal Service.

Return to the mails of equipment, supplies, etc.

37. The Postmaster General, in cases of emergency between October first and April first of any year, may hereafter return to the mails empty mail bags and other equipment theretofore withdrawn therefrom as required by law, and, where such return requires additional authorization of car space under the provisions of this section, to pay for the transportation thereof as provided for herein out of the appropriation for inland transportation by railroad routes.

Empty mail bags, etc., to be returned to the mails.

38. The Postmaster General may have the weights of mail taken on railroad mail routes, and computations of the average loads of the several classes of cars and other computations for statistical and administrative purposes made at such times as he may elect, and pay the expense thereof out of the appropriation for inland transportation by railroad routes.

Weighing of the mails.

39. Pending the decision of the Interstate Commerce Commission, as hereinafter provided for, the existing method and rates of railway mail pay shall remain in effect, except on such routes or systems as the Postmaster General shall select, and to the extent he may find it practicable and necessary to place upon the space system of pay in the manner and at the rates provided in this section, with the consent and approval of the Interstate Commerce Commission, in order to properly present to the Interstate Commerce Commission the matters hereinafter referred thereto: *Provided*, That if the final decision of the Interstate Commerce Commission shall be adverse to the space system, and if the rates established by it under whatever method or system is adopted shall be greater or less than the rates under this section, the Postmaster General shall readjust the compensation of the carriers on such selected routes and systems in accordance therewith, from the dates on which the rates named in this section became effective.

Operation of service pending decision of Interstate Commerce Commission.

40. All railway common carriers are hereby required to transport such mail matter as may be offered for transportation by the United States in the manner, under the conditions, and with the service prescribed by the Postmaster General and shall be entitled to receive fair and reasonable compensation for such transportation and for the service connected therewith.

Railway common carriers required to transport the mails.

41. The Interstate Commerce Commission is hereby empowered and directed as soon as practicable to fix and determine from time to time the fair and reasonable rates and compensation for the transportation of such mail matter by railway common carriers and the service connected therewith, prescribing the method or methods by weight, or space, or both, or otherwise, for ascertaining such rate or compensation, and to publish the same, and orders so made and published shall continue in force until changed by the commission after due notice and hearing.

Interstate Commerce Commission empowered to fix rates and compensation.

42. In fixing and determining the fair and reasonable rates for such service the commission shall consider the relation existing between the railroads as public service corporations and the Government, and the nature of such service as distinguished, if there be a distinction, from the ordinary transportation business of the railroads.

Commission to consider relation existing between railroads and the Government.

43. The procedure for the ascertainment of said rates and compensation shall be as follows:

Procedure of
ascertainment of
rates and com-
pensation.

44. Within three months from and after the approval of this act, or as soon thereafter as may be practicable, the Postmaster General shall file with the commission a statement showing the transportation required of all railway common carriers, including the number, equipment, size, and construction of the cars necessary for the transaction of the business; the character and speed of the trains which are to carry the various kinds of mail; the service, both terminal and en route, which the carriers are to render; and all other information which may be material to the inquiry, but such other information may be filed at any time in the discretion of the commission.

Postmaster
General author-
ized to employ
clerical and other
assistance and
rent quarters.

45. The Postmaster General is authorized to employ such clerical and other assistance as shall be necessary to carry out the provisions of this section, and to rent quarters in Washington, District of Columbia, if necessary, for the clerical force engaged thereon, and to pay for the same out of the appropriation for inland transportation by railroad routes. The Postmaster General shall file with the commission a comprehensive plan for the transportation of the mails on said railways and shall embody therein what he believes to be the reasonable rate or compensation the said railway carriers should receive.

Commission to
give each carrier
30 days' notice.

46. Thereupon the commission shall give notice of not less than thirty days to each carrier so required to transport mail and render service, and upon a day to be fixed by the commission, not later than thirty days after the expiration of the notice herein required, each of said carriers shall make answer and the commission shall proceed with the hearing as now provided by law for other hearings between carriers and shippers or associations.

Testimony, etc.

47. All the provisions of the law for taking testimony, securing evidence, penalties, and procedure are hereby made applicable.

Classification of
carriers.

48. For the purpose of determining and fixing rates or compensation hereunder the commission is authorized to make such classification of carriers as may be just and reasonable and, where just and equitable, fix general rates applicable to all carriers in the same classification.

Additional
weighing of the
mails.

49. Pending such hearings, and the final determination of the question, if the Interstate Commerce Commission shall determine that it is necessary or advisable, in order to carry out the provisions of this section, to have additional and more frequent weighing of the mails for statistical purposes, the Postmaster General, upon request of the commission, shall provide therefor in the manner now prescribed by law, but such weighing need not be for more than thirty days.

Establishment
of rate or com-
pensation by or-
der of commis-
sion.

50. At the conclusion of the hearing the commission shall establish by order a fair, reasonable rate or compensation to be received, at such stated times as may be named in the order, for the transportation of mail matter and the service connected therewith, and during the continuance of the order the Postmaster General shall pay the carrier from the appropriation herein made such rate or compensation.

Reexamination
after six months.

51. Either the Postmaster General or any such carrier may at any time after the lapse of six months from the entry of the order assailed apply for a reexamination, and thereupon substantially similar proceedings shall be had with respect to the rate or rates for service covered by said application, provided said carrier or carriers have an interest therein.

Commission
vested with pow-
ers authorized by
law in the in-
vestigation.

52. For the purposes of this section the Interstate Commerce Commission is hereby vested with all the powers which it is now authorized by law to exercise in the investigation and ascertainment of the justness and reasonableness of freight, passenger, and express rates to be paid by private shippers.

Land-grant
rates.

53. The Interstate Commerce Commission shall allow to railroad companies whose railroads were constructed in whole or in part by a land grant made by Congress on condition that the mails should be transported over their roads at such price as

Congress should by law direct only eighty per centum of the compensation paid other railroads for transporting the mails and all service by the railroads in connection therewith.

54. The existing law for the determination of mail pay, except as herein modified, shall continue in effect until the Interstate Commerce Commission under the provisions hereof fixes the fair, reasonable rate or compensation for such transportation and service. Existing law to continue in effect pending decision of commission.

55. That the appropriations for inland transportation by railroad routes and for railway post-office car service for the fiscal year ending June thirtieth, nineteen hundred and seventeen, are hereby made available for the purposes of this section. Appropriations made available.

56. That it shall be unlawful for any railroad company to refuse to perform mail service at the rates or methods of compensation provided by law when required by the Postmaster General so to do, and for such offense shall be fined \$1,000. Each day of refusal shall constitute a separate offense. Penalty for refusal of railroad company to perform mail service.

Sec. 1273. This case having been initiated under the provisions of the act of July 28, 1916 (39 Stat., 412, 425-431), and having been duly heard and submitted by the parties, and full investigation of the matters and things involved having been had, and the Commission having, on the date hereof, made and filed a report containing its findings of fact and conclusions thereon, which said report is hereby referred to and made a part hereof: Railway mail pay. I. C. C. order Dec. 23, 1919.

It is ordered, That the following system, rules, and ratings be established on or before March 1, 1920, and be observed, maintained, and applied to the transportation of mail matter of the United States by railroads subject to the act of July 28, 1916, *supra*, until further order or orders of this Commission:

1. That the space-basis system inaugurated under the authority of the act of July 28, 1916, *supra*, shall be continued as herein modified and be extended to all mail routes; and that the Postmaster General shall, on or before March 1, 1920, place on the space basis the routes now paid on the weight basis. Space basis established.

2. That the initial and terminal allowances permitted in the act shall be canceled and abolished, payment in lieu thereof being included in the rates hereinafter prescribed. Initial and terminal allowance abolished.

3. (a) That the fair and reasonable rates of payment for transportation of mail matter as of November 1, 1916, and to January 1, 1918, are as follows: Rates for transportation between Nov. 1, 1916, and Jan. 1, 1918.

| | Cents. |
|---|--------|
| For each mile of service by a 60-foot R. P. O. car..... | 27 |
| For each mile of service by a 30-foot apartment car..... | 15 |
| For each mile of service by a 15-foot apartment car..... | 10 |
| For each mile of service by a 60-foot storage car..... | 28 |
| For each mile of service by a 30-foot storage space..... | 15 |
| For each mile of service by a 15-foot storage space..... | 8 |
| For each mile of service by a 7-foot storage space..... | 4½ |
| For each mile of service by a 3-foot storage space..... | 2½ |
| For each mile of service by a 15-foot closed pouch space..... | 10 |
| For each mile of service by a 7-foot closed pouch space..... | 5 |
| For each mile of service by a 3-foot closed pouch space..... | 3 |

(b) For separately operated railroads not exceeding 100 miles in length, and not less than 50 miles in length, 20 per cent additional to the above rates; and separately operated railroads less than 50 miles in length, 50 per cent additional: *Provided*, That the minimum payment on any mail route, over any part of which mail is transported not less than six days a week, shall be \$50 per mile per annum. —separately operated railroads.

(c) The fair and reasonable rates on and after January 1, 1918, are 25 per cent additional to the rates prescribed as of November 1, 1916. This increase is applicable to the minimum payment of \$50 per mile per annum. —on and after Jan. 1, 1918.

NOTE.—The last sentence of par. (c) is contained in the order of the Interstate Commerce Commission of June 13, 1921. Note.

—land grant.

(d) The law fixes the rates for railroads which were constructed in whole or in part by a land grant made by Congress at 80 per cent of those herein prescribed.

Rate for 70-ft. storage cars on and after Dec. 1, 1921.

I. C. C. order Nov. 18, 1921.

Oversize and undersize R. P. O. cars and apartments.

I. C. C. order Nov. 18, 1921.

(e) The fair and reasonable rate of payment for transportation of mail matter on and after December 1, 1921, for each mile of service by a 70-foot storage car is 40 5/6 cents. The rules governing service by a 60-foot storage car shall apply to service by a 70-foot storage car.

4. (a) Where authorizations are made for cars or apartments of the standard lengths of 60, 30, and 15 feet, and the railroad company is unable to furnish such cars or apartments of the length authorized, but furnishes cars or apartments of lesser length, but which are accepted by the department to be sufficient for the service, payment shall be made only for the actual space furnished and used, the compensation to be not exceeding pro rata of that provided for the standard length authorized. The Postmaster General may accept cars and apartments of greater length than those of the standard requested, but no compensation shall be allowed for such excess lengths except that where an oversize car is furnished storage units may be authorized therein on either the basis of actual measurement or count of sacks and outside packages, whichever may be more practicable, provided that in no case shall payment be made for more than the actual length of the car.

Basis of computation of R. P. O. mileage.

(b) In computing the car-miles of full and apartment railway post-office cars, the maximum space authorized in either direction of a round-trip car run shall be regarded as the space to be computed in both directions.

—storage-space mileage.

(c) In computing the miles of service of a storage car or lesser unit, the maximum space authorized in either direction of a round-trip car run shall be regarded as the space to be computed in both directions unless any part of the car containing such unit be used by the railroad company in the return movement.

Authorizations of service may be discontinued.—at what points.

5. All regular authorizations for full railway postal cars, apartment railway post-office cars, and full storage cars may be discontinued, in accordance with the needs of the service at established railway passenger or freight division points or junctions at which the train is scheduled to stop.

Emergency space.—authorization and discontinuance.

6. All units of emergency space needed to supplement regular authorizations shall be of 3, 7, 15, or 30 feet without duplication or grouping, and such units shall be discontinued, increased, or decreased at any point where a fluctuation in the volume of mail carried requires a change from one unit to another.

Where combined storage units necessitate use of more than 30 feet of space.

7. Whenever a regularly authorized unit of storage or closed-pouch space, combined with an emergency unit, necessitates the use of more than 30 feet linear space in a baggage car, or storage car used exclusively for the mails, a 60-foot car shall be authorized and paid for on the basis of the round-trip, provided the car is not used by the railroad company in the opposite direction.

When regular authorizations may be increased.—I. C. C. order May 17, 1922.

8. Whenever a regular authorization is exceeded on 50 per cent or more of the trips in any calendar month, the appropriate higher unit shall be authorized. This rule will not apply to the month of December.

Railroad companies to be separately compensated for side, terminal, or transfer service.

9. (a) Where the railroad companies are required by the department to perform side, terminal, or transfer service, they shall be separately compensated for such service, unless the service is performed in or directly contiguous to railway terminals and depots. The amount to be paid therefor shall be measured by the amount paid by the railroad to contractors plus 3 per cent; and where the service is performed by agents or employees of the railroad companies the payment shall be for the value of the pro rata time of such railway agents or employees while engaged in rendering the service, including cost of vehicular service that may be necessary, with the addition of 3 per cent.

(b) Where the railroad companies contract for such service contracts shall be let to the lowest responsible bidder upon advertisement. Readjustment for such service shall be made annually. The railroad companies shall submit certified copies of each contract to the Postmaster General on or before July 1 of each year showing the rate of payment for the ensuing year, and the amounts specified in such contracts plus 3 per cent shall be accepted as the basis of payment to the Postmaster General heretofore prescribed. The railroad companies shall also furnish the Postmaster General each year, on or before July 1, a detailed statement of the daily time consumed in handling the mails by their agents or employees at each point where side, terminal, or transfer service is performed, which statement shall be verified by a responsible official of the company conversant with the facts, and such verified statement shall compute the pro rata payment of the agent or employee performing the service, based on the time actually consumed, and the amount named in the statement plus 3 per cent shall constitute the basis of payment for the next ensuing year, unless in special cases, and for good cause, the Postmaster General may require further statements and verifications from any particular railroad company at other periods of the year.

—where the companies contract for such service.

10. That from time to time, at least once in two years, the Postmaster General, upon notification to the railroads, and with their presence and assistance, shall conduct tests to determine the number of sacks and outside packages that will fill a foot or 3 feet of space in a car, and the results thereof shall be reflected in changes of rules, where necessary, in the count of sacks and packages as the basis for measurement.

Tests to be conducted to determine carrying capacity of 1 foot or 3 feet of space.

11. That the provisions of the act of July 28, 1916, except as herein modified, shall remain in full force and effect.

Act of July 28, 1916, effective, except as modified herein.

12. That payments for transportation of the mails, and the services connected therewith shall be made each month after the service has been performed. (Order of the Interstate Commerce Commission of December 23, 1919, as modified by its orders of June 13, 1921, November 18, 1921, and May 17, 1922.)

Payments to be made monthly.

NOTE.—The space-basis rates per mile effective from January 1, 1918 (except the rate for 70-foot storage car is effective from December 1, 1921), are as follows:

Note. Rates per mile.

| Class of service | Regular. | Land grant. | Separately operated railroads 50 to 100 miles in length. | | Separately operated railroads less than 50 miles in length. | |
|--------------------------------------|------------------|------------------|--|---------------|---|---------------|
| | | | Regular. | Land grant. | Regular. | Land grant. |
| | <i>Cents.</i> | <i>Cents.</i> | <i>Cents.</i> | <i>Cents.</i> | <i>Cents.</i> | <i>Cents.</i> |
| 60-foot railway post-office car..... | 33.750 | 27.0 | 40.50 | 32.4 | 50.6250 | 40.50 |
| 30-foot apartment car..... | 18.750 | 15.0 | 22.50 | 18.0 | 28.1250 | 22.50 |
| 15-foot apartment car..... | 12.500 | 10.0 | 15.00 | 12.0 | 18.7500 | 15.00 |
| 70-foot storage car..... | 40 $\frac{1}{2}$ | 32 $\frac{3}{4}$ | 49.00 | 39.2 | 61.2500 | 49.00 |
| 60-foot storage car..... | 35.000 | 28.0 | 42.00 | 33.6 | 52.5000 | 42.00 |
| 30-foot storage space..... | 18.750 | 15.0 | 22.50 | 18.0 | 28.1250 | 22.50 |
| 15-foot storage space..... | 10.000 | 8.0 | 12.00 | 9.6 | 15.0000 | 12.00 |
| 7-foot storage space..... | 5.625 | 4.5 | 6.75 | 5.4 | 8.4375 | 6.75 |
| 3-foot storage space..... | 3.125 | 2.5 | 3.75 | 3.0 | 4.6875 | 3.75 |
| 15-foot closed-pouch space..... | 12.500 | 10.0 | 15.00 | 12.0 | 18.7500 | 15.00 |
| 7-foot closed-pouch space..... | 6.250 | 5.0 | 7.50 | 6.0 | 9.3750 | 7.50 |
| 3-foot closed-pouch space..... | 3.750 | 3.0 | 4.50 | 3.6 | 5.6250 | 4.50 |

Minimum pay on routes over any part of which mail is transported not less than six days a week, \$62.50 per mile per annum.

Contracts without advertising for bids.
R. S. § 3942.

Sec. 1274. The Postmaster General may enter into contracts for carrying the mail, with railway companies, without advertising for bids therefor.

Mails not to be carried without departmental authority.

Sec. 1275. Mails shall not be carried on any new railroad, or other railroad or part thereof on which mail service has not been authorized, either regularly or under waivers, until ordered by the Second Assistant Postmaster General.

Recommendation for establishment or extension of service to be submitted by R. M. S.

2. Division superintendents of Railway Mail Service shall report to the General Superintendent with recommendation and facts upon which it is based, all cases for establishment of service on new railroads and extension of service on existing routes, and all cases for increase and decrease of space on all routes necessary to conform properly to the mails carried.

Provision for clerical assistance and quarters in connection with weighing of mails and tabulation.

Sec. 1276. Out of the appropriation for Inland Mail Transportation the Postmaster General is authorized hereafter to pay rental, if necessary, in Washington, District of Columbia, and compensation to tabulators and clerks employed in connection with the weighings, for assistance in computing computations in connection with the expenses of taking the weights of mails on railroad routes as provided by law.

1911, Mar. 4;
36 Stat. 1334.

Land-grant roads.

Sec. 1277. 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.

R. S. § 4001.
—compensation.

Notes.

NOTES.—The act of July 28, 1916, provides that railroad companies whose railroads were constructed in whole or in part by a land grant made by Congress on the condition that the mails should be transported over their roads at such price as Congress should by law direct, shall receive only 80 per centum of the compensation otherwise authorized by sec. 5 of that act.

Under the act of July 1, 1862 (12 Stat. 493, and R. S. 5260), the Secretary of the Treasury is directed to withhold payments for mail transportation to certain railroad companies which have received financial aid from the Government. Settlement has been made of all the bonds issued except in the case of the indebtedness covering the railroad between Atchison and Waterville, Kans.

Transportation of mail by other means than railroad when rates demanded exceed maximum.

Sec. 1278. 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.

R. S. § 3999.

Transportation of officers, agents, and employees of the Post Office Department and Railway Mail Service and post-office inspectors.

Sec. 1279. Every railroad company carrying the mails shall carry on any train it operates and without extra charge therefor the persons in charge of the mails and when on duty and traveling to and from duty, and all duly accredited agents and officers of the Post Office Department and the Railway Mail Service and Post Office inspectors while traveling on official business, upon the exhibition of their credentials.

1916, July 28;
39 Stat. 419.

Transfer at place of wreck or washout.

Sec. 1280. Whenever a railroad company finds it necessary to transfer at the place of a wreck or washout, its officials and employees shall see that the mails and railway postal clerks are promptly transferred and every possible convenience furnished the clerks for working their mails.

Maintenance of transfer offices.

Sec. 1281. Offices at stations for the employees of the Railway Mail Service engaged in station work shall be lighted, heated.

furnished, supplied with ice water, provided with toilet facilities (where such facilities are not easily accessible), and kept in order by the railroad company.

Sec. 1282. Railroad companies shall require their employees who handle the mails on trains to keep a record of all pouches due to be received or dispatched by them, and to check the pouches at the time they are received or dispatched. Railroad companies to keep record of pouches.

2. 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. Irregularities to be promptly reported.

3. 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. Where a baggageman performs service over two or more railroad divisions on a single trip, pouch records may be filed at the headquarters of the one division superintendent of the railroad company agreed upon by the division superintendents of the Railway Mail Service concerned. Train pouch records to be filed.

4. 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. Records subject to examination.

See sec. 551 and 568 as to record of pouches at post offices; sec. 1325, by mail messengers; sec. 1537, by railway postal clerks.

Sec. 1283. 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 of 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. 1284. 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. 1285. 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. 1540 as to taking of mail from boxes by railway postal clerks; sec. 514 as to erection of boxes at depots by postmasters.

RECEIPT AND DELIVERY OF MAILS.

Receipt and delivery of mails by railroad companies. —companies to be separately compensated for such service. —when.

Sec. 1286. Every railroad company shall take the mails from and deliver them into all post offices and postal stations located 80 rods or less from a railroad station at which the company has an agent or other representative, where required by the Post Office Department, the company to be separately compensated for such service unless it is performed in or directly contiguous to railway terminals and depots.

Company to give notice of discontinuance of agency or removal of station.

2. The railroad company is required to give 30 days' advance notice to the department at Washington, D. C., of the discontinuance of an agency where mails are handled, or the removal of a station to a point outside the 80-rod limit, and the company shall not be relieved of the duty of handling the mails unless such notice is given.

When the department will provide receipt and delivery.

3. The department will provide for the carriage of mails to and from post offices and postal stations located more than 80 rods from the nearest railroad station and also to and from post offices and postal stations located 80 rods or less from the nearest railroad station when the company has no agent or other representative employed at such station. The department may also provide for such service at any post office or postal station and relieve the company of the performance of the service whenever such action is deemed advisable.

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. 5, this title, as to mail-messenger service; sec. 1273, par. 9, as to separate compensation for side service.

Transfers between connecting trains. —how made.

Sec. 1287. At connecting points where railroad stations are not over 80 rods apart the 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 (unless relieved of the service by the department); 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

shall 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 where other provision for the service may be made by the Post Office Department. Companies shall be separately compensated for any such transfer service performed by them unless it is performed in or directly contiguous to railway terminals and depots. Where the tracks of electric-car routes are contiguous transfers of mail between the cars shall be required of the operating companies when practicable and the connection is immediate.

Sec. 1288. 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 of age and of suitable intelligence and character. Postmasters shall promptly report any violation of this requirement to the superintendent of Railway Mail Service.

Employees of railroads.
—not postal employees.
—qualifications of.

Sec. 1289. When it is desirable to have mails taken from the post office or postal station to train at a point where the service devolves upon the company in advance of the regular time of closing mails, the company shall be required to make such advance delivery as becomes necessary by the requirements of the service.

Advance delivery by companies.

Sec. 1290. Where a mail messenger is employed by the department the railroad company will not be required to receive mails from and deliver them into the mail cars, or place mail on mail cranes, where the volume of mail is relatively small and can be readily handled by the mail messenger. In cases where mail trains arrive at times when there is no railroad representative on duty, the mail messenger shall place mails on and take them from trains in the customary manner (see sec. 1322), and if trucking be necessary under such circumstances the railroad company shall provide and render accessible to the messenger the necessary trucks. The department reserves the right, however, to require the performance of this service by railroad employees at any time during the 24-hour period. The Railway Mail Service officials will notify the railroad when such service is required.

Duties of railroad company and mail messenger.
Railroad company not required to handle mails of small volume.
—where no railroad representative is on duty.

2. When the department mail messenger can not wait for the delayed train without delaying the 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 it is delivered to the messenger or other authorized representative of the department.

When department messenger can not wait for delayed train.

3. In cases where the company's agent can not or will not give the mail messenger or other carrier of the mail advance information as to the time the train will arrive, the messenger need not wait for the train beyond its schedule time of arrival, and where the train is reported as being more than two hours late, the messenger need not wait for the arrival of the train. In each case the messenger may deliver the mail to the company's agent, or

Delayed trains.

other representative, whose duty it shall be to dispatch the mail by proper train and to retain custody of the incoming mail, if any, until it is called for by the messenger. Where the train is actually more than two hours late, although reported to arrive within two hours of schedule time, the messenger should wait for the arrival of the train, but need not wait more than two hours, at the expiration of which time he may turn the mails over to the agent, whose duty shall be the same as in the other cases. At a point where there is no telegraph office or other means of ascertaining when the arrival of the train may be expected, the messenger may not turn the mail over to the agent until two hours after the train is due to arrive. In all cases where mail is regularly turned over to the company's agent for dispatch the company becomes responsible for its proper handling, and the messenger shall call for and deliver the incoming mail to the post office immediately after the arrival of the train, unless the train arrives at a late hour of the night and the post office is closed, when the incoming mails may be disposed of as provided for in the section next following.

—responsibility of railroad company.
—delivery to post office.

Arrival of mail at late hour of night.

Sec. 1291. 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, if a representative is on duty, 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 Government messenger, at as early an hour as the necessities of the post office may require.

—care of mails.

Dispatch of mails at late hour at night.

Sec. 1292. When a train departs from a railroad station between 9 p. m. and 6 a. m., 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 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.

—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.

Loading of mails. Mail cars to be accessible.

Sec. 1293. Railroad companies shall 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 shall 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.

Necessary help to be furnished by railroad company.

2. Railroad companies shall furnish the men necessary to handle the mails, to load them into and receive them from the doors of railway post-office cars, and to load and pile the mails in and unload them from storage and baggage cars, under the

direction of the transfer clerk or clerk in charge of the car if one is on duty, except as provided in section 1290. Mails intended for delivery to postal clerk shall never be placed in a postal car unless there is a clerk on duty to receive and care for them.

Loading when postal clerk is on duty.

Sec. 1294. A train shall not depart from a station and leave mails which are being loaded, or are being trucked from vehicles or some part of the station to the train, or are aboard a connecting train that has come to a stop in the same station: *Provided*, That where holding an important train for mails from a delayed connection would cause serious delay and there is subsequent available train service within a reasonable length of time, the department may authorize a time limit beyond which such train may not be held excepting to load first-class mail, daily newspapers, and foreign mail if necessary to insure steamer connection. If the application of this provision to any train is desired by a railroad company, request should be made to the superintendent of Railway Mail Service for same, specifying reasons and length of time beyond which it is thought impracticable to hold the train in question. If such request is approved by the superintendent of Railway Mail Service any delayed mail involved under such authority as may be given shall be carried on the subsequent train in lieu of service authorized on the first train to the extent of any unused space thereon, no additional pay to be allowed the company unless the quantity of mail carried in both trains is in excess of that which could have been carried in the space authorized.

Mail trains must not leave when mails are being loaded.—exception. Rule as to pay for transportation by subsequent train.

2. Mail trains may not be held beyond their scheduled time of departure for mail originating in local post offices, terminal railway post offices, or offices of publication. The Railway Mail Service will fix and enforce an ample time limit in which mails shall be delivered to the railroad companies for dispatch.

Trains not to be held for local mails.

3. At joint stations where mails are due to be transferred from a train of one railroad company to a train of another, the mail after being unloaded from the incoming train will be held to be in the custody of the company operating the train to which the mail is due to be dispatched, and the responsibility for the transfer will then rest with that company.

Responsibility for transfer of mails at joint stations.

4. Whenever necessary to transfer passengers, baggage, or express from one train to another, for any reason, all mails shall be included in the transfer unless such transfer is a regular connection coming within the provisions of paragraph 1.

Mails to be accorded transfer with other traffic.

5. Division superintendents of Railway Mail Service may cause to be withheld catalogue, circular, parcel post, and ordinary paper mails, in the order named, from dispatch to important trains if necessary and advisable to prevent delay to such trains, and forward such mails in other trains in regular or emergency space.

Classes of mails that may be withheld from important trains.

Sec. 1295. 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 shall be erected and maintained; and pending the erection of such device the speed of trains shall be slackened so as to permit the exchange to be made with safety.

Mail cranes. To be furnished by companies.

Reduction of speed or stoppage. 2. Where the department deems it necessary to the safe exchange of the mails, the railroad company shall be required to reduce the speed or stop the train.

Lights on cranes. 3. When mails are caught at night from a crane, the railroad company shall furnish the lantern or light to be attached to the crane and keep it in proper condition, regularly placed, and lighted; also the light shall be so kept and displayed for the guidance of the clerks when delivery only is made, as well as when mails are caught. However, if the company has no agent or other employee at the station, the company shall furnish the light, which shall be cared for and placed by the department's carrier.

Signal of approach of train. 4. The engineer of a train shall give timely notice, by whistle or other signal, of its approach to a mail crane.

See secs. 556 and 557 as to use of mail cranes and catcher pouches.

TEMPORARY SERVICE.

Temporary service, employment of, when railroad service fails. Sec. 1296. 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 from persons eligible to perform the service the lowest rate at which he can obtain such temporary service and immediately

Report to superintendent. 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.

Superintendent's duty. "2. The superintendent of Railway Mail Service shall endeavor to have the railroad company resume regular service. If not resumed, such temporary service as may be necessary shall be employed. In cases where all regular supply for an office is suspended, the superintendent may employ temporary service, if a reasonable bid therefor is obtained, before submitting the case to the department. In cases where temporary service is recommended to supplement other supply, the Second Assistant Postmaster General if he thinks advisable, will authorize the employment of temporary service. The facts in all cases shall be reported promptly to the department.

Temporary service must first be authorized. 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 Railway Mail Service.

Persons ineligible to bid or receive pay. 4. Postmasters, assistant postmasters, clerks in post offices, and members of the immediate families of postmasters and assistant postmasters are not eligible to bid or receive pay for temporary railroad service.

MISCELLANEOUS PROVISIONS.

Companies to furnish department with data relative to operations. 1879, Mar. 3; 20 Stat. 358. Sec. 1297. The Postmaster General shall request all railroad companies transporting the mails to furnish, under seal, such data relating to the operating, receipts, and expenditure of such roads as may, in his judgment, be deemed necessary to enable him to ascertain the cost of mail transportation and the proper compensation to be paid for the same; and he shall, in his annual report to Congress, make such recommendations, founded on the information obtained under this section, as shall, in his opinion, be just and equitable.

Postmaster General to make recommendations on such information.

Sec. 1298. 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. 1272.)

Official matter may be transported by express.
1892, July 13; 27 Stat. 148.
—franked congressional matter excepted.

Sec. 1299. So much of section one of the "Act making appropriations for the service of the Post Office Department for the fiscal year ending June thirtieth, nineteen hundred and thirteen, and for other purposes," approved August twenty-fourth, nineteen hundred and twelve (37 Stat., 547), which provides that the Post Office Department shall not extend or enlarge its present policy of sending second-class matter by freight trains, is hereby repealed, but no publication shall be sent by freight if such method of transportation results in unfair discrimination.

Freight shipments of second-class matter.
1916, July 28; 39 Stat. 424.

2. Whenever the owner of any publication required by an order of the Post Office Department to be transmitted by freight believes that he is unfairly discriminated against, he may apply to the Post Office Department for an opportunity to be heard; that upon such application being duly filed in writing, the owner of such publication shall have opportunity for a full and fair hearing before said Department, and pending final determination no change shall be made in the method of transportation of such publication as ordered by the Department. The testimony in any such hearing or proceedings shall be reduced to writing and filed in the Post Office Department prior to entering an order upon such hearing. That upon such hearing if the Post Office Department decides adversely to the contention of the publisher, such publisher shall have the right, within the period of twenty days after the date of the order of the Post Office Department made upon such hearing, to appeal to the United States Court of Appeals of the District of Columbia, for a review of such order by said Court of Appeals, by filing in the court a written petition praying that the order of the Post Office Department be set aside. A copy of such petition shall be forthwith served upon the Post Office Department and thereupon the said Department forthwith shall certify and file in the court a transcript of the record and testimony. Upon the filing of such transcript the court shall have jurisdiction to affirm, set aside or modify the order of the Department. The jurisdiction of the Court of Appeals of the District of Columbia to affirm, set aside or modify such orders of the Post Office Department shall be exclusive. Such proceedings in the Court of Appeals of the District of Columbia shall be given precedence over other cases pending therein and shall be in every way expedited.

Owner of publication may apply to Post Office Department for hearing.
—proceedings.

Action following adverse decision.

Jurisdiction of Court of Appeals, District of Columbia.

CHAPTER 4.

TRANSPORTATION OF MAILS BY ELECTRIC-RAILWAY COMMON CARRIERS.

Sec. 1300. The Interstate Commerce Commission is hereby empowered and directed as soon as practicable to fix and determine from time to time the fair and reasonable rates and compensation for the transportation of mail matter by urban and interurban electric railway common carriers and the service connected therewith, prescribing the method or methods by weight or space, or both, or otherwise, for ascertaining such rate or compensation and to publish same, and orders so made and published shall continue in force until changed by the commission after due notice and hearing: *And provided further*, That it shall be un-

Interstate Commerce Commission empowered to fix rates and compensation.
1918, July 2; 40 Stat. 748.

Penalty for refusal of railroad to perform service.

lawful for any urban or interurban electric railroad to refuse to perform mail service at the rates or methods of compensation thus provided for such service when required by the Postmaster General so to do, and for such offense shall be fined \$100. Each day of refusal shall constitute a separate offense.

Electric - railway mail pay. Interstate Commerce Commission order of Aug. 7, 1920.

Sec. 1301. This case having been initiated under the provisions of the act of July 2, 1918 (40 Stat., 742, 748), and having been duly heard and submitted by the parties, and full investigation of the matters and things involved having been had, and the Commission having, on the date hereof, made and filed a report containing its findings of fact and conclusions thereon, which said report is hereby referred to and made a part hereof:

It is ordered, That the following systems, rules, and ratings be established on or before December 6, 1920, and be observed, maintained, and applied to the transportation of mail matter of the United States by all urban and interurban electric railway common carriers subject to the act of July 2, 1918, *supra*, until further order or orders of this Commission:

Rates. — closed-pouch service in passenger car.

1. That the fair and reasonable rate for transportation of closed-pouch mail on a car constructed and run primarily for passenger service, with no separate compartment for mail, baggage, and express, is 4 cents per mile of authorized car run for 10, or less than 10, pouches, sacks, and parcels. Where more than 10 pouches, sacks, and parcels are regularly tendered for transportation on one such passenger car, at any point on a mail route, the Postmaster General shall authorize not less than 60 cubic feet of space and the fair and reasonable rate therefor is 5 cents per mile of authorized car run; and for each additional 30 cubic feet or fraction thereof, 1 cent per mile of authorized car run, over said mail route; the authorization to be determined by actual measurement where practicable, or by count of pouches, sacks, and parcels as provided in paragraph 7.

— closed-pouch service in baggage or express car or compartment.

2. That the fair and reasonable rate for closed-pouch service in baggage or express cars or in baggage and express compartments in passenger cars, is 3 cents per mile of authorized car run for 30 cubic feet of space or less, and 1 cent per mile of authorized car run for each additional 30 cubic feet or fraction thereof of space authorized; the authorization to be determined by actual measurement where practicable, or by count of pouches, sacks, and parcels as provided in paragraph 7.

— independent cars.

3. That the fair and reasonable rate for independent cars devoted to the transportation of the mails, on which railroad employees handle the mails, is 1½ cents per linear foot per mile of authorized travel in cars 20 feet or less in length, inside measurement; and in cars more than 20 feet in length, inside measurement, 1½ cents per linear foot per mile of authorized travel for the first 20 feet and ¾ cent per linear foot or fraction thereof per mile of authorized travel for each additional foot or fraction thereof.

— R. P. O. cars and apartments.

4. That the fair and reasonable rate for railway post-office cars and railway post-office apartments in cars, in which postal employees handle the mails, is 1¼ cents per linear foot per mile of authorized travel in cars or apartments in cars 20 feet or less in length, inside measurement, and in cars or apartments in cars more than 20 feet in length, inside measurement, 1¼ cents per linear foot per mile of authorized travel for the first 20 feet and ¾ cent per linear foot per mile of authorized travel for each additional linear foot or fraction thereof.

Minimum rate on any route.

5. That the minimum rate of payment on any electric railroad mail route shall be \$175 per annum.

Side, terminal, or transfer service.

6. Where the railroad companies are required by the department to perform side, terminal, or transfer service they shall be separately compensated for such service, unless the service is performed directly contiguous to railway terminals and depots. The amount to be paid therefor shall be measured by the amount paid

by the railroad to contractors, plus 3 per cent; and where the service is performed by agents or employees of the railroad companies the payment shall be for the value of the pro rata time of such agents or employees while engaged in rendering the service, including cost of vehicular service that may be necessary, with the addition of 3 per cent.

Where the railroad companies contract for such service contracts shall be let to the lowest bidder upon advertisement. Re-adjustments for such service shall be made annually. The railroad companies shall submit certified copies of each contract to the Postmaster General on or before July 1 of each year showing the rate of payment for the ensuing year, and the amounts specified in such contracts plus 3 per cent shall be accepted as the basis of payment by the Postmaster General heretofore prescribed. The railroad companies shall also furnish the Postmaster General each year, on or before July 1, a detailed statement of the daily time consumed in handling the mails by their agents or employees at each point where side, terminal, or transfer service is performed, which statement shall be verified by a responsible official of the company conversant with the facts; and such verified statement shall compute the pro rata payment of the agent or employee performing the service, based on the time actually consumed, and the amount named in the statement plus 3 per cent shall constitute the basis of payment for the next ensuing year, unless in special cases, and for good cause, the Postmaster General may require further statements and verifications from any particular railroad company at other periods of the year.

7. That from time to time, as often as he may deem it necessary, and at least once in two years, the Postmaster General, upon notification to the railroad, and with their presence and assistance, shall conduct tests to determine the number of pouches, sacks, and outside packages that will fill 30 cubic feet of space in a car or compartment of a car, and the results thereof shall be reflected in changes in rules, when necessary, in the count of pouches, sacks, and packages as the basis of measurement.

8. That the provisions of the existing postal regulations, with respect to carriage of mails by electric railroads, except as herein modified, shall remain in force and effect.

9. That payments for transportation of mails by electric railroads and the service connected therewith shall be made each month after the service has been performed.

NOTE.—The rates for service by urban and interurban electric railway common carriers are as follows:

| | Per mile traveled (cents). |
|---|-----------------------------------|
| Closed-pouch service: | |
| In passenger car without compartment— | |
| 10 bags or less | 4 |
| 60 cubic feet | 5 |
| For each additional 30 cubic feet..... | 1 |
| In baggage or express car and compartment in passenger car— | |
| 30 cubic feet..... | 3 |
| For each additional 30 cubic feet | 1 |
| | Per linear foot per mile (cents). |
| Independent cars: | |
| 20 linear feet or less..... | 11 |
| Excess of 20 linear feet..... | 4 |
| Railway post-office cars: | |
| 20 linear feet or less..... | 11 |
| Excess of 20 linear feet..... | 4 |

Minimum payment on any route, \$175 per annum.

Service authorized only by department.

Sec. 1302. 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.

Employees of companies.

Sec. 1303. 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 of postal service and inspectors.

Sec. 1304. 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. 1305. 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.

Sec. 1306. 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.

Unauthorized persons not to be admitted to.

Terminal, side, and transfer service.

Sec. 1307. Every electric and cable car company over whose line the transportation of mails is authorized shall take the mails from and deliver them into each terminal post office, railroad depot, mail car, or mail station, and take the mails from and deliver them into each intermediate post office or mail station located directly on the street or road along which the cars pass, where required by the Post Office Department, the company to receive separate compensation for any such service unless it is performed directly contiguous to railway terminals and depots. (See sec. 1301.)

—to be performed by railroad when ordered by department.

—separate compensation provided.

Service to be performed by department, 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 1286 relative to the exchange of mails at intermediate post offices shall, where practicable, apply.

Service to be performed by company, when.

Sec. 1308. 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. 1309. Where necessary for a safe exchange of the mails, electric and cable car companies carrying the mails shall 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. 1310. 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 shall 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, shall be displayed on cars only when United States mail is being actually transported thereon. Use of sign "U. S. Mail."—restricted.

See sec. 1632 as to penalty for unlawful use of sign "U. S. Mail."

Sec. 1311. 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. Letter boxes on cars.—mail therein, how considered.

Sec. 1312. 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. Power for canceling machines.—on electric lines, to be provided.

Sec. 1313. 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, shall be authorized by the Second Assistant Postmaster General. Failure of service.—temporary service may be authorized by department.

2. In case of failure in such service postmasters shall be governed by the provisions of section 1296, applying to failure of service on steam railroads. —action of postmasters in case of.

CHAPTER 5.

MAIL-MESSENGER SERVICE.

Sec. 1314. 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. 1315. 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 ten days for sealed proposals to perform the service in accordance with the specifications prepared by the department. 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 wide publicity to the advertisement. Advertisement for proposals and posting notices.

Postmaster to receive and forward bids to department.

Sec. 1316. 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 Railway Adjustments.

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. 1317. 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 shall 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.

Postmasters and employees at third and fourth class offices may contract for mail-messenger service.—limitation. 1916, July 8; 39 Stat. 418.

Sec. 1318. In the discretion of the Postmaster General, postmasters, assistant postmasters, and clerks at post offices of the third and fourth classes may enter into contracts for the performance of mail-messenger services, and allowances may be made therefor from this appropriation: *Provided further*, That the total amount payable under such contract to any postmaster, assistant postmaster, or clerk shall not exceed \$300 in any one year.

Member of immediate family may contract for mail-messenger service within limitation.

2. Postmasters, assistant postmasters, and clerks at third and fourth class post offices or members of their immediate families may, in the discretion of the Postmaster General, enter into contracts for the performance of mail-messenger service, provided the total amount payable under such contract shall not exceed \$300 in any one year.

See sec. 1254 as to restriction upon postmasters and postal employees with regard to mail contracts; sec. 1614 as to penalty for being interested in contract or acting as agent for contractor.

Extension of service forbidden without authority.

Sec. 1319. 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.

Sec. 1320. 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. 1290 to 1292.)

Duties of postmasters in connection with service.
 —to instruct messenger and prescribe schedule.

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 Railway Adjustments.

—to report failures, delinquencies, etc.

3. Postmasters shall report promptly to the Second Assistant Postmaster General, Division of Railway Adjustments, 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 1286, 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 when service ceases to be necessary, distance changes, 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 Railway Adjustments.

—to report death or resignation of messenger or abandonment of service.

NOTE.—See sec. 1286 as to taking of mails from and delivery of same in post offices by railroads.

NOTE.

Sec. 1321. 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 Railway Adjustments, the certificate of oath required by section 32.

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 secs. 1254 and 1319.)

No payment for unauthorized service.

6. A mail messenger may resign at any time by giving the Second Assistant Postmaster General written notice 45 days before the time he intends to cease service. (See sec. 1324.)

Resignation.

7. A mail messenger can not assign or sublet the service.

Messenger can not assign or sublet.

Sec. 1322. 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 steam-

Duties of mail messengers.
 —to receive and deliver mail.

—perform service in accordance with schedules.

—to guard mail and observe orders and instructions.

Temporary new mail - messenger service.

—a u t h o r i z a t i o n of.

Temporary mail - messenger service.
—how employed.

—when not obtainable at regular rate.

—report of employment of.

Substitute to be paid by regular messenger.

Postmasters authorized to pay mail messengers.
1916, July 28 ;
39 Stat. 418.

Payment for mail - messenger service.
—how made.

Record of pouches due to be received and dispatched.

boat employees at nearest accessible point. The service shall be performed in accordance with the schedules of arrivals and departures prescribed by the postmaster.

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.

See sec. 556 as to exchange of mails by catcher pouches ; sec. 1295 as to lights on mail cranes.

Sec. 1323. 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 Railway Adjustments, 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.

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 statement of its necessity, to the Second Assistant Postmaster General, Division of Railway Adjustments, and await instructions.

3. The postmaster shall immediately report the employment of temporary service to the Second Assistant Postmaster General, Division of Railway Adjustments.

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.

Sec. 1324. Postmasters may be designated by the Postmaster General as disbursing officers for the payment of mail messengers and others engaged under their supervision in transporting the mails.

2. Mail messengers shall be paid monthly by the postmaster having supervision over the service. When the services of a mail messenger terminate for any reason final payment shall be deferred until notification is received from the Second Assistant Postmaster General authorizing such payment, and no payment shall be made until the postmaster's report of the service has been submitted on Form 2242.

Sec. 1325. 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 and 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 shall be attached to and become a part of the permanent pouch record.

See secs. 551 and 568 as to record of pouches to be kept at post offices; sec. 1287, by railroad companies; sec. 1537, by railway postal clerks.

CHAPTER 6.

SERVICE BY PNEUMATIC TUBES OR SIMILAR DEVICES.

Sec. 1326. 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.

2. 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.

3. 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.

4. 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.

5. 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. 1327. 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

Pneumatic tubes and similar devices.

1902, Apr. 21; 32 Stat. 114.

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.

—when contract may be entered into.

Appropriation.

1906, June 26; 34 Stat. 472.

1908, May 27; 35 Stat. 412.

—extension of service prohibited.

—exception.

Baltimore, Maryland; Cincinnati, Ohio; Kansas City, Missouri; Pittsburgh, Pennsylvania, and San Francisco, California.

2. For the transmission of mail by pneumatic tubes or other similar devices, one million dollars; and the Postmaster General is hereby authorized to enter into contracts not exceeding, in the aggregate, one million three hundred and eighty-eight thousand, seven hundred and fifty-nine dollars, under the provisions of the law, for a period not exceeding ten years.

Service in New York, N. Y., and Brooklyn, N. Y. 1922, June 19; 42 Stat. 661.

Application for revision of rate.—conditions.

General provisions to apply.

Sec. 1328. For the transmission of mail by pneumatic tubes or other similar devices in the city of New York, including the Borough of Brooklyn of the city of New York, at an annual rate of expenditure not in excess of \$18,500 per mile of double line of tubes, including power, labor, and all other operating expenses, \$513,911.50: *Provided*, That the provisions not inconsistent herewith of the Acts of April 21, 1902, and May 27, 1908, relating to the transmission of mail by pneumatic tubes or other similar devices, shall be applicable hereto: *Provided further*, That either party to the contract for the transmission of mail by pneumatic tubes or other similar devices may apply to the Interstate Commerce Commission at any time after October 1, 1922, and before July 1, 1923, for a revision of this rate, its decision to be effective after July 1, 1923, but in no case shall the rate exceed \$19,500 per mile.

Sec. 1329. The general provisions relating to contract service, chapter 8, this title, shall apply, so far as pertinent, to the pneumatic-tube service.

CHAPTER 7.

AIR MAIL SERVICE.

Mail matter of first class transported.

Note. Authority for establishment.

Contract service.

Note.—transportation of foreign mails.

Sec. 1330. Mail matter of the first class, including sealed parcels not exceeding 30 inches in length and girth combined, with postage prepaid at the rate of 2 cents an ounce or fraction thereof, may be transported by airplane, when such dispatch is practicable and advisable.

NOTE.—The first authority for the establishment of airplane mail service was contained in the postal service appropriation act approved July 28, 1916 (39 Stat. 418). Appropriations have been made in subsequent acts for the maintenance of airplane service. The appropriation act for the fiscal year 1924, approved February 14, 1923, provides for the operation and maintenance of the airplane mail service between New York, N. Y., and San Francisco, Calif., via Chicago, Ill., and Omaha, Nebr., including necessary incidental expenses and employment of necessary personnel; and also for the transportation of foreign mails by aircraft within the appropriation limits provided in the act. See sec. 385 as to postage; sec. 861 as to registration.

2. The Postmaster General may contract with any individual, firm, or corporation for the transportation of mail by airplane between such points as he may deem advisable and designate, in case such transportation is furnished at a cost not greater than the actual cost of the same service by rail, and shall pay therefor out of the appropriation for inland transportation by railroad routes. (Act of March 1, 1921.) (See sec. 1355.)

NOTE.—Authority for the transportation of foreign mails by aircraft is contained in acts making appropriations for the service of the Post Office Department and for other purposes from and including the act of April 24, 1920. See sec. 100 as to authority of Secretary of War to deliver airplanes and material to Postmaster General.

CHAPTER 8.

STAR, STEAMSHIP, AND STEAMBOAT ROUTES, AND VEHICLE SERVICE
IN CITIES.

ESTABLISHMENT OF SERVICE.

Sec. 1331. 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.

Carrying mails on plank roads.
R. S. § 3858.
—contracts for.

Sec. 1332. 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.

Carrying mails on canals.
R. S. § 3967.
—contracts for.

Sec. 1333. The Postmaster General may enter into contracts for extending the line of posts to supply mails to post offices not on any established route, and, as a compensation for carrying the mail under such contracts, may allow not exceeding two-thirds of the salary paid to the postmaster at such special offices.

Supply to offices not on established routes.
R. S. § 3971.
Compensation to carriers.

See sec. 1377 as to employment of special service.

Sec. 1334. 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.

Carriage of mails by steamboat or vessel.
R. S. § 3969.

Sec. 1335. 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.

Mail service in steamships between United States ports.
R. S. § 3970.
—contracts for.

NOTE.—So much of the foregoing section as may be in conflict with the two sections next following is repealed by the act of May 17, 1878 (20 Stat. 62).

Note.

Sec. 1336. 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 is new.
1878, May 17;
20 Stat. 62.
—how made.
—duration of.

Sec. 1337. 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.

Contracts for service upon domestic water routes where service has been previously performed.
1878, May 17;
20 Stat. 62.
—duration of.
—how made.

Compensation.

Sec. 1338. 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.

Combined inland and foreign service.
1885, Mar. 3;
23 Stat. 386.
—contracts for, when may be made.

Sec. 1339. When there is no competition on a route and the rate of compensation asked is excessive, or no proposal is received, the Postmaster General may require that the mails be carried as freight or express, and it shall be unlawful for any common carrier by water to refuse to carry the mails when so required, and the penalty for such offense shall be a fine of \$500. Each day of refusal shall constitute a separate offense.

Mails to be carried as freight or express.
1913, July 2;
40 Stat. 747.
—when.

Contracts for vehicular transportation.—character of service.

Sec. 1340. When deemed advisable the Postmaster General may enter into formal written contract for transporting the mails in cities in regulation screen vehicles between post offices; between post offices and railroad stations; between the post office and terminal railway post offices; between the post office and steamboat landings; between the post office and mail stations; between the post office and points of exchange with electric or cable cars or like points, and between the several post offices, railroad stations, terminal railway post offices, steamboat landings, mail stations, or points of exchange with electric or cable cars in cities and towns, and may also enter into formal written contracts for furnishing specified equipments for use in the delivery and collection of mail, for use in the delivery, collection, and transportation of mail, and for the delivery and collection of mail in combination with contracts for ordinary regulation screen-vehicle service.

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 chapter 5 this title in the foregoing particular.

Authorization of service.—advertisement.

Sec. 1341. Vehicle service under formal contract in cities shall be authorized after public advertisement in which special instructions with regard to the requirements of the service, the style and character of the equipment to be used, and the general provisions of the contract shall be stated.

—without written contract.

2. When deemed advisable the transportation of the mails in covered, screened, and locked vehicles furnishing complete protection to the mails may be authorized in cities and towns without formal written contract and bond, in which cases the rules and regulations governing ordinary mail-messenger service shall apply thereto.

ADVERTISEMENTS AND PROPOSALS FOR SERVICE.

Contract sections.—division of United States into.

Sec. 1342. The United States shall be divided into four contract sections. A general letting for one of these sections will occur every year, and contracts will be made for four consecutive years, commencing on the first day of July. The sections are:

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. 1343. 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.
1910, May 12;
36 Stat. 366.
—advertisements for.

See sec. 1339 for provision for requiring carriage as freight or express where there is no competition, or the compensation asked is excessive, or no proposal is received.

Sec. 1344. 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.
1892, July 26;
27 Stat. 268.
—before general advertisement.
—advertisement for.

Term of contracts.

See secs. 1396 and 1397 as to temporary service.

Sec. 1345. The lettings of service upon new mail routes, established pursuant to law in any contract division of the United States during a contract term, and upon routes where the contractor has failed or abandoned his contract, 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.

Miscellaneous mail lettings defined.

Sec. 1346. Every proposal for carrying the mail shall be accompanied by the bond of the bidder, with sureties approved by a postmaster, and in cases where the amount of the bond exceeds five thousand dollars, by a postmaster of the first, second, or third class, in a sum to be designated by the Postmaster General in the advertisement of each route; to which bond a condition shall be annexed, that if the said bidder shall, within such time after his bid is accepted as the Postmaster General shall prescribe, enter into a contract with the United States of America, with good and sufficient sureties, to be approved by the Postmaster General, to perform the service proposed in his said bid, and, further, that he shall perform the said service according to his contract, then the said obligation to be void, otherwise to be in full force and obligation in law; and in case of failure of any bidder to enter into such contract to perform the service, or, having executed a contract, in case of failure to perform the service, according to his contract, he and his sureties shall be liable for the amount of said bond as liquidated damages, to be recovered in an action of debt on the said bond. No proposal shall be considered unless it shall be accompanied by such bond, and there shall have been affixed to said proposal the oath of the bidder, taken before an officer qualified to administer oaths, that he has the ability, pecuniarily, to fulfill his obligations, and that the bid is made in good faith, and

Proposals to be accompanied by bond.
R. S. 3945.
1874, June 23;
18 Stat. 235.
Conditions of bond.

—that service shall be performed.
—liability for failure.

Proposals without bond not to be considered.
Oath of bidder.
—what to contain.

with the intention to enter into contract and perform the service in case his bid is accepted.

Notes.
Bond of surety companies.
 —postmaster's approval not required.
Effect of proposal bond.

Notes.—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. 72.)
 A proposal bond given by a bidder for a contract for carrying the mails * * * is an absolute undertaking to pay the amount named therein as liquidated damages in case of condition broken, and not one of indemnity or security to the Government against loss or damage for breach of contract, and in an action thereon the actual damages can not be inquired into. (145 Federal Reporter, 995; 151 id., 534.)
 See sec. 1637 as to penalty for false approval of bond by postmaster.

Sureties on bonds of bidders.
 R. S. § 3946.
 1876, Aug. 11;
 19 Stat. 129.
 —oath to be taken by.
 —qualification of.

Sec. 1347. 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 March 4, 1909, sec. 125; 35 Stat. 1111.)

—interrogatories to be answered by.

Penalty for false swearing.

Note.
 —surety companies.

Notes.—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. 72.)

Form of proposals.

Sec. 1348. 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. 1355.)

—not to be altered.

2. A proposal altered in any of its essential terms shall not be considered in competition with proposals submitted in proper form.

Delivery and opening of proposals.
 R. S. § 3944.
 1916, July 28;
 39 Stat. 418.
 Before whom opened.
 Withdrawal of proposals.

Sec. 1349. 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 notice in writing of such withdrawal.

Proposals.
 —when not to be considered.

Sec. 1350. 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, suspension 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 60 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.

Sec. 1351. 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.

Sec. 1352. No postmaster or other employee of the postal service shall divulge to anyone the amount of any proposal of which he may have knowledge. Doing so will be considered sufficient cause for removal from the service.

Amounts of proposals not to be divulged.

The approval of the sureties shall be by a postmaster or duly appointed acting postmaster, and the certificate shall be signed in person by such official. An assistant postmaster or clerk is not authorized to approve the sureties of a bidder, either in his own name or in the name of the postmaster.

Approval of sureties by postmaster personally.

Sec. 1353. 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 distance is greater than that stated in the advertisement, if the points to be supplied are correctly stated.

No extra pay on account of mistakes.

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.

Offices established during contract term.

Sec. 1354. Consolidated or combined bids for mail service (proposing one sum for two or more routes) will not be considered.

Consolidated bids.

CONTRACTS FOR SERVICE.

Sec. 1355. 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 guaranties for faithful performance in accordance with the terms of the advertisement: *Provided, however,* That such contracts require due celerity, certainty, and security in the performance of the service; but the Postmaster General shall not be bound to consider the bid of any person who has wilfully or negligently failed to perform a former contract.

Contracts in name of United States.
R. S. § 3949.
1916, May 18;
39 Stat. 161.
Award to lowest bidder, except.

2. That whenever in the judgment of the Postmaster General the bids received for any star route are exorbitant or unreasonable, or whenever he has reason to believe that a combination of bidders has been entered into to fix the rate of star-route service, the Postmaster General be, and he is hereby, authorized, out of the appropriation for inland transportation by star routes, to employ and use such means or methods to provide the desired service as he may deem expedient, without reference to existing

When bids for star route are exorbitant or unreasonable.

Restriction on appropriation where star-route and rural free-delivery services are involved.
1918, July 2; 40 Stat. 751.

Contractor to reside on route.
1916, May 18; 39 Stat. 161.

Contracts limited to four years.

R. S. § 3956.
1876, Aug. 11; 19 Stat. 130.

Continuation of contracts for six months, authorized.

Combinations to prevent bidding.

R. S. § 3950.
—contracts not to be made with persons entering.

—penalty for.

Failure of bidder to enter into contract or contractor to commence service.

1876, Aug. 11; 19 Stat. 129.
—new contract in case of.

Failure of contractor to perform service.

1876, Aug. 11; 19 Stat. 130.

law or laws respecting the employment of personal service or the procurement of conveyances, materials, or supplies.

3. Hereafter no part of this appropriation (for inland transportation by star routes) shall be expended for continuance of any star-route service the patronage of which shall be served entirely by the extension of Rural Delivery Service, nor shall any of said sum be expended for star-route service for a patronage a major portion of which has been served by Rural Delivery Service, unless the services of a qualified rural carrier can not be secured.

4. 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 service thereon.

Sec. 1356. No contract for carrying the mail shall be made for a longer term than 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.

Sec. 1357. 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.

See secs. 1254 and 1318 as to persons disqualified as mail contractors; sec. 1613 as to Members of Congress being interested in contracts.

Sec. 1358. 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.

Sec. 1359. 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 accom-

panied 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.

Sec. 1360. The Postmaster General shall deliver to the Sixth Auditor (Auditor for the Post Office Department) (General Accounting Office), within sixty days after the making of any contract for carrying the mail, a duplicate copy thereof.

Sec. 1361. 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. § 3958 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. 1387 and part of 1388. The above section is also qualified by the act of August 3, 1882 (see sec. 1386), authorizing extension of service, and sec. 1395, 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. 1344), in relation to bulletin advertisements for service needed before the general lettings.

Sec. 1362. 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.

Sec. 1363. 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.

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.

3. Payments shall be made by warrant on the Treasury 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. 1422.) Payment shall not be made by postmasters unless specially authorized by the department.

NOTE.—Contractors for carrying the mail shall not be paid until the oath prescribed in sec. 32 is taken and filed in the department. (See sec. 1425.)

—new contract in case of.

Duplicate of contracts to be delivered to General Accounting Office.

R. S. § 404.

Change in terms of contracts.

R. S. § 3958.

—how effected.

Note.

Sections referred to.

Other provisions as to changes in contracts.

Newsletters on contracts.

1879, Mar. 3; 20 Stat. 362.

Payment on contracts.

R. S. § 3959.

1882, May 4; 22 Stat. 54.

—not to be made until contract is executed.

—withholding of, when.

—how made.

Note.

ASSIGNMENT OF CONTRACTS FOR SERVICES: SUBLETTING OF CONTRACTS.

Assignment of contracts prohibited. **Sec. 1364.** 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.
R. S. § 3963.

Note.
Distinction between assignment and subletting.

NOTE.—This section is not in conflict with the provisions of the following section. A contractor may, with the consent of the Postmaster General, make a subcontract with another for the performance of the service undertaken by him, but he continues as contractor and is responsible for the due fulfillment of his contract. Under the above statute a contract can not be assigned or transferred to another.

See following section, note, as to subcontracts; sec. 1401 as to contracts for transporting foreign mails.

Subletting of contracts.

1878, May 17;
20 Stat. 62.
—Postmaster General may authorize.

—in case of, without permission, to be annulled.

Sec. 1365. 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 securities shall be liable on their bond to the United States for any damage resulting to the United States in the premises.

Note.
Liability of contractors when service sublet.

NOTE.—Contractors can not assign or transfer their contracts so as to relieve themselves from liability. (See preceding section, note.) When the service is sublet their responsibility for the due fulfillment of all the provisions of their contracts is in nowise affected. The term "transfer" as used in this section has been regarded as qualified by "subletting" and as meaning the same thing; and only subcontracts are ever authorized by the Postmaster General.

Subletting for less than contract price.

1882, May 4;
22 Stat. 52.

—contract to be void.

Contract with subcontractor.

Sec. 1366. 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. 1395.)

Contractor not to have indemnity.

Manner of subletting contracts.

1878, May 17;
20 Stat. 62.

1916, July 28;
39 Stat. 418.

Copy of contract to be filed.

Sec. 1367. 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 Postmaster General a copy of his or their contract; and thereupon it shall be the duty of the Postmaster General to notify the Auditor of the Treasury for the Post Office Department (General Accounting Office) 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 (General Accounting Office), it shall be his duty to retain, out of the amount due the original contractor or contractors, the amount

General Accounting Office to be notified.

stated in said notice as agreed to be paid to the subcontractor or subcontractors, and shall pay said amount, upon the certificate of the 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 Postmaster General to certify such fact to the Auditor of the Treasury for the Post Office Department (General Accounting Office); and thereupon said auditor (General Accounting Office) shall settle with the original contractor or contractors, under the same rules as are now provided by law for such settlements.

General Accounting Office to pay subcontractor.

Sec. 1368. 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.

Subcontracts.—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. 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. 1369. That 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 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 month in which such service shall have been performed, the Postmaster General may cause the amount due 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.

1916, May 18; 39 Stat. 162.

—persons performing service to have.

—payment of amount of.

PERFORMANCE OF SERVICE.

GENERAL.

Star route.
—definition of.

Sec. 1370. 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 guaranties for faithful performance in accordance with the terms of the advertisement, and requiring due celerity, certainty, and security in the performance of the service.

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.

Official head of route.
—what offices are.

Sec. 1371. 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."

Qualifications of carriers.

Sec. 1372. 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.

Further duties of contractors.

Sec. 1373. 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.

Box delivery.
—patrons to provide boxes of standard type.

2. All persons desiring to avail themselves of box delivery and collection service on star routes must provide boxes of the standard type approved by the Postmaster General, as mail will not be delivered in or collected from boxes of other types or in sacks: *Provided*, That this shall not apply to boxes and sacks in use prior to July 1, 1917. (See sec. 813 as amended May 4, 1917.)

When postmasters shall meet carriers.

Sec. 1374. 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.

Intoxicating liquors.

Sec. 1375. 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.

Sec. 1376. 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 10 minutes are taken for opening and closing the mails at any office (see sec. 558) the additional time so taken will be allowed in addition to the time fixed in said schedule, unless otherwise provided in the contract; in all cases to carry the mail in preference to passengers and freight, and to their entire exclusion if its weight, bulk, or safety shall so require; and to carry the mail, upon demand, by any conveyance which the contractor regularly runs, or is concerned in running, on the route, beyond the number of trips specified in the contract, in the same manner and subject to the same regulations as are provided concerning regular trips.
- (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. 561); 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 shall 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

Performance of service by contractors.
Manner of carrying mail.

Schedules.

Ten minutes for opening and closing the mails.

Extra trips by regular conveyances.

Protection of mail.

Taking mail from and delivering into post offices.

Care of mail overnight.

Liability for carrier.

Transportation of inspectors, supplies, etc.

Exchange of mails at terminus on railroad.

Catcher service.

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.

Employment of special carrier.

Sec. 1377. A postmaster at a post office not on an established route may employ, when directed by the department, a suitable person to perform special mail service as often as practicable. The oath of office of the person so employed shall be transmitted to the General Accounting Office. (See sec. 1333.)

Certificate of service to be furnished General Accounting Office.

2. Immediately after the close of each quarter on March 31, June 30, September 30, and December 31, the postmaster shall transmit to the Comptroller, Bureau of Accounts, Post Office Department, on forms furnished by the office, a certificate of the special carrier's service and a daily transcript of stamps and other stamped paper canceled at his office during the preceding three months. The postmaster shall not pay the special carrier.

Limitation of service.

3. Special mail service shall be continued until a regular supply is authorized or other instructions are given by the department.

Boats used in mail service.

Sec. 1378. 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.

Accommodations for clerk.

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.

Contractors to keep record of pouches and make report.

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 a pouch due the contractor or his employee shall notify the division superintendent, Railway Mail Service.

Letters on mail steamboats. —how disposed of.

Sec. 1379. All letters placed on a mail boat, on which the mails are in charge of a postal clerk, shall 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 shall be received on such boat, and these shall be duly mailed.

Service on Lake Winnepesaukee, N. H.

Sec. 1380. The compensation for the carrier of mail on Lake Winnepesaukee from the post office at Laconia, N. H., who furnishes his own equipment, shall be \$1,800 per annum.

1919, Feb. 28; 40 Stat. 1794.

Delivery of letters by master of vessel.

Sec. 1381. 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

1909, Mar. 4, ch. 321, § 200; 35 Stat. 1126.

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.

Penalty for failure.

See sec. 390 as to postage on ship letters; sec. 517 as to treatment of such letters in post offices.

Sec. 1382. The term "ship letters and packages" embraces the letters and packages brought into the United States from foreign countries, or carried from one port in the United States to another, in any ship or vessel not regularly employed in carrying the mail, and in the latter case over a route where the mail is not regularly carried, before such letters have been mailed.

Ship letters defined.

2. Letters from any foreign port 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. 624.)

Foreign letters loose on regular mail steamers not included.

Sec. 1383. 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.

Compensation for carriage of ship letters.
R. S. § 3978.

Sec. 1384. 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.

Certificate of shipmaster showing letters carried.

Payment of shipmaster, and receipt.

See sec. 517 as to manner of rating postage and sec. 518 as to record to be kept.

Sec. 1385. 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.

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.

See sec. 390 as to postage on ship letters and printed ship matter; sec. 517 as to treatment of all ship matter at post offices.

CHANGES IN SERVICE: ADDITIONAL SERVICE.

Sec. 1386. 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.

Extension of service on route under contract.
1911, Mar. 4;
36 Stat. 1339.

Additional service.
R. S. § 3960.
—compensation for.

—no compensation for, until ordered.

Expedition of service when authorized.
R. S. § 3961.
—compensation for.

—limitation upon compensation for.
1880, Apr. '7;
21 Stat. 72.

Increased celerity.

—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.

Extra service.
—not to be required except in emergency.

—report of, to department.
—application for, when permanently necessary.

Unnecessary service not to be required of contractor.

Reduction or discontinuance of service.
—report of, to department.

Sec. 1387. 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.

Sec. 1388. 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.

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.

Sec. 1389. Whenever it shall become necessary to increase the speed by which the mail is carried on any route, the contractor shall have the option of continuing service upon the expedited running time, with the consent of his sureties, without additional compensation; but if after offer he does not promptly agree to so continue the service it shall be readvertised for the expedited running time required.

Sec. 1390. 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. 1391. 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. 1392. No additional regular trips shall be required of contractors by postmasters or superintendents of Railway Mail Service without first securing authority therefor from the proper bureau officer having charge of the service, 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 a full statement of the facts, shall be made to the proper bureau officer having charge of the service.

Sec. 1393. Postmasters shall so arrange the schedule of trips on regulation screen-vehicle routes for the receipt and dispatch of mails that the contractors will not be required to perform unnecessary service, and where possible, without detriment to the service, they should combine two or more mails in one trip.

Sec. 1394. When service in whole or in part becomes unnecessary, for any reason, the postmaster shall report the facts to the proper bureau officer having charge of the service, and if the reduction or discontinuance of service is only temporary, that fact should be stated, and the probable date of resumption given.

Sec. 1395. 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.

TEMPORARY SERVICE.

Sec. 1396. That 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*, That the cost of temporary service rendered necessary by reason of the failure of any accepted bidder to enter into a contract or a contractor to perform service shall be charged to such bidder or contractor.

Temporary contract, when authorized.

1876, Aug. 11;
19 Stat. 130.

1879, June 12;
21 Stat. 11.

1916, May 18;
39 Stat. 161.

—where service is defaulted, new service required, or no responsible contractor.

—when cost may be charged to bidder or contractor.

2. When, because of an emergency, it becomes necessary to divert mail in transit the Postmaster General may enter into a temporary contract for transporting such diverted mail over such other route as he may elect.

—for transporting diverted mails.

NOTE.—When a contractor for carrying United States mail fails or refuses to perform the required service, and temporary services can not be procured within the amount of the contractor's bond, the Postmaster General may employ temporary services on such route at a rate per annum in excess of the amount of the bond and charge same to the contractor. (1 Comptroller General 201.)

Note.

—failure of contractor to perform service.

Sec. 1397. 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. 1344) may be employed by the Postmaster General without advertisement, at a rate which he may deem reasonable, at the expense of any failing bidder or contractor.

Temporary service where bidder or contractor under

bulletin advertisement fails.

1892, July 26;
27 Stat. 268.

Sec. 1398. When any contractor fails to begin the performance of mail service under the 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. 1371), or the postmaster where vehicle service is under contract, shall employ temporary service at the lowest rate possible, any other postmasters on the route to communicate to him any offer they may have received for the performance of the service, and if the lowest obtainable rate seems excessive when compared with the contract rate, he should communicate with the proper bureau officer of the Post Office Department, by wire if necessary, and request instructions; the cost of any such temporary service to be charged to the contractor, and to continue until the contractor, in person or by agent, appears with proper equipment and takes charge of the route, or until otherwise ordered.

Procedure where contractor fails to begin or continue service.

Restriction on use of equipment of contractor, etc.

2. In the performance of temporary service postmasters shall not permit the use of any 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 as temporary carrier, service so performed shall be considered as being performed for the contractor or subcontractor, and shall not be recognized by the Post Office Department as temporary service.

Postmaster to report.

3. Postmasters shall 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.

Restriction on service in lieu of railroad or electric service.

Sec. 1399. Postmasters shall not require contractors to carry the mails in lieu of railroad, electric car, or cable car service which has failed, unless specific authority be received from the proper bureau officer of the Post Office Department.

Postmasters not to employ service after expiration of contracts.

Sec. 1400. 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.

CHAPTER 9.

FOREIGN MAIL SERVICE.

CONTRACTS: GENERAL PROVISIONS.

Transporting mails between United States and foreign countries.

R. S. § 4007.

Sec. 1401. The Postmaster General may, after advertising for proposals, enter into contracts for the transportation of the mail between the United States and any foreign country whenever the public interests will thereby be promoted.

See sec. 1338 as to combining foreign and inland steamboat service; sec. 1364 as to assignment of mail contracts; sec. 1251 as to contracts for transporting domestic mails over foreign territory; Title Four, ch. 2, as to foreign mails; sec. 1330 as to transporting foreign mails by aircraft; sec. 1406 as to ocean mail service act; sec. 1407 as to transportation on American-built and documented vessels; secs. 1416 and 1417 as to sea post offices; sec. 1636 as to penalty for offenses in connection with foreign mails.

Foreign mails. R. S. § 4008. —how transported.

Sec. 1402. The mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, shall be transported in steamships; but the Postmaster General may have such transportation performed by sailing vessels when the service can be facilitated thereby.

Limit of contracts. 1878, May 17; 20 Stat. 63.

Sec. 1403. 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. 1406 as to ocean mail subsidy service.

Discontinuance of foreign mail transportation contracts.

R. S. § 4011.

Sec. 1404. 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. 1406), which was authorized after its enactment.

AMENDMENTS TO THE POSTAL LAWS AND REGULATIONS

[Arranged chronologically. Issued since the publication of the 1924 edition]

| Insert number | Order number | Date of order | Sections amended | Insert number | Order number | Date of order | Sections amended |
|---------------|--------------|---------------|------------------|---------------|--------------|---------------|------------------|
| | | 1924 | | | | 1924 | |
| 1 | 121 | Jan. 31 | 482 | 23 | 713 | do | 1330 |
| 2 | 208 | Feb. 25 | 1565 | 24 | 732 | July 5 | 403 |
| 3 | 231 | Mar. 5 | 482 | 25 | 749 | July 7 | 11 |
| 4 | 314 | Mar. 31 | 1565 | 26 | 754 | July 11 | 288 |
| 5 | 576 | May 27 | 1107 | 27 | 754 | do | 1078 |
| 6 | 601 | June 7 | 532 | 28 | 761 | July 8 | 496½ |
| 6 | 601 | do | 636 | 29 | 771 | July 16 | 311 |
| 7 | 602 | do | 641 | 30 | 789 | July 15 | 1489 |
| 8 | 602 | do | 649 | 31 | 827 | July 22 | 1418 |
| 9 | 610 | June 10 | 121 | 32 | 851 | July 24 | 670 |
| 10 | 610 | do | 1192 | 33 | 852 | do | 354 |
| 11 | 611 | do | 1072 | 34 | 858 | July 29 | 508 |
| 12 | 652 | June 21 | 636 | 35 | 1000 | Sept. 10 | 855 |
| 13 | 653 | do | 532 | 36 | 1053 | Sept. 26 | 734 |
| 14 | 654 | do | 639 | 37 | 1058 | Sept. 27 | 1072 |
| 15 | 676 | June 25 | 66 | 38 | 1067 | Sept. 30 | 787 |
| 16 | 676 | do | 1318 | 39 | 1122 | Oct. 14 | 704 |
| 17 | 677 | do | 1581 | 40 | 1130 | Oct. 3 | 632 |
| 18 | 678 | do | 634 | 41 | 1186 | Nov. 6 | 1076½ |
| 19 | 708 | July 1 | 1273 | 42 | 1193 | do | 855 |
| 20 | 708 | do | 1273½ | 43 | 1255 | Nov. 22 | 1073 |
| 21 | 713 | June 30 | 385 | 44 | 1340 | Dec. 20 | 855 |
| 22 | 713 | do | 450 | | | | |

AMENDMENT TO POSTAL LAWS AND REGULATIONS

DECEMBER 20, 1924.

INSERT No. 44. ORDER No. 1349.

Paragraph 3, section 855, of the Postal Laws and Regulations is hereby amended to read as follows:

"Postmasters of first and second class offices shall take receipts from each messenger or rural carrier acting as messenger, on a regular pay roll (Form 1594), showing the name of the messenger, number of pieces delivered or attempted to be delivered by him, as ascertained by the 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. (See sec. 215.) The quarterly voucher will be detached and forwarded to the Comptroller, Bureau of Accounts, with the quarterly postal account."

INSERT No. 253. ORDER No. 4821.

OCTOBER 28, 1926.

Section 1363 of the Postal Laws and Regulations is amended by adding paragraph 4 as follows:

"4. Postmasters may be designated by the Postmaster General as disbursing officers for the payment of contractors, emergency carriers, and temporary carriers, for performance of authorized service on power boat and star routes in Alaska. (Act of April 23, 1926.)

"No postmaster shall make payments unless specifically designated by the department to do so."

Sec. 1405. 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.

Compensation for transportation of foreign mails.
R. S. § 4009.

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.

Note.—on actual compensation in view of Postal Union Convention.

See sec. 1406 as to compensation for "ocean mail service"; secs. 1428 and 1429 as to fines and deductions.

Sec. 1406. 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.

Ocean mail service.
1891, Mar. 3;
26 Stat. 830.
1885, Mar. 3;
23 Stat. 387.
—authority for establishment of.

NOTE.—The other provisions of the act refer to the classes of vessels, their speed, equipment, etc., and the rates payable.

Note.

Sec. 1407. All mails of the United States shipped or carried on vessels shall, if practicable, be shipped or carried on American-built vessels documented under the laws of the United States. No contract hereafter made with the Postmaster General for carrying mails on vessels so built and documented shall be assigned or sublet, and no mails covered by such contract shall be carried on any vessel not so built and documented. No money shall be paid out of the Treasury of the United States on or in relation to any such contract for carrying mails on vessels so built and documented when such contract has been assigned or sublet or when mails covered by such contract are in violation of the terms thereof carried on any vessel not so built and documented. The board and the Postmaster General, in aid of the development of a merchant marine adequate to provide for the maintenance and expansion of the foreign or coastwise trade of the United States and of a satisfactory postal service in connection therewith, shall from time to time determine the just and reasonable rate of compensation to be paid for such service, and the Postmaster General is hereby authorized to enter into contracts within the limits of appropriations made therefor by Congress to pay for the carrying of such mails in such vessels at such rate. Nothing herein shall be affected by the Act entitled "An Act to provide for ocean mail service between the United States and foreign ports, and to promote commerce," approved March 3, 1891.

United States mails to be carried on American-built vessels, if practicable.
1920, June 5;
41 Stat. 998.
Such contracts not to be sublet or assigned.

Determination of rate of compensation.

Sec. 1408. 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 Con-

Transportation through United States of mails of Canada and countries adjoining the United States.
R. S. § 4012.

Withdrawal of privilege.

gress from and after one month succeeding the day on which notice of the act of the President or Congress is given to the chief executive or head of the post office department of the country whose privilege is to be annulled.

See sec. 1251 as to contracts for transporting domestic mails over foreign territory; sec. 496 as to authority of Postmaster General to make postal conventions with foreign countries.

DELIVERY INTO AND TAKING LETTERS FROM POST OFFICES BY MASTERS OF FOREIGN VESSELS.

Letters carried in foreign vessels to be deposited in post office.
1909, Mar. 4, ch. 321, § 203; 35 Stat. 1127.

Sec. 1409. 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.

Punishment for failure.

See secs. 1382 to 1385 as to payment for ship letters.

Carriage by vessels of mail not received from post office forbidden.

Sec. 1410. 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. 1258, 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.

Officer of port to require oath of master of vessel not to violate this section.

Note.

NOTE.—Letters inclosed in stamped envelopes as provided in sec. 1258 can be carried without emanating from a post office.

POSTAL AGENCIES.

Agencies in foreign countries.
R. S. § 4021.

Sec. 1411. The Postmaster General may establish resident mail agencies at the ports of Panama and Aspinwall, in New Granada [Colombia]; Havana, in Cuba; at St. Thomas, and at such other foreign ports at which United States mail steamers touch to land and receive mails, as may, in his judgment, promote the efficiency 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.

Agents.
—expenses of.

Agency in China or Japan.
R. S. § 4023.

Sec. 1412. 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.

NOTE.—The postal agency formerly maintained at Shanghai was discontinued December 31, 1922.

Sec. 1413. The Postmaster General may appoint an agent in charge of the mail on board of each of the mail steamers on the routes between San Francisco, Japan, and China; between San Francisco and Honolulu, in the Hawaiian Islands, and between New York and Rio Janeiro, who shall be allowed, out of the appropriation for transportation of the mail, a salary of two thousand dollars a year.

See sec. 1418 as to sea post-office clerks.

TRANSPORTATION BY POSTAL UNION COUNTRIES OF THE MAILS OF OTHER COUNTRIES.

Sec. 1414. 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. 1251 as to contracts for transporting domestic mails over foreign country.

Sec. 1415. 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.

SEA POST OFFICES.

Sec. 1416. The Postmaster General shall be authorized to expend such sums as may be necessary, not to exceed \$150,000, to cover the cost to the United States for maintaining sea post service on ocean steamships conveying the mails to and from the United States.

Sec. 1417. Sea post offices duly authorized by the Post Office Department shall be established and operated on such ocean steamships as may be designated.

Sec. 1418: United States sea post clerks shall be of two classes; clerks of class 1 shall receive pay at the rate of \$2,000 per annum each; clerks of class 2, who shall be clerks in charge, shall receive pay at the rate of \$2,200 per annum each. In addition thereto they shall be entitled to first-class board on the steamships to which they are 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 as are passengers.

—branches of.

Agents.

—expenses of.

Note.

Agents on ocean steamers.

R. S. § 4022.

—on what routes.

—compensation.

Right of transportation by Postal Union countries.

Postal Union transit charges.

Maintenance of sea post service. 1923, Feb. 14; 42 Stat. 1253.

Sea post offices.

Sea post clerks. —compensation and subsistence.

Appointments.
—how made.

2. Vacancies in the sea post service shall be filled by transfer from the Railway Mail Service or from the classified personnel of first and second class post offices in accordance with the postal regulations and instructions of the Second Assistant Postmaster General. Each unsuccessful applicant should renew his application at the expiration of one year. If the application is not renewed it will be taken for granted that the transfer is no longer desired. Employees receiving a salary of \$1,800 or less per annum are not eligible for transfer.

See sec. 1413 as to agents on ocean steamers.

Bonds of clerks.

Sec. 1419. 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. Bonds shall be filed with the Second Assistant Postmaster General.

See sec. 70 as to renewal of bonds; sec. 1379 as to letters mailed on vessels carrying sea post clerks.

CHAPTER 10.

EXAMINATION OF REPORTS OF SERVICE PERFORMED:
DEDUCTIONS AND FINES.

EXAMINATION OF REPORTS: GENERAL PROVISIONS.

Registers of arrivals and departures.
R. S. § 3841.
Reports, how made.

Sec. 1420. 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. 1421. 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.

Note.

NOTE.—Reports are made to the Fourth Assistant Postmaster General, in charge of this service.

Reports of mail service.
—by whom to be made.

Sec. 1422. 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.

—standard time to be observed in.

2. Standard (railroad) time shall be observed by contractors in performing, and used by postmasters in reporting, service on all routes.

—when to be made.

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 shall be retained by the postmaster and carefully preserved, to be turned over to his successor.

—duplicates of, to be retained.

Sec. 1423. 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. 1424. 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.
- (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 shall 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.

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. Postmasters to
furnish general in-
formation.

See sec. 1376, relative to the requirements of contractors; sec. 1322 relative to the duties of mail messengers; sec. 554 as to delivery of mail to carriers in advance of scheduled time.

Sec. 1425. 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 32. Oath of mail
carriers.

2. Postmasters shall see that the requirements of this section are strictly complied with. —supervision by
postmasters.

Sec. 1426. 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 shall show what part and state the distance traveled. Explanation
for delinquencies
by contractors.

Railroads to submit evidence of service.

Sec. 1427. Evidence of the performance of service by railroad shall be submitted quarterly, under oath, by the companies, in the form prescribed by the Post Office Department, for regular train service and for side and transfer service, and monthly for emergency service. The statements shall be rendered in duplicate. Evidence of the performance of service by electric railways shall be submitted under oath monthly by the companies in the form prescribed by the Post Office Department. All such evidence shall be submitted through the Railway Mail Service. (See sec. 1272.)

DEDUCTIONS AND FINES.

Deductions and fines for failures and delinquencies.

R. S. § 3962.
—authority for.

Sec. 1428. 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.

Note.

NOTE.—The action of the Postmaster General in authorizing deductions, under the provisions of the aforesaid section, for failure to perform service according to contract, is not subject to review. (*Allman v. United States*, 131 U. S. 31; 20 Comp. Dec. 555.)

See sec. 1272 as to penalty for refusing to furnish railway post-office cars or equip them.

Fines on contractors for foreign mails.

R. S. § 4010.
—maximum amount of.

Sec. 1429. 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.

Note.

NOTE.—Fines may be imposed for failures and delinquencies in connection with the ocean mail subsidy service. The provision authorizing the same is included in the act providing for said service. (See sec. 1406.)

GENERAL SERVICE.

Fines, how and for what imposed.

Sec. 1430. Fines shall be imposed, unless satisfactory excuse be made in due time, for each of the following delinquencies on the part of a contractor, to wit:

Failure to take or deliver mail.

(a) Failure to take the mail, or any part of it, from a post office, or to deliver it thereto, or to deliver it immediately upon arrival. (Note exceptions in sec. 561.)

Damage to 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.

Refusal to transport 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.

Leaving mail for passengers, etc.

(d) Leaving or putting aside the mail, or any part of it, for the accommodation of passengers, baggage, express, freight, or other matter.

Failure to observe schedule.

(e) Habitual failures to observe schedule.

Other delinquencies.

(f) Other delinquencies or violations of the terms of the contract, or the requirements or regulations of the Post Office Department.

Postmaster General to fix amount of fine.

2. The fine shall in each case be such sum as the Postmaster General may impose, in view of the gravity of the delinquency, and shall be deducted from the contractor's pay for the service on the route on which the delinquency occurred.

Sec. 1431. In addition to the foregoing general causes, fines shall be imposed for the following delinquencies in the different classes of service, to wit: Fines in particular classes of service.

RAILROAD, ELECTRIC, AND CABLE CAR SERVICE.

- (a) Leaving mail which arrives at the station before the departure of the train or car for which it is intended. Leaving mail.
- (b) Failure to use the first practicable means of forwarding mail which is delayed en route. Forwarding of delayed mails.
- (c) Failure to furnish suitable apartments when required in which to distribute the mail. Failure to furnish apartments in cars.
- (d) Failure to sound proper signal when approaching mail crane. Failure to sound signal.
- (e) Failure to furnish proper accommodations for the handling, storage, and, if necessary, the distribution of mails in depots. Failure to furnish proper accommodations in depots.

STAR SERVICE.

- (f) Failure to arrive or depart at time fixed by schedule without satisfactory excuse. Failure to observe schedule.
- (g) Intoxication of carrier while in charge of mail. Intoxication of carrier.
- (h) Employing a carrier under 16 years of age. Carrier under age.
- (i) Failure to deposit all mail in the post office at any place where the carrier stops overnight. Care of mail overnight.
- (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. Employing post-office employees.

BOAT SERVICE.

- (k) Failure to arrive at time fixed by schedule without satisfactory excuse. Failure to observe schedule.
- (l) Failure to furnish necessary facilities for the distribution of mail. Failure to furnish apartments.
- (m) When a grade of service is rendered inferior to that stipulated in the contract. Inferior grade of service.

VEHICLE SERVICE IN CITIES.

- (n) Failure to provide and maintain in good condition sufficient equipment (motor trucks, wagons, horses, and harness) to perform the service properly. Failure to provide sufficient equipment.
- (o) Failure to carry the mails in the prescribed vehicles, 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.
2. Applications from railroad and electric-car companies for remission of fines and deductions will not be considered unless, in the case of fines, the company has previously made reply to Applications for remission of fines and deductions.

the complaint of the officer of the Railway Mail Service within 30 days from the date of his communication relative to the delinquency for which the fine has been imposed, nor unless, in cases of fines and deductions, the application for remission, with evidence in support thereof, is filed in the office of the Second Assistant Postmaster General within six months from the date of notice by the Post Office Department to the railway company that such fine has been imposed or deduction made.

CHAPTER 11.

MAIL EQUIPMENT.

MAIL BAGS.

Term "mail bags." **Sec. 1432.** The term "mail bags" includes mail pouches and mail sacks. Mail bags shall be numbered 0 to 4, according to size; No. 0 indicating the largest, No. 1 the next smaller size, etc.

—what it includes.

2. The several styles of mail bags are:

Mail pouches.

(a) Mail pouches, designed for locking, sizes 1, 2, 3, and 4.

Saddle mail bags.

(b) Saddle mail bags, designed for locking, and for use exclusively for horseback service; one size only.

Catcher mail pouches.

(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.

Sacks for domestic mail.

(d) Canvas mail sacks, known as class D, for ordinary second, third, and fourth class domestic matter, sizes 1, 2, and 3, equipped with lacing cord and cord fastener. All size 1 class D sacks

Sacks for ordinary foreign mail.

manufactured or repaired subsequent to July 31, 1922, are equipped with locking cord fasteners, and are used for parcel post.

Sacks for registered foreign mail.

(e) Canvas mail sacks, known as class E, for ordinary foreign mail, sizes 0 and 1.

Special bags.

(f) Canvas mail sacks, known as class F, for registered foreign mail, sizes 0 and 1.

Waterproof coverings not furnished.

(g) Special bags.
(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. 1433. Mail bags shall be furnished by the department for use exclusively by the postal service. These bags or striped canvas used for their manufacture shall not be sold or otherwise disposed of by private parties to the commercial trade, except where specifically authorized by the Post Office Department.

—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.

Restrictions on use of mail bags.

Sec. 1434. 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, except as provided in section 1435.

—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 1443.

3. The use of catcher mail pouches and saddle mail bags shall be restricted as indicated in section 1432. Use of catcher and saddle bags.

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. Accumulation of bags forbidden.

Sec. 1435. 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, Mail Equipment Shops, 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.

6. Mail sacks may be furnished upon specific authorization of the Second Assistant Postmaster General, Division of Railway Mail Service, in each case for shipment of catalogues and other advertising matter in large quantities by freight or express to post offices into which such matter is to be deposited for dispatch as mail, and for shipment by publishers of second-class mail by freight or express to post offices where such matter has additional entry: *Provided*, That the shipper shall make such distribution as may be required by the Railway Mail Service and a record is kept of the number of sacks delivered to the shipper and the number returned to the service at the post office where mailed, the shipper to be held responsible for any shortage. —for shipments by freight or express, to be finally deposited in the mails.

Sec. 1436. 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 one day. All other sacks shall be disposed of promptly as directed in section 1443. Mail sacks containing public documents, etc. —to be emptied and returned promptly. —disposal of.

Sec. 1437. The lock staple of a mail pouch may be filed or cut, if necessary, to remove a defective lock, as indicated in section 1452. Mail bags with defective locks. —lock staple may be cut.

—no other mutilation allowed.

—except.

—attachments not to be removed, etc.

Postmasters at head of star routes to order bags and locks.

Repair of mail bags. —to be avoided.

—no allowance for, when.

—when permissible.

—allowance for.

Applications for mail bags. —how to address.

2. Mail bags shall not be mutilated otherwise by postmasters or other post-office employees.

3. A railway postal clerk may cut the fastening strap of a mail pouch, if necessary.

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.

Sec. 1438. When a mail bag is needed on a star route, it shall be ordered by the postmaster at the head office (see sec. 1371), and failure on his part to keep the route equipped with suitable bag and lock shall be reported to the Second Assistant Postmaster General, Division of Railway Mail Service.

Sec. 1439. 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. 1438 and 1440.)

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.

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 1452. Unnecessary repair of pouches, or the repair of sacks, shall not be made.

4. The receipted bill for money paid by a postmaster for repair of a mail pouch shall accompany his quarterly account as a proper voucher for the allowance of the money as paid and charged by him, said bill to be accompanied with a letter from the Fourth Assistant Postmaster General, Mail Equipment Shops, authorizing this expenditure. The bill shall state clearly the nature and price of the work done.

Sec. 1440. All requests for mail bags of all styles in quantities, and requests for saddle bags for use on star, rural, and special routes, shall be addressed to the Second Assistant Postmaster General, Division of Railway Mail Service.

2. All requests for mail bags for use on star, rural, and special routes, except saddle bags, shall be addressed as follows:

| From post offices in— | To postmaster at— |
|--|-----------------------|
| Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island..... | Boston, Mass. |
| Connecticut, New York, New Jersey, and Pennsylvania..... | New York, N. Y. |
| Georgia, Florida, Alabama, Mississippi, and Louisiana..... | Atlanta, Ga. |
| Ohio, Indiana, Kentucky, and Tennessee..... | Cincinnati, Ohio. |
| Michigan, Wisconsin, Illinois, Iowa, Nebraska, Wyoming, and Idaho..... | Chicago, Ill. |
| Minnesota, North Dakota, South Dakota, and Montana..... | St. Paul, Minn. |
| Missouri, Kansas, Arkansas, Oklahoma, Texas, Colorado, New Mexico, and Arizona..... | St. Louis, Mo. |
| Utah, Nevada, California, Oregon, Washington, and Alaska. | San Francisco, Calif. |
| Maryland, Delaware, District of Columbia, Virginia, West Virginia, North Carolina, and South Carolina..... | Washington, D. C. |

(a) The requisition shall state, if for a star route, the number and terminal offices of the route; if for a rural-delivery or special route, the name of office supplied.

(b) The style, size, and quantity wanted, and the reason why needed shall also be stated.

3. Separate locked pouches for offices on a star route shall not be furnished, except when authorized by the proper division superintendents of the Railway Mail Service. —extra pouches for star routes not furnished, except.

Sec. 1441. 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 blank prescribed by the department, giving the information indicated thereon. —to make monthly reports.

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. Equipment, how kept.

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. —to be distributed on orders. Exceptions.

Sec. 1442. All defective mail bags shall be promptly dispatched by mail to the Mail Equipment Shops, Washington, D. C. Defective bags. —where sent.

2. Serviceable empty mail bags shall not be included in bundles containing defective mail bags. —serviceable bags not to be sent therewith.

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 Mail Equipment Shops. (See secs. 328 and 634.) Bags mutilated in consequence of depredation.

4. Mail bags sent to the repair shop shall be covered by plainly addressed labels, the face of the label to be marked "Mail Equipment Shops, Washington, D. C.," and to show contents of bundle, the reverse side of label to bear the postmark of dispatching office or line and name of employee having the matter in immediate charge. Labeling and marking of bags.

Sec. 1443. Any serviceable mail bag not actually required for the regular dispatch of mails is surplus equipment. Surplus mail bags.

2. Surplus mail bags shall not be held at any post office to meet possible emergencies unless specially authorized by the Railway Mail Service. —not to be held for emergencies.

3. All surplus mail bags shall be dispatched daily by mail to receiving points designated by the Railway Mail Service. Postmasters and railway postal clerks dispatching mail bags shall obtain the necessary information as to points to which they should dispatch, in cases where they are in doubt, from the superintendent, Railway Mail Service, of the division in which their office or line is located. —to be dispatched daily to designated receiving points.

- labeling and marking. 4. Each sack containing empty mail bags shall be properly labeled, the face of the label to show the point to which shipment is being made and the contents of the bundle, the reverse side of the label to bear the postmark of dispatching office or line and name of the employee having the matter in immediate charge.
- Defective mail bags. 5. Defective mail bags shall not be included in these dispatches, but shall be disposed of as directed in section 1442.
- Bags belonging to foreign countries. —return of. **Sec. 1444.** 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.
- Cord fasteners and label cases. **Sec. 1445.** Cord fasteners and label cases which become detached from mail bags shall be forwarded by ordinary mail to the Fourth Assistant Postmaster General, Mail Equipment Shops.
- Improper use of bags and locks. —to be reported. **Sec. 1446.** 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.

MAIL LOCKS.

- Term "mail locks." **Sec. 1447.** The term "mail locks" includes:
 - what it includes. (a) The LA and double-star lock, which shall be used for locking pouches in which first-class mail matter is conveyed and sacks in which parcel post is conveyed.
 - LA and double star. (b) The rotary registry lock, which shall be used at authorized post offices and by postal employees specially authorized for locking pouches and sacks containing registered matter only.
 - rotary registry. (c) The brass (star route) registry lock, which shall be 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, which shall be used for United States collection boxes. (Various kinds of padlocks and "inside" or "arrow" locks.)
 - letter box. (e) Special mail locks, which shall be used when specially authorized.
 - special. See sec. 894 as to registry dispatches; sec. 931 as to care of registry locks and keys.
- Use of mail locks. **Sec. 1448.** 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.
- restriction. —never sold.
- Requests for locks. **Sec. 1449.** All requests for mail-pouch locks in quantities shall be addressed to the Second Assistant Postmaster General, Division of Railway Mail Service.
 - how to address. 2. All requests for mail-pouch locks for use on star, rural, and special routes shall be addressed as provided in section 1440, paragraph 2, in reference to requests for mail bags for star, rural, and special routes, and give information that is required in subparagraph (a).

Sec. 1450. Brass registry locks shall be used only on pouches dispatched to post offices to which the brass-lock system of exchange has been extended. Brass locks.
—authorized use.

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 1452. Should it be necessary to forward the pouch unopened to the next office on the route, as provided for in section 1452, a letter of advice shall be transmitted therewith by each dispatching office. —how treated
when so used.

See sec. 884 as to brass-lock pouch service.

Sec. 1451. 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. Pouch without
lock.
—how treated.

2. The first postmaster who has a mail lock shall attach it to the pouch and immediately return the padlock to its owner. —supplying of
lock.

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 General Accounting Office 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, Mail Equipment Shops. —credit for, if
purchased by
postmaster.

Sec. 1452. 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 shall 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 1451. Defective locks
on pouches.
—how treated.

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. —at terminal of-
fice.

See sec. 1437 as to treatment of mail bags with defective locks.

Sec. 1453. Whenever a mail lock of any kind is found to be defective in the slightest degree it shall be withdrawn immediately from service. The defective LA and double-star locks shall be sent by ordinary mail to the Mail Equipment Shops, Washington, D. C. All other defective locks shall be forwarded by registered mail with a letter of advice to the Mail Equipment Shops. Defective locks.
—disposition of.

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.

Surplus locks.
—double-star and
rotary registry.

—disposition of.

Sec. 1454. Any serviceable LA and double-star ordinary mail lock 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 LA and double star locks shall be dispatched daily by offices of the first class, large terminal railway post offices, and railway post-office lines by ordinary mail, and the rotary registry locks daily by registered mail to points designated below, the pouch or package inclosing them in each case to show by postmark the name of the dispatching office. Offices of the second, third, and fourth classes and small terminal railway post offices dispatching pouches of mail to railway post-office lines should include daily in these pouches all surplus LA, double star, and rotary registry locks. Offices of the second, third, and fourth classes not dispatching pouches of mail to railway post-office trains should send surplus locks daily to the nearest office making dispatches of mail in pouches to railway post-office trains. Locks must not be dispatched in catcher pouches when it can be avoided:

(a) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island to the postmaster at Boston, Mass.

(b) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Connecticut, New York, New Jersey, Pennsylvania, Delaware, and Eastern Shore of Maryland and Virginia to the postmaster at New York, N. Y.

(c) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Maryland, District of Columbia, Virginia, West Virginia, North Carolina, and South Carolina to the mail equipment shops, Washington, D. C.

(d) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Georgia, Florida, Alabama, Mississippi, and Louisiana to the postmaster at Atlanta, Ga.

(e) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Ohio, Indiana, Kentucky, and Tennessee to the postmaster at Cincinnati, Ohio.

(f) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Michigan, Wisconsin, Illinois, Iowa, South Dakota, Nebraska, Utah, Wyoming, Idaho, Nevada, Washington, Oregon, and Alaska to the postmaster at Chicago, Ill.

(g) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Minnesota, North Dakota, and Montana to the postmaster at St. Paul, Minn.

(h) From first-class offices, large terminal railway post offices, and railway post-office lines ending in Missouri, Arkansas, Texas, Oklahoma, Kansas, Colorado, New Mexico, Arizona, and southern California to the postmaster at St. Louis, Mo.

(i) From first-class offices, large terminal railway post offices, and railway post-office lines ending in northern California to the postmaster at San Francisco, Calif.

Sec. 1455. Surplus brass registry locks shall be forwarded promptly, by registered mail, to the Fourth Assistant Postmaster General, Mail Equipment Shops. Surplus brass registry locks.

Sec. 1456. Each application for letter-box locks shall be addressed to the Fourth Assistant Postmaster General, Mail Equipment Shops, and shall state explicitly the combination and number of locks wanted and why they are needed. Letter-box locks.
—application for.
—combination to be stated.

2. 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, Mail Equipment Shops. —receipt and inventory.

3. 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. —accounts to be kept.

4. Postmasters at letter-carrier offices shall 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. —surplus number to be kept.

5. Surplus letter-box locks shall be kept in a safe, or 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 1453. —surplus allowed.

6. All letter carriers should be expressly instructed (through the superintendent of carriers) that 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. —care of.

7. The shackle of a letter-box *padlock* may be pried when it is on a letter box and can not be opened with a key, but not until the carrier has properly reported the matter to the post office and a new key has been tried on the lock. Should it be necessary to remove a damaged "inside" or Arrow street letter-box lock, a most satisfactory method is as follows: Carefully center the screws with a center punch, then drill a hole at least $\frac{1}{4}$ inch deep, using a breast drill and a number 23 twist drill; drive out the screws with a drive punch the same size as the drill, then retap the holes with a $\frac{3}{8}$ inch 32 pitch tap. If the foregoing method is not feasible, remove the screws by any available method that will not injure the lock or box. No attempt shall be made to open a letter box by the methods described until a new key has been tried in the lock. —shackle may be pried.

8. 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. 1457. Mail locks shall not be repaired nor shall oil or grease be applied to them. Repairs forbidden.

Sec. 1458. 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. Locks in improper hands.
—to be reclaimed.

Locks.
—thefts and loss
to be reported.

Sec. 1459. In case of theft or loss of a letter-box lock, or theft of any other kind of mail lock, a report, stating the facts and circumstances relating to such theft or loss, shall be made immediately to the proper inspector in charge, and also to the Fourth Assistant Postmaster General, Mail Equipment Shops.

MAIL KEYS AND SAFETY CHAINS.

Term "mail keys."
—what it in-
cludes.

Sec. 1460. The term "mail keys" includes all keys issued by the department for use in connection with the mail locks referred to in section 1447. The ordinary mail keys in general use are known as LA and double-star keys.

Mail keys shall be furnished to whom.

Sec. 1461. 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.

Application for, to be addressed to whom.

Sec. 1462. Application for mail keys and safety key chains shall be addressed to the Fourth Assistant Postmaster General, Mail Equipment Shops, and prompt request shall be made for new keys which may be needed to replace broken, lost, or damaged ones.

Receipts for record of and accounting for mail keys.

Sec. 1463. A mail key which is the subject of correspondence should be referred to by its number and combination.

Key number.
Receipts for keys.

2. 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, Mail Equipment Shops.

Mail key charged by number.

3. 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 shall make a record, to be kept in his post office, of the date of its receipt, the number of the key, and its combination. In case of letter-box keys the combination shall be shown on the record.

Record to be kept.

Receipts to be obtained from carriers.

4. Postmasters shall obtain and file in their offices receipts from letter carriers for mail keys issued to them.

Mail keys from discontinued offices, etc.

5. 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, Mail Equipment Shops, accompanied by a letter of advice.

Safe-keeping of mail keys.

Sec. 1464. 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.

To be kept 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, Mail Equipment Shops.

3. The LA and double-star mail keys 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.

The LA and double-star key in use at post offices.

4. Postmasters and other postal employees shall report to the Fourth Assistant Postmaster General, Mail Equipment Shops, all instances of loss or accident to, or of any unlawful or improper use of, mail keys which come to their knowledge. In all cases the combination, as well as number of key, shall be indicated.

Losses, etc., to be reported.

Sec. 1465. 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.

Use and care of extra keys.

Sec. 1466. No attempt shall be made to have a mail key repaired.

Unserviceable mail keys and chains.

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 shall 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.

Mail key not to be repaired.

Bags to be passed unopened.

3. When a mail key of any kind is returned to the department, it shall be addressed to the Fourth Assistant Postmaster General, Mail Equipment Shops, and be forwarded by registered mail, accompanied with a letter of advice. Broken (all parts), defective, and stray mail keys shall be forwarded without delay. Mail keys and locks shall not be sent to the Post Office Department in the same package.

How to return keys.

Defectives, strays, etc.

—not inclosed.

4. Safety key chains which are badly worn and endanger the safety of mail keys shall not be used.

Safety chains.

Sec. 1467. 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. 1468. 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 1452.

Proof of defective locks.

MISCELLANEOUS PROVISIONS.

Sec. 1469. The Second Assistant Postmaster General, Division of Railway Mail Service, shall submit to the Fourth Assistant Postmaster General, Mail Equipment Shops, when requested, periodically such data as may be desired relative to mail pouches, sacks, and locks in the service.

Equipment in the service.—reports to be made.

Sec. 1470. Repairs to mail bags and mail locks shall be made in the Mail Equipment Shops at Washington, D. C.

Repairs to bags and locks, where made.

TITLE ELEVEN.

RAILWAY MAIL SERVICE.

CHAPTER 1.

ORGANIZATION AND SUPERVISION.

Authority to appoint. See. 1471. Authority to appoint the following-named officers of the Railway Mail Service may be found in the 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.

Assistant chief clerks, June 5, 1920 (41 Stat. 1052), and subsequent appropriation acts.

Salaries of officials, Railway Mail Service.
1920. June 5;
41 Stat. 1050.

See. 1472. The annual salaries of officials of the Railway Mail Service shall be graded in even hundreds of dollars, as follows: Division superintendents, at \$4,200; assistant division superintendents, at \$3,200; assistant superintendents, at \$3,100; assistant superintendent in charge of car construction, at \$3,000; chief clerks, at \$3,000; assistant chief clerks, at \$2,500: *Provided*, That the clerks in charge of sections in the offices of the division superintendents shall be rated as assistant chief clerks, at \$2,500 salary, and the chief clerk in charge of car construction shall be designated as an assistant superintendent, at \$3,000 salary per annum.

Sec. 1473. 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.

Duties of General Superintendent.
—management of service.

See sec. 12 as to other duties of General Superintendent; secs. 459 to 463 and 466 as to preparation of matter for mailing, to be under direction of General Superintendent; sec. 1275 as to establishment of new or additional railroad and railway post-office car service.

Sec. 1474. The Railway Mail Service shall be divided into 15 divisions, each in charge of a division superintendent.

Divisions of the Railway Mail Service.

Sec. 1475. 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; prepare semimonthly pay sheets and quarterly pay rolls showing the names of the employees and the amounts of salaries and travel allowances to be paid by checks issued by postmasters at division headquarters of the Railway Mail Service (see sec. 210); make investigations ordered by the department, and of irregularities occurring within his territory, except losses (see sec. 1576), taking corrective action when necessary, and report upon all essential matters to the General Superintendent.

Division superintendent.
—duties of.

Sec. 1476. 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. 1477. The general superintendent may assign 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.

Chief clerks, assignment.

2. There shall be assigned to the office of a chief clerk an assistant chief clerk and such additional clerks as may be found necessary.

Assistant chief clerks, assignment.

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 shall 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 specially delegated to them.

Chief clerks, duties.

Sec. 1478. The Postmaster General may, in the disbursement of the appropriation for such purposes, apply a part thereof to the purposes of leasing premises for the use of terminal railway post offices at a reasonable annual rental, to be paid quarterly, for a term not exceeding twenty years.

Terminal railway post offices.
1920, Apr. 24;
41 Stat. 580.

2. Terminal railway post offices may be established at points where mails can be advantageously distributed or combined. The

Force may include transfer clerks.

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.

Traveling expenses of officers, Railway Mail Service.
 1881, Mar. 1;
 21 Stat. 374.
 1890, Apr. 16;
 26 Stat. 56.
 1922, June 19;
 42 Stat. 657.
 1923, Feb. 14;
 42 Stat. 1252.

Sec. 1479. The (general) superintendent of railway mail service * * * shall be paid (his) actual expenses while traveling on the business of the Department.

2. (The) assistant general superintendent and chief clerks (will be) paid their necessary and actual expenses while traveling on the business of the Department.

3. (The) general superintendent and assistant general superintendent, division superintendents, assistant division superintendents, assistant superintendents, and chief clerks, railway mail service, and railway postal clerks while actually traveling on business of the Post Office Department and away from their several designated headquarters (will be) paid their actual and necessary expenses while traveling on business of the Department).

Note.

NOTE.—The foregoing (except words in parentheses) is quoted from the appropriation act for the fiscal year 1924, approved February 14, 1923, and applies to that fiscal year only, but other appropriation acts for recent years contain an appropriation for a similar purpose. The expenses of railway postal clerks while engaged in their runs can not be paid from this appropriation; it relates to expenses incurred while traveling under special orders.

Travel allowances, railway postal clerks.
 1919, Feb. 28;
 40 Stat. 1195.

Sec. 1480. In addition to the salaries provided by law, 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 10 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 \$2 per day.

Travel expenses, substitutes.
 1920, June 5;
 41 Stat. 1051.

2. Substitute railway postal clerks shall be credited with full time while traveling under orders of the department to and from their designated headquarters to take up an assignment together with actual and necessary travel expenses, not to exceed \$2 per day, while on duty away from such headquarters. When a substitute clerk performs service in a railway post office starting from his official headquarters he shall be allowed travel expenses under the law applying to clerks regularly assigned to the run.

CHAPTER 2.

RAILWAY POSTAL CLERKS.

APPOINTMENT, GRADES, AND SALARIES.

Appointment, grades and salaries of railway postal clerks.
 1912, Aug. 24;
 37 Stat. 555.

Sec. 1481. 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 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.

2. (a) Railway postal clerks shall be divided into two classes, class A and class B, and into six grades as follows: Grade one—salary, \$1,600; grade two—salary, \$1,700; grade three—salary, \$1,850; grade four—salary, \$2,000; grade five—salary, \$2,150; grade six—salary, \$2,300. And laborers in the Railway Mail Service shall be divided into two grades, as follows: Grade one—salary, \$1,350; grade two—salary, \$1,450.

Classes, grades, salaries of railway postal clerks. 1920, June 5; 41 Stat. 1050.

(b) In the readjustment of the service to conform to the grades herein provided, grade one shall include clerks in present grade one, grade two shall include clerks in present grades two and three, grade three shall include clerks in present grades four and five, grade four shall include clerks in present grades six and seven, grade five shall include clerks in present grades eight and nine, and grade six shall include clerks in present grade ten.

3. Railway postal clerks on entering the service shall receive the salary of the lowest grade.

Salary on entering service. 1908, May 27; 35 Stat. 413.

4. Substitute railway postal clerks shall be paid the salary of grade one for service actually performed during the first calendar year of service, which shall constitute his probationary period, when, if his services are satisfactory, unless sooner appointed a regular clerk, he shall be promoted to grade two and paid the salary of that grade for service actually performed until appointed a regular clerk.

Pay and probationary period of substitutes. 1920, June 5; 41 Stat. 1050.

5. Service of clerks shall be based on an average of not exceeding 8 hours daily for 306 days per annum, including proper allowance for all service required on lay-off periods. Clerks required to perform service in excess of 8 hours daily, as herein provided, shall be paid in cash at the annual rate of pay or granted compensatory time at their option for such overtime.

Eight hours, clerks' daily service.

6. Hereafter when the needs of the service require the employment on Sundays or holidays * * * of railway postal clerks at terminal railway post offices and transfer offices, they shall be allowed compensatory time within six days next succeeding the Sunday and within 30 days next succeeding the holiday on which service is performed, and that portion of the act approved July 2, 1918, authorizing the payment for overtime in lieu of compensatory time is hereby repealed.

Compensatory time for Sundays and holidays.

7. Hereafter railway postal clerks and substitute railway postal clerks shall be credited with full time when deadheading under orders of the department.

Deadheading. 1920, Apr. 24; 41 Stat. 1580.

See sec. 210 as to payment of salaries and travel allowances to officials and employees of the Railway Mail Service.

Sec. 1482. All original appointments to the position of railway postal clerk shall be made by the Postmaster General under the civil-service rules and regulations.

Railway postal clerks appointed under civil-service rules.

2. 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.

Vacancies filled by appointment of substitute.

3. 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.

Vacancies in substitute force.

Sec. 1483. 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.

Certain preference given in the assignment or transfer from the Railway Mail Service. 1906, June 26; 34 Stat. 474.

Promotions in
Railway Mail
Service.
1920, June 5;
41 Stat. 1050.

Road clerks.

Terminal and
transfer clerks.

Clerk in
charge.
—definition of.

Clerks in divi-
sion superintend-
ent's and chief
clerk's offices.

Examiners.

Laborers.

Successive pro-
motions.

Restorations.

Promotions re-
gardless increase
in salaries.

Arbitrary trans-
fers.
1917, Mar. 3;
39 Stat. 1065.
Transfers.
1912, Aug. 24;
37 Stat. 556.

Sec. 1484. For the purpose of organization and establishing maximum grades to which promotions may be made successively, as herein provided, runs now in class A and all terminal railway post offices and transfer offices shall be placed in class A, and the remainder in class B.

2. Road clerks shall be promoted successively to grade three for clerks, and to grade four for clerks in charge of class A, and to grade five for clerks, and to grade six for clerks in charge of class B.

3. Terminal railway post-office and transfer clerks shall be promoted successively to grade three for clerks of whom general scheme distribution is not required, and to grade four for clerks of whom general scheme distribution is required, and for clerks in charge to grade five in terminals or tours or crews in terminals consisting of not more than 19 clerks or in transfer offices or tours in transfer offices of not more than 4 clerks, and to grade six in terminals or tours or crews in terminals consisting of 20 or more clerks and in transfer offices or tours in transfer offices of 5 or more clerks.

4. A clerk in charge is defined as a clerk in charge of a railway post office, terminal railway post office, or transfer office whether he performs service alone or has a crew of clerks under his supervision, or of a tour or a crew within a tour of a terminal railway post office or transfer office.

5. All clerks assigned to the office of division superintendents or chief clerks' offices shall be promoted successively to grade three, and in the office of division superintendent four clerks may be promoted one grade per annum to grade four, four clerks to grade five, and four clerks to grade six, and in the office of chief clerks one clerk may be promoted one grade per annum to grade four, one clerk to grade five, and one clerk to grade six.

6. Examiners shall be promoted successively to grade five and assistant examiners to grade four whether assigned to the office of division superintendents or chief clerks' offices.

7. Laborers shall be promoted to grade two after one year's satisfactory service in grade one.

8. Promotion shall be made successively at the beginning of the quarter following a year's satisfactory service in the next lower grade.

9. Whenever an employee herein provided for 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, and a restoration to a former grade or advancement to an intermediate grade shall not be construed as a promotion within the meaning of the law prohibiting advancement of more than one grade within one year.

10. All employees herein provided for in automatic grades, who have not reached the maximum grades to which they are entitled to progress automatically, shall be promoted at the beginning of the quarter following the completion of one year's satisfactory service since their last promotion, regardless of any increases in salary granted them by the provisions of this act.

11. Hereafter when railway postal clerks are transferred from one assignment to another because of changes in the service, their salaries shall not be reduced by reason of such change.

12. 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.

13. 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.

Promotions to clerks in charge, assistant chief clerks, and chief clerks.

14. In filling positions below that of chief clerk no clerk shall be advanced more than one grade in a period of a year.

Advance only one grade a year.

15. 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 in determining efficiency, etc.

16. Eligibility for promotion to clerk in charge shall include all requirements of the preceding paragraphs of this section, and the clerk must be especially adapted to the assignment and competent to direct a crew to the best advantage.

Clerks in charge, eligibility for.

17. Eligibility for promotion to the position of chief clerk will be based upon the following factors: Experience, record, efficiency, faithfulness, adaptability, impartiality, and capacity as a supervisory officer.

Chief clerk, eligibility for.

Sec. 1485. 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 general superintendent.

Railway postal clerks' bonds.

NOTE.—This shall not apply to railway postal clerks who are assigned to clerical duties in which they do not have access to the mails.

Note.

ASSIGNMENT TO DUTY.

Sec. 1486. All assignments of railway postal clerks to duty upon lines and in offices shall be made by the General Superintendent.

Assignment of clerks.

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.

3. 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.

Temporary assignments.

—to be made by written order.

—order to be accepted as authority.

—telegraphic or oral order must be accepted, when.

Runs not to be extended. **Sec. 1487.** Division superintendents shall not extend the runs of clerks over extensions of railroads, or place them upon new or new lines, without authority from the General Superintendent.

Residence of postal clerks. **Sec. 1488.** All clerks appointed to the Railway Mail Service and to perform duty on railway post offices shall reside at some point on the route to which they are assigned; but railway postal clerks appointed prior to February twenty-eighth, eighteen hundred and ninety-five, and now performing such duty shall not be required to change their residences, except when transferred to another line.

ABSENCES FROM DUTY, LEAVES, ETC.

Annual and sick leave. **Sec. 1489.** Substitute railway postal clerks, temporary clerks, and clerks employed jointly by the Post Office Department and railroad, steamboat, or express companies shall not be granted annual leave or sick leave with pay.

Employees not entitled to leave. 2. Clerks may not be granted annual leave in excess of that accumulated to their credit at the rate of 1½ days a month until they have been in the service for one year. Clerks who have been in the service for one year or more may be granted their full 15 days' vacation at any time during the fiscal year when their services can best be spared.

No annual leave in excess of that earned first year. 3. Sick leave will be granted clerks upon satisfactory evidence of illness at the rate of 10 days per annum or pro rata of 10 days for the remainder of the fiscal year in which appointed. An employee making application for sick leave, if the period is for 2 days or less, must accompany such application with a personal certificate or affidavit to the effect that during the period in question he was actually sick and incapacitated for the performance of his official duties. If the period involved is for more than 2 days, physician's certificate must also accompany the application.

Always for fiscal year in which taken. 4. Employees who have been absent from duty for 60 or more consecutive days immediately preceding the beginning of the fiscal year will not be granted annual leave of absence until 30 days after their return to work.

Sick leave. See sec. 26 as to employees of the Post Office Department; sec. 45 as to statutes covering leave of absence of employees in the postal service; secs. 48 to 50 as to leave for military duty.

Physician's certificate. **Sec. 1490.** 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 or chief clerk; nor shall a clerk leave his home during his periods of rest without notifying the division superintendent or chief clerk of his exact whereabouts, so that he can be reached by letter or telegram.

Annual leave not granted if employee absent over 60 days. 2. Leave of absence without pay may be granted by the chief clerk or 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 shall be obtained from the General Superintendent.

Clerks not to be absent without permission. See sec. 343 for authority to employ substitutes.

Absence without pay.

SEPARATIONS FROM SERVICE AND REINSTATEMENTS.

Sec. 1491. Resignations shall be sent to the General Superintendent 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. 1492. 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.

Clerks discharged on account of character not to act as substitutes.
Reinstatement.

Sec. 1493. Ex-Railway Mail Service employees 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 the appointing officer.

2. When the Civil Service Commission and the appointing officer are in agreement that the public interest requires such unusual action, the commission may authorize waiver of the one-year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more.

Eligibility limit.

3. When vacancies exist and experienced employees are needed, a former railway postal clerk may be reinstated at one grade below that which he held when he resigned from the service, provided that he had not been formerly reinstated. A clerk who has resigned twice may be reinstated two grades below the salary he was receiving at the time of his second resignation, and if he has resigned three times, three grades below the salary he was receiving at the time of his third resignation: *Provided*, That former employees of grade 1 may be reinstated at that grade: *Provided further*, That where the records show that a clerk resigned on account of illness or was dropped without prejudice at the expiration of one year's leave on this account, he may be reinstated at the same salary he was receiving at the time of his resignation with all seniority rights.

Grade.

4. Clerks who have been appointed or transferred to some other branch of the postal service and who apply for return to the Railway Mail Service may be reappointed or retransferred at their former grades, but not above grade five, and seniority will be at the foot of grade. If a clerk is reappointed or retransferred within one year, he may return at the foot of the grade to which he would have been automatically promoted had he remained in the Railway Mail Service.

Retransfers.

5. A person honorably released from the active military or naval service of the United States after service in the Civil War or the War with Spain, or his widow, or an Army nurse of either war, separated prior to July 18, 1918, from the competitive classified service, may be reinstated in the department or independent

Civil and Spanish War veterans.

INSERT No. 245. ORDER No. 4738.

OCTOBER 2, 1926.

Paragraph 4, section 1489, Postal Laws and Regulations, is amended to read as follows:

"Sick leave with pay shall be granted clerks, upon satisfactory evidence of illness, at the rate of 10 days a year, exclusive of Sundays and holidays, to be cumulative, but no sick leave with pay in excess of 30 days shall be granted during any one fiscal year. When an employee is attended by a physician during the period of his illness, and in other cases where deemed advisable to protect the interests of the service, he shall furnish a physician's certificate with his application for sick leave." (See sec. 45.)

establishment from which separated without time limit. If separated on or after July 18, 1918, reinstatement may be made within five years from the date of separation.

Veterans World War.

6. A soldier, sailor, marine, or Army nurse of the war with Germany formerly in the competitive classified service may be reinstated in any part of the competitive classified service within five years from the date of honorable cessation of active military service if he has the required fitness to perform the duties of the position to which his reinstatement is sought. After expiration of the five-year eligibility period such person may be reinstated only in the department or independent establishment from which he had been separated within the preceding five years. Any person with similar military service who was appointed subsequently thereto and who has been separated may be reinstated within five years in the department or independent establishment from which separated.

Widows of veterans World War.

7. The widow of a veteran of the war with Germany formerly in the competitive classified service who was the wife of such veteran while he was in the military service may be reinstated in any part of the competitive classified service within five years from the date of cessation of her husband's military service by death or otherwise without discredit.

Reinstatement not a right to be demanded.

8. The question of reinstatement is one of administrative discretion, and not to be granted except when consistent with the interests of the public service. (Opinion of the Attorney General, August 27, 1902.)

Uniform. 1879. Mar. 3; 20 Stat. 357. Badge.

Sec. 1494. (Railway) postal clerks * * * shall not be required to wear uniform other than a cap or badge.

—where worn.

2. The railway postal clerk's badge shall be in such form as may be prescribed by the Postmaster General.

—care.

3. Every railway postal clerk, except those assigned to clerical duty in offices of superintendents and chief clerks, shall wear this badge on the outside of the outer garment, over the left breast, during the entire time he is on duty.

—record.

4. Clerks shall keep their badges in good condition and turn them in with other Government property when leaving the service. A record of all badges, with the names of the clerks holding them, shall be kept by each division superintendent or chief clerk.

Case examinations.

Sec. 1495. Railway postal clerks shall be examined from time to time upon the official schemes of distribution furnished them, the connections of trains and such other instructions and orders as relate to the service; also at least once a year as to their knowledge of the Book of Instructions for 10 consecutive years, after which they shall be examined thereon at least once in three years.

Offenses. —discipline for.

Sec. 1496. The Postmaster General may withhold promotion from, suspend, reduce, or remove any railway postal clerk for dereliction of duty or misconduct.

—reports.

2. Violations of the regulations by, or misconduct of, railway postal clerks shall be reported to the division superintendent,

who will if necessary transmit such report, with his recommendation thereon, to the General Superintendent.

3. Whenever a clerk commits an offense of such a serious character as seems to warrant immediate removal, the division superintendent may temporarily suspend him and submit the case to the General Superintendent. —serious.

4. Superintendents shall not suspend clerks, except in cases referred to, without the approval of the General Superintendent. Suspensions, approval of.

Sec. 1497. When a railway postal clerk is subpoenaed to attend 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.) Clerks subpoenaed as witnesses in United States court. —salary to continue. —expenses of, to be paid.

2. When clerks reside at the place at which the court is held they are not entitled to expenses.

3. While clerks are in attendance at court as witnesses for the Government substitutes may be employed to keep up their runs.

4. A clerk subpoenaed as a witness for the Government by a court shall furnish an official certificate of the 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. Certificate of court.

Sec. 1498. Railway postal clerks are exempt from arrest on civil process while on duty. Clerks exempt from arrest on civil process, when.

See sec. 47 as to militia duty.

Sec. 1499. 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 shall be adjusted between the interested parties or by a court. (See sec. 57.) Debts of postal clerks.

Sec. 1500. 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. 1617 and 1619.) Government property to be turned in upon resignation, removal, etc.

CHAPTER 3.

RAILWAY POST OFFICES.

MANAGEMENT AND CARE OF RAILWAY POST OFFICES AND MAILS.

Sec. 1501. 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. Railway post offices. —postal cars, etc., designated as.

Sec. 1502. 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. Examination of postal cars. —no mail to be 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.

Care of cars.

Sec. 1503. Railway postal clerks shall not deface or injure the postal cars or other property of the railroad company. Cars shall be kept clean and in orderly condition. 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.

Clerk in charge. —duties.

Sec. 1504. 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; keep informed of the mail space authorized and needed on his run and advise his chief clerk whenever an economy therein appears to be possible; 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 shall, when practicable, be sent to the clerk in charge for attention and report.

Absence from postal cars.

Sec. 1505. 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.

Admission to railway post offices.

Sec. 1506. Clerks in charge shall not admit unauthorized persons to railway post offices, transfer offices, and terminal 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 Postmaster 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 shall 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 shall not entitle the holder to transportation. —not good for 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.

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 shall be noted on the trip report. —annual, to be noted on trip report.

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 shall be permitted to ride in mail cars and their names shall be noted on the trip report. Clerks off duty not to be admitted. —except.

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 secs. 1486 and 1507.) Extra duty required of clerks deadheading to and from their homes, when.

8. Conductors and other railroad employees are not allowed to enter railway post offices except in the discharge of their official duties, and when they have attended to such duties they should immediately leave the car. Admission of conductors and railroad employees.

Sec. 1507. 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. 1508. In the distribution of mail and other work to be done every clerk of a crew shall do his full share and must assist other clerks until all work is completed. All clerks of a crew to assist until work is done.

Sec. 1509. 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 shall 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. 1291 and 1292 as to care of mails arriving and departing at late hour of night, etc., by railroad companies.

Sec. 1510. The railway postal clerk who takes charge of the registered mail shall accompany the same to and from initial and terminal post offices of his run unless otherwise specially authorized. When accompanying the mail on regulation wagon he shall 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. 1570.) Clerk shall accompany registered mail, when.

2. In 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 if riding shall alight and keep mail under constant surveillance. Crossing ferries, etc.

Accidents to mail trains.—how to be reported.

Sec. 1511. 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.

Death, serious injury, destruction of mail, etc., to be reported by wire.

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.

When division superintendent to wire General Superintendent.

3. When circumstances warrant, the division superintendent shall make telegraphic report to the General Superintendent.

CARE OF MAIL EQUIPMENT AND OTHER PROPERTY.

Care of mail keys.

Sec. 1512. Railway postal clerks when carrying a mail key shall always wear it securely attached to their clothing by the safety chain. (See sec. 1464.)

Mail keys in possession of clerks.—to be held while in same division.—not to be transferred, etc., except.

2. Every railway postal clerk shall hold his mail key so long as he shall continue to be connected with the same chief clerk's district, unless otherwise directed.

—to be turned in when clerk absent over 60 days.

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.

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. 1513. When a mail key is worn and becoming defective, timely notice shall 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.—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. 1457 and 1466 prohibiting repairs to mail locks and keys.

Disposition of keys not received in regular manner.

Sec. 1514. 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.

Mail bags becoming damaged in transit.

Sec. 1515. When a pouch or sack becomes damaged in transit to such an extent as to jeopardize the safety of the mails, the contents shall be transferred to another bag and the damaged bag forwarded to the Mail Equipment Shops, 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.

Sec. 1516. Railway postal clerks must not carry an excessive amount of equipment and shall promptly dispose of all surplus. Surplus equipment.
The use of damaged equipment is prohibited.

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 the Mail Equipment Shops 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. 1517. The use of hooks in handling mail bags is forbidden. Use of hooks forbidden.

See secs. 1434 and 1437 as to use and mutilation of mail bags.

Sec. 1518. Card slide labels used for labeling rotary-lock pouches and sacks and brass-lock pouches shall under no circumstances be mutilated or destroyed, but shall be returned by first mail under official cover addressed to the office of origin. Card labels. —not to be defaced.

Sec. 1519. Waste paper and twine shall be preserved and turned in at the terminal post office in a special sack furnished for that purpose. Before being dispatched it shall be carefully examined and labeled "Waste," using a slip of clerk in charge, properly postmarked. Waste paper and 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. Economy in use of twine.

GENERAL PROVISIONS.

Sec. 1520. 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, shall in addition to the above carry the Official Postal Guide for the current year. Railway postal clerks will see that letter cases and paper racks are labeled in accordance with official diagrams. Instructions, schemes, etc. —clerks to carry copy of. —clerks in charge, in addition.

Sec. 1521. 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 Official Postal Guides. Changes and errors in schedules and guides. —report of, to superintendent.

Order books at terminals to be examined.

Sec. 1522. 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.

Constructing regulations.

Sec. 1523. Whenever there is doubt as to the meaning of any regulation, the division superintendent or chief clerk should be consulted.

Official communications.—replies to.

Sec. 1524. Each railway postal clerk shall date and sign with his official signature and promptly dispatch replies to all official inquiries and other communications. The name of his line is a part of the clerk's official signature. The signature should be made thus:

—signature to.

John Doe,
Clerk, N. Y. & Chi. R. F. O.

Official telegrams.

Sec. 1525. Clerks shall make official telegrams as brief as may be consistent with clearness. The following form is illustrative:

Form of.

CHESTER, VT., *February 1, 1923.*
SUPERINTENDENT RAILWAY MAIL SERVICE,

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.
Charge Government rate.
Railway Mail Service.

Night.

2. Advantage shall be taken of the night service, when it will serve the same purpose as a "fast" message, marking the message "Night." Clerks when filing official messages for transmission shall show, upon request of the telegraph office, traveling commission or badge for identification purposes.

Personal to be prepaid.

3. 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.

Clerks must not engage in other business.

Sec. 1526. Lay-off periods 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.

—not to carry freight on cars.

2. The carrying of freight in railway postal cars or traffic in merchandise by clerks while on duty is strictly prohibited. (See sec. 755.)

Smoking.

Sec. 1527. 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 nonsmoking employees.

—in storage cars prohibited.

2. No person shall smoke or carry lighted cigars, cigarettes, or pipes in mail storage cars while same are being loaded, unloaded,

or while in transit. Railway postal clerks and transfer clerks shall prevent any violation of this regulation.

Sec. 1528. 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.

Clerks to remain on duty during entire run.
—to protect vacant runs.

Sec. 1529. Clerks in charge of railway post offices 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. 1530. 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.

Conduct of clerks.
—must be courteous.

Sec. 1531. 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.

Intoxicating liquors.
—use of, on duty prohibited.
—excessive use of, off duty.

Sec. 1532. 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.

Post-office inspectors.
—to be given assistance.

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.

—presence of, on train not to be reported.

Supervisory officer of Railway Mail Service.
—presence of, on train to be reported.
—except.

Sec. 1533. 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. 508.)

Information concerning mail matter.
—not to be given except to persons entitled thereto.

Sec. 1534. 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 4.

TREATMENT OF MAIL MATTER IN THE RAILWAY MAIL SERVICE.

RECEIPT OF MAIL AT POSTAL CARS.

Sec. 1535. 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. 1536. Railway postal clerks shall 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. 552.)

Railway postal clerks may accept mail.
—from a postmaster or assistant.

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Railway postal clerks may accept mail.

—from a postmaster or assistant.

—from the public. 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.

List of pouches received and dispatched.

Sec. 1537. 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 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, and the cause of the failure is not known, the division superintendent or chief clerk shall be notified by telegraph.

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 secs. 551 and 568 as to record of pouches to be kept at post office; sec. 1282 as to railroad companies; sec. 1325 as to mail messengers.

Second-class matter.

R. S. § 3889.
—Postmaster General may provide for receipt and delivery of, by postal clerks.
—can only be accepted by clerks when accompanied by certificate of postmaster.

Sec. 1538. 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.

—outside delivery to news agents or agents of publishers only.

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.

—notice on wrapper.

3. Second-class matter marked to be delivered outside the mails shall be so delivered only when addressed to news agents, or agents of publishers, and shall be treated according to instructions upon the package.

—on trains to which no railway postal clerk is assigned.

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."

—baggage men not to receive, direct from publishers.
—except.

5. When newsdealer packages are forwarded as mail on trains upon which no railway postal clerk is assigned, the baggageman shall deliver the packages as outside matter at place shown in the address, and while in his custody they shall be considered as mail matter.

6. Baggage men 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.

Sec. 1539. 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 shall 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.

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.

3. In case of apparent discrepancy in either the weight or number of sacks, the papers shall, if practicable, 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. When, in case of discrepancy, the sacks can not be weighed or the discrepancy otherwise reconciled, the matter shall not be accepted.

Sec. 1540. Railway postal clerks shall visit letter boxes maintained at railroad stations (see sec. 1285) 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 shall 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.

OPENING, DISTRIBUTION, AND DISPATCH OF MAIL.

Sec. 1541. Railway postal clerks shall carefully distribute mails by the official schemes furnished, which shall be kept corrected to conform to changes published in general orders.

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.

Sec. 1542. Railway postal clerks shall complete the distribution of the contents of one pouch or sack before opening another.

2. The address label shall be removed from a pouch or sack when it is opened.

Sec. 1543. After emptying and before using a pouch or sack care shall be taken that no mail is left therein; it shall be held so that the whole interior can be seen and examined.

Sec. 1544. 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.

Second-class matter.
—received from publishers at depots.
—certificate required.

—in case no certificate is offered.

—in case of discrepancies in weight or number of sacks.

Letter boxes in railroad depots.
—mail to be collected from.

Official schemes.
—mails to be distributed by.

—pouches to be made up and exchanged as ordered.

Distribution of mail in one pouch to be completed before opening another.

Labels to be removed from sack when opened.

Examination of pouches.

—to be made on emptying, etc.

Letters and circulars.

—to be properly tied.

Direct packages.
 —what are.
 —how made.
 —slip on.

—circular mail in, how made.

Second-class matter to be treated as carefully as letter mail.

—not to be opened except to learn destination.

Cancellation of stamps.

—on matter deposited in railway post office.

—use of postmarking stamp of, forbidden.

Postmarking.
 —of mail deposited in car for mailing.

—to show date of starting trip, when.

Failure of postmasters to postmark matter to be reported.

Matter to be carried in mail bags.

—except certain second-class and bulky matter.

Facing slips or labels.

—when and how used.

—not to be used second time.
 —clerks to report violations.

—economy in use.

Sec. 1545. 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. 836 as to making up special-delivery letters.

Sec. 1546. 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.

Sec. 1547. 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. 560.)

Sec. 1548. All mail matter, except that of the second class mailed by publishers, deposited in a car for mailing shall be legibly postmarked.

See secs. 525 and 526 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.

3. The continued violation by a postmaster of section 525, requiring the legible postmarking of all matter of the first class before dispatch shall be reported to the division superintendent.

Sec. 1549. Mail matter shall not be carried outside of the regular mail bags except second-class matter marked for outside delivery, as provided in section 1538, or matter the character, form, or weight of which prevents it from being carried in the mail bags or makes it liable to damage the mail.

Sec. 1550. Facing slips or labels 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 label for a pouch or a sack the name of the railway post office of dispatch shall also be shown. Train numbers may be omitted from paper sack-labels by authority of the division superintendent. All slips shall bear the postmark showing number of train and date the trip was scheduled to start and name of clerk. 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.

2. 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.

3. Blank facing slips shall not be wasted, and but one slip placed upon a package.

Sec. 1551. Special reports shall be made of serious irregularities in the transmission of mails. Exact postmarks shall 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. 1552. 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 or label, giving name of the post office and State, slip or label postmarked with date, and be signed with full name, of clerk, noting the error to be shown. 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.) |

4. Slips or labels upon which errors have been noted shall be inclosed with trip reports to chief clerk or superintendent as may be directed.

—report of.

A missent package of letters and papers shall be checked on the slip covering the package, as follows:

Missent packages.

Missent pkg.
of ----- letters (or papers),
all for -----
Frank Jackson.
(Postmark.)

—how checked and reported.

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 or labels 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 or labels 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. 1553. Each letter or daily paper missent to a line shall be plainly stamped or marked on the face, "Missent," and the postmark of the line also stamped thereon.

Change of address or indorsement on matter forbidden.

Sec. 1554. Railway postal clerks shall not change the address upon any mail matter nor make any personal or unofficial or unauthorized indorsement upon a letter or addition to the address.

Counting mail worked.

Sec. 1555. 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 shall be made of mails received unworked or left undistributed.

—what to include.

Each clerk to furnish statement of amount of mail distributed, etc.

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 shall 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.

—basis for trip report of clerk in charge.

Trip reports.
—to be promptly made out and sent to superintendent.

Sec. 1556. Trip reports, together with all the slips upon which errors have been noted, shall be properly filled out and promptly sent to the chief clerk at the end of each trip.

2. All the information called for by the trip report shall be given, and a duplicate of each report shall be kept for one year.

Partial service to be noted.

3. When a railway postal clerk does not perform duty over the whole length of his run, the portion over which he performed duty shall be noted on the trip report.

UNMAILABLE, SHORT-PAID, AND UNPAID, IMPROPERLY ADDRESSED
MATTER AND NIXIES.

Sec. 1557. 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 mailing on which postage is wholly unpaid (see sec. 529); all matter of the first class on which less than one full rate of postage is paid (see sec. 387); all matter except letters bearing a special-delivery stamp on which no other postage is paid (see sec. 835); all matter bearing stamps that have been previously used or cut from stamped envelopes or wrappers (see sec. 522); and all matter of the third class not fully prepaid.

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.

Parcel-post matter to be turned into terminal office.

—marked "For examination and rating," etc.

What to be turned in.

—liquids, explosives, poisons, etc.

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 460 and 462, gunpowder and other explosives, live animals (except as prescribed in section 466), 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. 460), perishable articles found loose or without address, and matter relating to lotteries, as described in section 473 (see sec. 506), 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.

—matter without addresses.

—articles found loose in the mails.

4. When money is found loose in the mails the identical notes or coins found shall be turned in.

—identical money found loose in the mails.

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. 532.)

Certain matter not to be detained.

6. Mail matter of the first class deposited or received in a postal car 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, together with the postmark of the line, and where necessary such matter shall be sealed.

Matter received in bad order to be so stamped.

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

Report of matter liable to injure mails.

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. (See sec. 636).

Loose letters on steamboat routes.
—how treated.

Sec. 1558. 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. 1379 as to treatment of such letters on steamboats.

Nixies.
—meaning of term.

Sec. 1559. 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, except parcels marked "perishable," 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 consisting of parcels marked "perishable" shall be turned into the terminal post office. 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.

—where to be sent.

—to be post-marked, etc.

Exceptions to rule.
—matter for military and naval posts, etc.

2. The following exceptions, however, will be observed:

—matter for discontinued, resort, etc., offices.

(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.

—matter from department to "new office."

(c) Mail from the Post Office Department addressed 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.

(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. Treatment of matter not addressed to but via a post office.

(i) Mail of foreign origin addressed to persons in the United States is to be treated in the same manner as domestic mail. Mail of foreign origin same as domestic.

(j) Mail shall not be treated as nixies on account of incorrect spelling when the destination is undoubted. Matter improperly treated as nixies.

(k) All matter supposed to be nixies must be verified with the latest annual and monthly Postal Guide and general orders. Nixie to be verified with Guide and general orders.

(l) When second-class matter improperly addressed is received clerks must not change the address or course of the package, but shall treat it in accordance with the regulations. Change of address or indorsement on matter forbidden.

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. Errors to be noted.

FOREIGN AND DUTIABLE MATTER.

Sec. 1560. When mail matter addressed to foreign countries is specially addressed to go by way of a particular vessel, steamship line, or route, railway postal clerks shall forward the same accordingly, as far as practicable. (See sec. 623.) Foreign mail addressed via particular routes. —to be sent when practicable.

Sec. 1561. 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. 1562. Clerks in railway post offices exchanging mail with Canada shall carefully examine all Canadian mails, and turn into the nearest exchange post office or other designated 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. (See sec. 632.) Dutiable matter in mails from Canada. —to be sent to exchange office. Musical compositions.

Sec. 1563. 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 foreign mails. —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, and the mails shall be checked therefrom by all railway postal clerks who handle them, except that where it is impracticable to check such mails while in transit in a car, it will be sufficient to check them when loaded into the car and again when unloaded therefrom. Any shortage shall be reported. Waybills to be prepared by clerks, when.

—failure to sup- If a railway postal clerk receives such mails without a waybill
 ply waybills to he shall note the failure on trip or daily report and make a way-
 be reported. bill on the required form. (See sec. 624.)

Foreign sealed 4. All foreign sealed sacks made up abroad and labeled to
 sacks, etc. United States post offices, and direct sacks made up in sea post
 —forwarded in- offices and addressed to a United States post office, shall be for-
 tact, when. warding intact to their destination, to be opened only in the post
 office to which they are addressed. This paragraph does not
 apply to mails made up in foreign countries for the United
 States, which sea post offices maintained on ocean steamships may
 be ordered to open.

DELIVERY OF MAIL FROM CARS.

Exchange of letter mail. **Sec. 1564.** Letter mail shall be forwarded in locked pouches
 —to be by locked except that exchanged with Canada, Cuba, and Mexico, which
 pouches. shall be inclosed in sealed sacks. A pouch duly locked shall be
 —except with exchanged if due at each local and terminal office whether or not
 Canada and Mex- there is any letter mail.
 ico.

Local stations where trains do not stop. **Sec. 1565.** At local stations where train does not stop for ex-
 —delivery of mail change of mails and no special facilities have been provided either
 at. 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 shall be used, except in
 cases of emergency. The clerk shall notify postmaster by return
 —notice to post- mail where there has been a failure to catch or deliver, also serve
 master of failure written notice on the engineer when he fails to sound the whistle.
 to catch or deliver. 2. Division superintendents shall issue special instructions re-
 —notice to engi- garding the point of delivery of mails at catcher or local stations
 neer of failure to to prevent accidents.
 sound whistle. 3. Mail shall not be thrown on a station platform from a train
 —point of deliv- in motion, except by special instructions of the division superin-
 ery at. tendent. 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.

Care in deliv- 4. Registered boxes and fragile or other parcel-post matter for
 ery from moving local stations, the size or form prohibiting it being thrown from
 trains. a moving train, should be put off at a point where the train does
 stop, for delivery by a local train. (See sec. 938.)

Registered 4. Registered boxes and fragile or other parcel-post matter for
 boxes, fragile or local stations, the size or form prohibiting it being thrown from
 certain parcel- a moving train, should be put off at a point where the train does
 post matter, put stop, for delivery by a local train. (See sec. 938.)
 off at point where train does stop. **Sec. 1566.** When a request is received by a railway postal
 clerk from a postmaster, post-office inspector, division superin-
 —withdrawal of tentent, or chief clerk to withdraw certain unregistered matter
 matter from from the mails and return it to the office of origin, as provided
 mails. in section 536, such request shall be complied with, and a record
 —when may be thereof, giving the address on the letter or other matter, return
 made. card, postmark, etc., be made on the trip report, and the original
 telegram or letter requesting the withdrawal be transmitted with
 —record of. 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. (See sec. 955 as to registered matter.)

Sec. 1567. 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 582, 1538, and 1571.

Delivery of mail in transit.
—clerks must not make.

TRANSFER SERVICE.

Sec. 1568. 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; keep themselves correctly informed of the routes over which mails should pass that are transferred at that point, of the time of arrival and departure of all trains upon which mails are carried, and the mail space authorized and space needed on such trains; 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.

—duties of.

—to inform themselves about routes.
—about arrival and departure of mails.

Sec. 1569. Transfer clerks shall closely examine the labels upon all pouches upon receipt and before delivery. In cases of failure to receive any pouch due, and the cause of failure is not known, the division superintendent or chief clerk shall be immediately notified by wire.

Labels of pouches to be examined and failure to receive pouches due to be reported.

See secs. 551, 1281, 1325, and 1537 as to record of pouches to be kept at post offices, by railroad companies, by mail messengers, and by railway postal clerks.

Sec. 1570. Transfer clerks may be required to accompany the mails while being conveyed by wagon service when considered necessary.

Guarding the mails.

Sec. 1571. Transfer clerks when specially instructed by the General Superintendent may deliver mail to the party addressed. (See sec. 582.)

Delivery of mail to parties addressed.

—when may be made.

Sec. 1572. 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 chief clerk every irregularity therein which comes to their knowledge.

Mail-messenger service.

—irregularities in, to be reported to chief clerk.

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. 1573. 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.

Government and railroad property.
—transfer clerks to care for.

Sec. 1574. 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.

Transfer and terminal clerks to be guided by general instructions.

Sec. 1575. 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.

LOSS OF OR DAMAGE TO MAIL MATTER.

Investigation of losses of mail matter.
—cases involving losses to be reported to inspector.

Sec. 1576. Division superintendents, Railway Mail Service, shall not investigate cases of loss of mail matter.

—when may notify inspector.

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 judgment of the division superintendent immediate action should be taken, he shall 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. Superintendents shall investigate the damage to mail matter in the exchange of mails by railway postal clerks, reported to them under paragraph 1 (k), section 634; also complaint of damage to an individual piece of any class of domestic mail matter, except registered, insured, or collect-on-delivery mail reported to them under paragraph 1 (j) of section 634. When registered mail is damaged in exchanging mails, or a postal employee or mail contractor is shown to be in fault in any case, the report of the investigation giving full information, including statement of equipment damaged and disposition of damaged mail, shall be forwarded to the General Superintendent; in other cases, reports of investigation shall be filed in the offices of superintendents. Complainants shall be advised of action taken. Reports received by superintendents of fourth-class mail tagged "Bad order," as prescribed in section 511, shall be filed in their offices.

—report to general superintendent.

REGISTERED MATTER IN THE RAILWAY MAIL SERVICE.

General registry regulations.
—to be followed, when.

Sec. 1577. Railway postal clerks shall carefully study and become fully conversant with the regulations and instructions pertaining to the handling of registered matter. (See Title Seven and Official Postal Guide.) These shall be strictly complied with except where clearly inapplicable.

Duty of member of crew assigned as registry clerk.

Sec. 1578. An experienced member of the crew shall be assigned as registry clerk who shall have the care and custody of all registered mail received and dispatched from his car, and

shall be in waiting when pouches are opened or closed to take charge of any registered matter that may be dispatched or 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; and before leaving the car he shall turn over the registered matter to the person designated by the clerk in charge, taking a receipt for the same.

Sec. 1579. 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.

Transfer of registered matter.—when and how to be made by transfer clerks.

CHAPTER 5.

FULL AND APARTMENT RAILWAY POST-OFFICE CARS: CONSTRUCTION, EQUIPMENT, AND SANITATION.

Sec. 1580. (a) In the matter of construction, all new steel full and apartment railway post-office cars shall conform to the departmental specifications approved March 28, 1912, and to subsequent modifications thereof.

Railway post-office cars and apartments. Requirements as to new cars.

(b) All railway post-office cars and apartments in cars shall conform to standard floor plans and to the specifications referred to in preceding paragraph with regard to type and arrangement of fixtures, including lighting and heating, drinking-water containers, hoppers, lavatories, etc.

Floor plans and fixtures.

(c) Under the provisions of the act of August 24, 1912, all new full railway post-office cars accepted for service shall be constructed of steel, except that steel-underframe full cars in existence, under construction, or under contract for construction on the date the act became effective (August 24, 1912) may be continued in service, but no other steel-underframe full cars shall be authorized or paid for.

New full cars to be constructed of steel.

(d) Apartment mail cars intended for operation with steel or steel-underframe cars may be either of all-steel or steel-underframe construction. The underframes of steel-underframe apartment cars shall conform to specifications for full all-steel postal cars. (See par. "a.") The superstructure of such cars shall conform either to specifications of August 25, 1914, for the construction of wooden mail apartment cars, reinforced by metal vertical end members, or the framing of the superstructure may be of steel. In both types the section moduli of the metal vertical end members shall be not less than 65, distributed as provided in section 18 of the standard construction specifications.

Steel or steel-underframe apartment cars.

(e) Apartment mail cars intended for operation between steel or steel-underframe equipment adjoining or in trains in which 50 per cent or more of the other cars are of such construction shall be of steel or steel-underframe construction. New apartment cars, especially those intended for service in fast and heavy trains, shall preferably be of all-steel construction.

Apartment cars operated with steel or steel-underframe cars.

New wooden apartment cars. (f) New wooden apartment cars shall conform substantially to the specifications of August 25, 1914.

Note.

NOTE.—The requirements as to the construction of narrow-gauge apartment cars are contained in department circular of May 31, 1916.

Full and apartment cars. —remodeling.

Sec. 1581. (a) Full cars may be remodeled for use as apartment cars provided they are so constructed as to permit of their operation in accordance with the provisions of section 1583.

(b) When it is desired to operate former plan 1 cars or cars built to the plans of August 25, 1914, in connection with all-steel or steel-underframe cars they shall have steel underframes applied as provided in paragraph (d), section 1580. Full or apartment cars not built to former plan 1 or the specifications of August 25, 1914, for wooden cars shall, if converted into steel-underframe cars not blocked should preferably be blocked throughout, but if cars, have metal reinforcement added to side sills equivalent to the specifications referred to, or the reinforcement may be in the form of Z bars, angles, or equivalent as a part of the steel underframe. this is not done they shall be reinforced, in lieu of blocking, by adding metal plates not less than one inch by six inches, to extend diagonally from the ends of end plates to outside sills, and be securely fastened to plates, sills, and posts to prevent buckling. Connection at bottom with sills shall be made as far from end of car as possible, but in no case less than four feet from the corner posts of the car. Where cars are equipped with steel underframes and the requirements set forth are not fully met, such cars shall be regarded as reinforced wooden cars only and not acceptable for operation with steel or steel-underframe cars adjoining, or in trains in which 50 per cent or more of the other cars are of steel or steel-underframe construction.

(c) In the reconstruction of wooden apartment cars which are to continue as such it is required that they be sound in material and construction and preferably be constructed substantially in accordance with the specifications of August 25, 1914, for wooden cars. They shall be reinforced by metal members when necessary to make them acceptable for operation under the provisions of section 1583.

Creep doors.

(d) Creep doors shall be installed between mail and baggage or mail and passenger apartments in all cars not so equipped when the cars are shopped for overhauling.

Inspection of cars and equipment.

Sec. 1582. (a) New and reconstructed railway post-office cars shall be inspected by representatives of the department, in accordance with instructions issued by the General Superintendent, Railway Mail Service.

Certificates required.

(b) A certificate (Form 5292) from railway companies is required for all new steel or steel-underframe cars or rebuilt cars to which steel underframes are applied.

Department to be advised of building, reconstruction, or shopping of cars.

(c) Railway and car-building companies shall keep division superintendents of the Railway Mail Service fully advised as to the proposed construction or reconstruction of mail cars and as to the dates when such cars will be ready for inspection. Railroad companies shall also advise the Railway Mail Service of shopping of all mail cars at time such cars are received at car shops, so that

representatives of the service may inspect the cars and call attention to needed betterments.

Sec. 1583. (a) Steel-underframe cars constructed in accordance with the foregoing regulations may be operated in connection with all-steel cars. Requirements of construction with respect to operation.

(b) Wooden railway post-office cars (either wooden apartment cars or wooden full cars in apartment-car service) shall not be operated between adjoining steel or steel-underframe cars, or between such cars adjoining and the engine.

(c) In apartment-car service, operated in heavy trains, wooden cars shall be constructed substantially in accordance with the department's former plan No. 1 for wooden cars or the specifications of August 25, 1914. In no case shall the mail car be of less strength than a majority of the other cars in the train. When 50 per cent or more of the other cars of the train are of steel or steel-underframe construction, the mail apartment car shall be of like construction. Apartment cars without steel end reinforcements may be operated on branch-line trains (not exceeding four cars of about the same strength) on slow schedule (not exceeding an average of 21 miles per hour) so long as they are kept on these branch lines. If these light trains are operated partly on branch lines and partly on main lines, or wholly on main lines, the cars shall be reinforced at least on ends by the application of four-track rails, as per blue print of May 8, 1914, revised to April 6, 1915. If these light trains are operated wholly on branch lines and the average speed exceeds 21 miles per hour, but does not exceed 27 miles per hour, the mail cars to be acceptable for such operation shall have the four-track rail reinforcement applied to mail end of the car at least.

(d) Mail cars whether of steel, steel-underframe, or wooden construction, which have the letter cases in the end shall not be operated with the letter end next to the engine when it is practicable to turn the cars so as to run the storage end forward. Cars not to be operated with letter end next to engine.

Sec. 1584. (a) Hoppers shall be constructed and installed in accordance with the standard construction specifications. Toilet paper shall be provided. Hoppers.

(b) Drinking-water containers in which the water is separated from the ice shall be provided and be so constructed as to permit of proper drainage and be readily cleaned. Drinking water shall be furnished as required by the United States Public Health Service, and iced as frequently as climatic conditions render it necessary. Drinking-water containers.

(c) Full and apartment cars, including drinking-water containers and hoppers, shall be thoroughly cleaned before each trip; and when cars are in use continuously for more than 24 hours, not more than 24 hours shall elapse until they are again cleaned. Under the latter conditions the cleaning en route may be limited to cleaning the hopper (when the construction thereof makes it necessary) and providing fresh water and ice. Cleaning of cars.

(d) Stoves installed in full or apartment mail cars shall be of a safety type approved by the department. The safety features include automatic fastening for stove door (double doors pre- Stoves, devices for safety.

ferred, in which case the inner door shall have automatic or spring fastening), baffle plate to prevent fire or live coals escaping through the smoke-flue opening, and metal casing to prevent overheating of closely surrounding objects.

Lighting of
cars.

Sec. 1585. (a) All cars or parts of cars used in mail service shall be adequately lighted in accordance with departmental specifications. A light failure is defined as a condition when for a period exceeding 30 minutes the primary lighting system fails to provide sufficient illumination to permit the distribution of mail to be continued. Whenever the above condition obtains it shall be reported as a total failure. If such failure is for 30 minutes or less, or if there is such deficiency of light for any period wherein distribution is not necessarily stopped but is rendered difficult a partial failure shall be reported. There shall at all times be in the cars some means of providing light in emergencies when the regular lights fail. When the car is not equipped with a secondary lighting system there shall be at least a suitable supply of candles and candle holders provided for emergency use.

(b) When any of the passenger equipment in which mail cars are operated is lighted regularly by either gas or electricity, the mail car shall be lighted by gas or electricity.

"No admission"
"no admission" notices.

Sec. 1586. Two "No admission" notices, properly framed, shall be placed in full cars, and one notice in apartment cars. These notices shall be placed on the end of paper boxes or on suitable wall location near side doors.

TITLE TWELVE. CRIMES AND OFFENSES.

PROSECUTION OF OFFENSES UNDER POSTAL LAWS: JURISDICTION OF COURTS.

Sec. 1587. The district courts (of the United States) shall have original jurisdiction as follows: Courts having jurisdiction of postal offenses.

Second. Of all crimes and offenses cognizable under authority of the United States. District courts
United States,
R. S. § 63.

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. 1911, Mar. 3;
36 Stat. 1091.

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. § 3832.

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.
1909, Mar. 4,
ch. 321, § 340;
35 Stat. 1153.

See sec. 257 as to jurisdiction of courts in civil cases under the postal laws. Preliminary proceedings.
R. S. § 1014.
—before whom.

Sec. 1588. 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. Removals.

NOTE.—The office of commissioner of the circuit court, referred to above, was abolished and the office of United States commissioner created in lieu thereof by the act of May 28, 1896 (ch. 232, sec. 19, 29 Stat. 184). Note.

Sec. 1589. Postmasters and all other employees of the postal service shall report to the proper inspector in charge any violations of the postal laws, or other laws herein referred to, that Reports of violations of laws.
—how made.

may come to their notice, not otherwise specifically provided in these regulations.

Depredation on mails.

—special reports of.

Sec. 1590. 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 local inspector and to the inspector in charge of the division in which his office is located. If a local inspector is not available, he shall make such report at once to the nearest United States marshal or deputy marshal.

See sec. 328 as to report of robbery of post office; sec. 634 as to reports of loss, damage, delay, wrong delivery, nondelivery, or improper handling of mail matter.

Arrests for violations of postal laws.

—when made at instance of postmaster.

—preliminary hearings in case of.

Sec. 1591. 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.

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 1588.

Report of arrests made by other than United States officers.

Sec. 1592. 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.

OFFENSES AGAINST THE GOVERNMENT AND THE REVENUES.

Embezzling public moneys, etc.

1875, Mar. 3; 18 Stat. 479.

1909, Mar. 4, ch. 321, § 47;

35 Stat. 1097. Punishment.

Sec. 1593. 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.

Embezzlement of money or property not otherwise punishable.

1879, Feb. 3; 20 Stat. 280.

1909, Mar. 4, ch. 321, § 97; 35 Stat. 1106.

Punishment.

Sec. 1594. 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.

Sec. 1595. 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.

Sec. 1596. 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 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 (General Accounting Office). 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.

See sec. 124 as to deposit of postal funds; sec. 1190 as to deposit of money-order funds; secs. 146, 1604, and 1605 as to offenses concerning postage stamps, etc.

Sec. 1597. 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.

Sec. 1598. 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.

Receiving, etc.,
stolen public
property.

1875, Mar. 3;
18 Stat. 479.
1909, Mar. 4,
ch. 321, § 48;
35 Stat. 1098.

Punishment.

Misappropriat-
ing postal funds
or property.

R. S. §§ 4046,
4053.
1909, Mar. 4,
ch. 321, § 225;
35 Stat. 1133.

Punishment.

Prima facie evi-
dence.

Deposits, etc.,
permitted.

Receipting for
larger sums than
are paid.

R. S. § 5483.
1909, Mar. 4,
ch. 321, § 86;
35 Stat. 1105.
Punishment.

Failure of off-
icer to render ac-
counts.

R. S. § 5491.
1909, Mar. 4,
ch. 321, § 90;
35 Stat. 1105.
Punishment.

Custodian failing to keep, etc., public moneys.
 R. S. § 5490.
 1909, Mar. 4,
 ch. 321, § 89;
 35 Stat. 1105.
 Punishment.

Sec. 1599. 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.

See secs. 374 and 375 as to deposits of postal funds in banks; sec. 1190 as to deposit of money-order funds in banks; sec. 1601 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. 1600. 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.

Banker, etc., receiving unauthorized deposit of public money.
 R. S. § 5497.
 1909, Mar. 4,
 ch. 321, § 90;
 35 Stat. 1106.

Sec. 1601. 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.

Punishment.

Disbursing officers unlawfully using, etc., public money.
 R. S. § 5488.
 1909, Mar. 4,
 ch. 321, § 87;
 35 Stat. 1105.

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.

Punishment.

See sec. 1599 as to unlawful deposits in banks; secs. 374 and 1190 as to authorized deposits of postal and money-order funds.

False returns by postmasters to increase compensation.
 1878, June 17;
 20 Stat. 141.
 1909, Mar. 4,
 ch. 321, § 206;
 35 Stat. 1128.

Sec. 1602. 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.

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 dollars, or imprisoned for a term of not less than thirty days nor more than one year, or both such fine and imprisonment at the discretion of the court.

False returns of special-delivery business.
1886, Aug. 4 ;
24 Stat. 220.

Punishment.

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.

Records and accounts.
1911, Mar. 4 ;
36 Stat. 1355.

—false entry.

—false report.

Sec. 1603. 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.

Collecting un-
lawful postage.
R. S. § 3899.
1909, Mar. 4,
ch. 321, § 207 ;
35 Stat. 1128.
Punishment.

Sec. 1604. 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.

Counterfeiting,
etc., postage
stamps.
R. S. § 5464.
1909, Mar. 4,
ch. 321, § 219 ;
35 Stat. 1132.

Punishment.

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

Secreting or em-
bezzling tools and
materials for
printing securi-
ties.
R. S. § 5453.
1909, Mar. 4,
ch. 321, § 155 ;
35 Stat. 1117.

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.

Uttering, etc.,
for g e d obli-
gations.

R. S. § 5431.
1909, Mar. 4,
ch. 321, § 151;
35 Stat. 1116.

Punishment.

Note.

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.

NOTE.—Act of March 4, 1909, sec. 150 (35 Stat. 1116), prohibits the importation of counterfeit stamps.

Counterfeiting,
etc., f o r e i g n
stamps.

R. S. § 5465.
1909, Mar. 4,
ch. 321, § 220;
35 Stat. 1132.

Punishment.

Counterfeiting,
etc., m o n e y o r-
ders.

R. S. § 5463.
1887, Jan. 3;
24 Stat. 355.
1888, June 18;
25 Stat. 187.
1909, Mar. 4,
ch. 321, § 218;
35 Stat. 1131.

Sec. 1605. 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.

Sec. 1606. 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 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.

Sec. 1607. 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.

Punishment.

Issuing money orders without payment.

R. S. § 4030.
1909, Mar. 4,
ch. 321, § 210;
35 Stat. 1129.

Punishment.

Sec. 1608. 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 counterfeit 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.

Forging bonds, bids, public records, etc.

R. S. §§ 5418,
5479.

1909, Mar. 4,
ch. 321, § 28;
35 Stat. 1094.

Transmitting forged, etc., papers.

Punishment.

Sec. 1609. 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, hand-bill, 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.

Imitating securities or printing advertisements thereon.

R. S. § 3708.
1909, Mar. 4,
ch. 321, § 177;
35 Stat. 1122.

Punishment.

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.

"Obligation or other security of the United States" defined.

R. S. § 5413.
1909, Mar. 4,
ch. 321, § 147;
35 Stat. 1115.

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.

Forging or counterfeiting securities.

R. S. § 5414.
1909, Mar. 4,
ch. 321, § 148;
35 Stat. 1115.

Punishment.

Fraudulently increasing weight of mail.

1898, June 13; 30 Stat. 442. 1909, Mar. 4, ch. 321, § 228; 35 Stat. 1134. Punishment.

Conspiring to commit offense against.

R. S. § 5440. 1879, May 17; 21 Stat. 4. 1909, Mar. 4, ch. 321, § 37; 35 Stat. 1096. Punishment.

Falsely pretending to be United States officer.

R. S. § 5438. 1884, Apr. 18; 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.

Punishment.

Contracts voidable.

Accepting, etc., bribe by Member of Congress.

R. S. §§ 1781, 5450, 5502. 1909, Mar. 4, ch. 321, § 110; 35 Stat. 1108.

Punishment.

Sec. 1610. 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. 1611. 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. 1612. 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. 1613. 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, 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.

Sec. 1614. 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.

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.

Punishment.

Sec. 1615. 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.

Officers interested in claims against United States.
R. S. § 5498.
1909, Mar. 4,
ch. 321, § 109;
35 Stat. 1107.

Punishment.

OFFENSES AGAINST PROPERTY BELONGING TO, OR IN USE BY, THE POST OFFICE DEPARTMENT.

Sec. 1616. 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.

Breaking into and entering post office.
R. S. § 5478.
1909, Mar. 4,
ch. 321, § 192;
35 Stat. 1125.

Punishment.

NOTE.—The acts making appropriations for the postal service for several years past have contained provisions for the payment of rewards for the detection, arrest, and conviction of post-office burglars, robbers, and highway mail robbers; and that rewards may be paid, in the discretion of the Postmaster General, when an offender of the class mentioned was killed in the act of committing the crime or in resisting lawful arrest. (See Official Postal Guide.)

Note.

Sec. 1617. 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. 1618. 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.

Stealing or forging mail locks or keys.
 R. S. § 5477.
 1909, Mar. 4,
 ch. 321, § 191;
 35 Stat. 1125.

Sec. 1619. 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 or 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.

Punishment.

Injury to letter boxes, etc.
 R. S. §§ 3869,
 5466.
 1903, Mar. 3;
 32 Stat. 1175.
 1909, Mar. 4,
 ch. 321, § 198;
 35 Stat. 1126.

Sec. 1620. Whoever shall wilfully or maliciously injure, tear down, or destroy any letter box or other receptacle intended or used for the receipt or delivery of mail on any mail route, or shall break open the same, or shall wilfully or maliciously injure, deface, or destroy any mail deposited therein, or shall wilfully take or steal such mail from or out of such letter box or other receptacle, or shall wilfully aid or assist in any of the aforementioned offenses, shall for every such offense be punished by a fine of not more than one thousand dollars or by imprisonment for not more than three years.

1916, May 18;
 39 Stat. 162.
 1916, July 28;
 39 Stat. 418.

Punishment.

Special-delivery messenger deemed a carrier, etc.
 1903, Mar. 3;
 32 Stat. 1176.

Sec. 1621. 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.

Note.

NOTE.—The sections of the Revised Statutes above referred to were repealed and their provisions incorporated in secs. 197, 198, and 201 of the United States Penal Code by the act of March 4, 1909 (35 Stat. 1126, 1127, and 1153.)

Unlawfully entering post-office car, etc.
 1903, Mar. 3;
 32 Stat. 1176.
 1909, Mar. 4,
 ch. 321, § 193;
 35 Stat. 1125.
 Punishment.

Sec. 1622. 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 wilfully 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 wilfully aid or assist therein, shall be fined not more than one thousand dollars, or imprisoned not more than three years, or both.

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.

Sec. 1623. 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.

Punishment.

Sec. 1624. 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.

Postmasters, etc., detaining or destroying newspapers.
R. S. § 5471.
1909, Mar. 4, ch. 321, § 196;
35 Stat. 1126.
By other persons.

Punishment.

Sec. 1625. 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.

Stealing, secreting, embezzling, etc., mail matter.
R. S. §§ 3892, 5470.
1909, Mar. 4, ch. 321, § 194;
35 Stat. 1125.

Punishment.

See sec. 1623 as to similar offenses by persons in postal service.

Sec. 1626. 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. 1627. 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. 1620 as to injury to letter boxes, etc.

Using mails to promote frauds.
R. S. § 5480.
1889, Mar. 2;
25 Stat. 873.
1909, Mar. 4,
ch. 321, § 215;
35 Stat. 1130.

Counterfeit money.

Punishment.

Using fraudulent fictitious address.
1889, Mar. 2;
25 Stat. 873.
1909, Mar. 4,
ch. 321, § 216;
35 Stat. 1131.

Punishment.

Importing and transporting obscene books, etc.
1897, Feb. 8;
29 Stat. 512.
1905, Feb. 8;
33 Stat. 705.
1909, Mar. 4,
ch. 321, § 245;
35 Stat. 1138.
1920, June 5;
41 Stat. 1060.

Sec. 1628. 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, 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.

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.

See secs. 469, 473, and 476 as to nonmailability of green goods and fraudulent matter; sec. 477 as to identification of persons claiming mail bearing fictitious addresses, etc.

Sec. 1629. Whoever shall bring or cause to be brought into the 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, motion-picture film, 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, pam-

phlet, 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.

Sec. 1630. Whoever, being an officer, agent or employee of the Government of the United States, shall knowingly aid or abet any person engaged in any violation of any of the provisions of law prohibiting importing, advertising, dealing in, exhibiting, or sending or receiving by mail obscene or indecent publications or representations, or means for preventing conception or procuring abortion, or other articles of indecent or immoral use or tendency, shall be deemed guilty of a misdemeanor, and shall for every offense be punishable by a fine of not more than \$5,000, or by imprisonment at hard labor for not more than ten years or both.

See sec. 470 as to obscene matter in the mails; sec. 1629 as to importation of obscene matter; sec. 626 for instructions to postmasters.

Sec. 1631. 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.

OFFENSES IN CONNECTION WITH THE TRANSPORTATION OF THE MAILS.

Sec. 1632. 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, stagecoach, 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, who shall cause, suffer, or permit

Punishment.

Aiding in obscene literature trade, etc.

R. S. § 1785.
1897, July 24;
30 Stat. 209.
1909, Mar. 4,
ch. 321, § 102;
35 Stat. 1107.
1913, Oct. 3;
38 Stat. 195.
Punishment.

Importing, etc., lottery tickets, etc.

1895, Mar. 2;
28 Stat. 963.
1909, Mar. 4,
ch. 321, § 237;
35 Stat. 1136.

Interstate, etc., carriage.

Punishment.

Vehicles, etc., claiming to be mail carriers.

R. S. § 3979.
1909, Mar. 4,
ch. 321, § 188;
35 Stat. 1124.

Punishment.

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.
R. S. § 3995.
1909, Mar. 4,
ch. 321, § 201;
35 Stat. 1127.
Punishment.

Sec. 1633. 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.

Ferryman delaying mail.
R. S. § 3996.
1909, Mar. 4,
ch. 321, § 202;
35 Stat. 1127.
Punishment.
Note.

Sec. 1634. 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.

NOTE.—Mail carriers are not exempt from the obligation to pay toll or ferriage.

Deserting the mail.
R. S. § 5474.
1909, Mar. 4,
ch. 321, § 199;
35 Stat. 1126.
Punishment.

Sec. 1635. 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.

Offenses against foreign mail in transit.
R. S. § 4013.
1909, Mar. 4,
ch. 321, § 229;
35 Stat. 1134.
Punishment.

Sec. 1636. 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.

Indictments.

Postmaster illegally approving bond, etc.
R. S. § 3947.
1874, June 23;
18 Stat. 235.
1909, Mar. 4,
ch. 321, § 222;
35 Stat. 1133.
Punishment.

Sec. 1637. 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.

See sec. 1346 as to bond to accompany bids for transporting the mails; sec. 1347 as to swearing falsely as to responsibility of bidder.

Criminal statutes made applicable to postal-savings funds.
1910, June 25;
36 Stat. 818.

Sec. 1638. 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, accounts, 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.

Conspiring to prevent officer from performing duties.

Sec. 1639. 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.

R. S. § 5518,
1909, Mar. 4,
ch. 321, § 21;
35 Stat. 1092.

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.

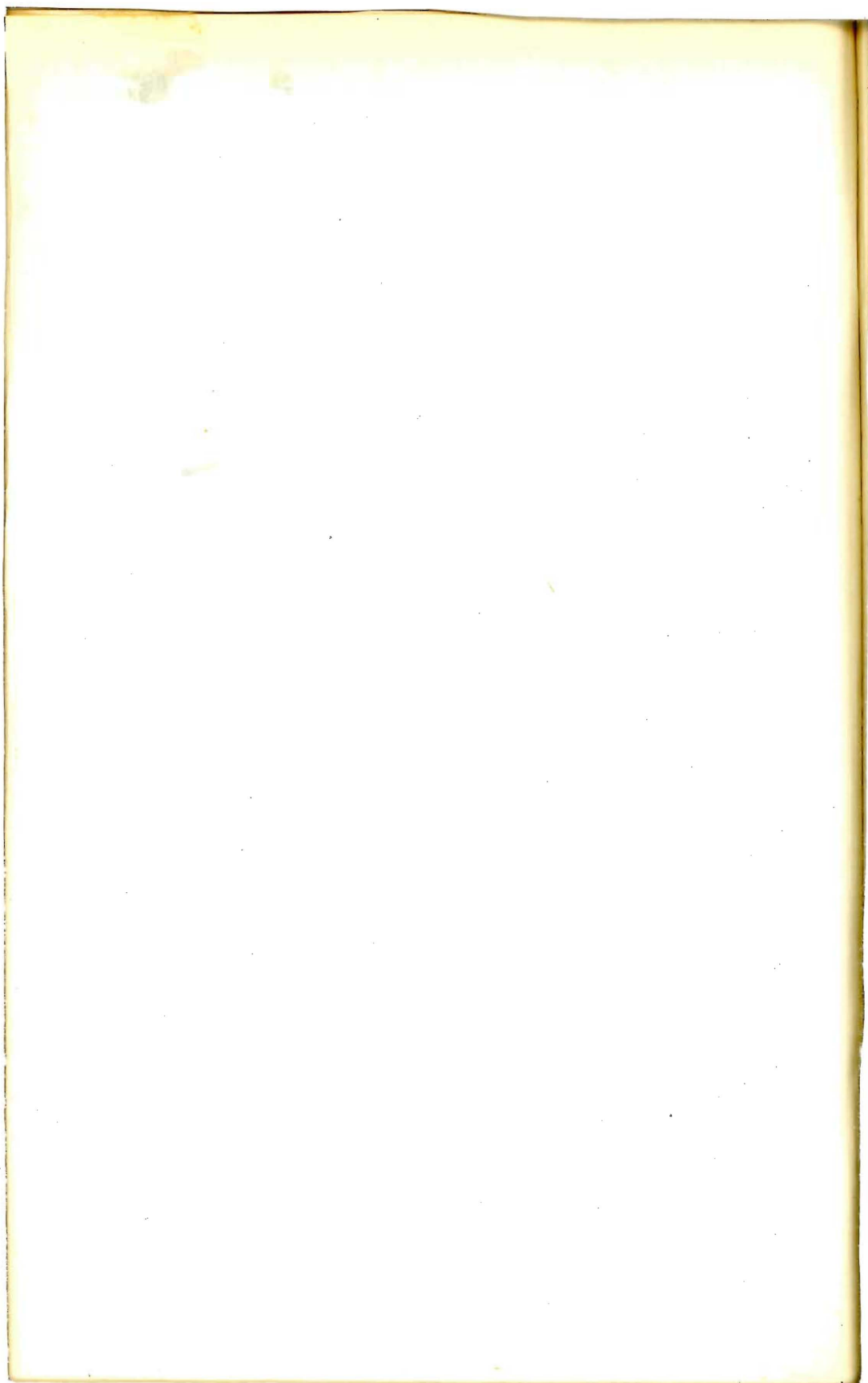
Definition.
1909, Mar. 4,
ch. 321, § 231;
35 Stat. 1134.

NOTE.—All statutes relating to offenses against the postal service could not properly be grouped under this title, inasmuch as many of them contained provisions relative to the civil administration of the postal service. These statutes will be found under their appropriate headings, as follows:

Note.

- SEC. 22. Violation of law relating to efficiency ratings.
- SEC. 53. Soliciting, receiving or making assessments or subscriptions either directly or indirectly for political purposes by or from any officer or employee of the United States.
- SEC. 54. Discharging, promoting, degrading clerk or employee, or threatening so to do, for making or refusing to make a political contribution.
- SEC. 60. Official accepting bribe.
- SEC. 63. Member of Congress interested in public contracts.
- SEC. 66. Postal employees interested in mail contracts.
- SEC. 82. Failure to make reports.
- SEC. 90. Collusion among bidders.
- SEC. 146. Selling stamps, etc., for more or less than the lawful price chargeable therefor.
- SEC. 184. Expenditures in excess of appropriations.
- SEC. 240. Postmaster's neglect to render accounts.
- SEC. 271. Offenses for which penalty is recoverable by suit.
- SEC. 286. Conducting post office without authority.
- SEC. 327. Postmaster acting as lottery agent.
- SEC. 329. False dating of pension vouchers by fourth-class postmasters.
- SEC. 409. Submitting false evidence as to character of publication.
- SEC. 411. Failing to mark paid editorials.
- SEC. 454. Inclosing higher class in lower class matter.
- SEC. 460. Sending through the mails poisons, liquors, etc.
- SEC. 470. 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 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. 471. 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. 473. Depositing to be sent by mail or receiving letters or circulars concerning lotteries, etc.
- SEC. 485. Unlawful use of official or penalty envelope, label or indorsement to avoid payment of postage or registry fee on private matter.
- SEC. 487. Using penalty indorsement for census matter to avoid payment of postage.
- SEC. 522. Using canceled stamps.
- SEC. 571. Failure to account for postage due.
- SEC. 672. Unlawfully wearing the uniform of a letter carrier.
- SEC. 869. Using registration indorsement for census matter to avoid payment of registry fee.
- SEC. 1069. False claims for indemnity for lost registered matter.
- SEC. 1256. Conveying mail by private express.
- SEC. 1259. Transporting persons unlawfully conveying mail.
- SEC. 1260. Sending letters by private express.
- SEC. 1261. Carrying letters out of the mail over post routes.
- SEC. 1262. Illegal carrying of mail by carriers and others.
- SEC. 1265. Vessel failing to deliver letters at post office.
- SEC. 1266. Carrying letters out of mail on vessels.
- SEC. 1347. Swearing falsely as to responsibility of a surety on a bidder's bond, etc.
- SEC. 1381. Failure of master of vessel to deliver letter.
- SEC. 1409. Foreign vessels carrying mail, failure to deliver into post office.

Other statutes relating to offenses against the postal service.



CONCORDANCE.

Section Numbers, 1913-1924.

| 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 1 | 1 | 64 | 89 | 127 | 154 | 187 | 206 |
| 2 | 2 | 65 | 101 | 128 | 155 | 188 | 237 |
| 3 | 3 | 66 | 103 | 129 | 143 | 189 | 207 |
| 4 | 5 | 67 | 85 | 130 | 144 | 190 | 238 |
| 5 | 61 | 68 | 97 | 131 | 156 | 191 | 218 |
| 6 | 6 | 69 | 96 | 132 | 150 | 192 | 239 |
| 7 | 7 | 70 | 98 | 132½ | 165 | 193 | 240 |
| 8 | 8 | 71 | 99 | 133 | 171-177 | 194 | 241 |
| 9 | 9 | 72 | 94 | 134 | 179 | 195 | 242 |
| 10 | 10 | 73 | See O. P. G. | 135 | 195 | 196 | Eliminated. |
| 11 | 11 | 74 | | 86 | 199 | 197 | 243 |
| 12 | 12 | 75 | | 87 | 200 | 198 | 244 |
| 13 | 13 | 76 | | 105 | 201 | 199 | 222 |
| 14 | 14 | 77 | | 67 | 202 | 200 | 245 |
| 15 | 15 | 78 | | 70 | 205 | 201 | 246 |
| 16 | 16 | 78½ | | 71 | 141 | 202 | 247 |
| 17 | 18 | 79 | | 72 | 142 | 203 | 136 |
| 18 | 19 | 80 | | 73 | 143 | 204 | 248 |
| 19 | 20 | 81 | | 75 | 144 | 205 | 249 |
| 20 | 2i | 82 | | 79 | 145 | 223 | 250 |
| 21 | 22 | 83 | | 77 | 146 | 224 | Eliminated. |
| 22 | 43 | 84 | | 76 | 147 | 211 | 208 |
| 23 | 23 | 85 | | 78 | 148 | 212 | 209 |
| 24 | 24 | 86 | | 80 | 149 | 213 | 210 |
| 25 | Eliminated. | 87 | | 81 | 150 | 167 | 211 |
| 26 | 25 | 88 | | 82 | 151 | 168 | 212 |
| 27 | 26 | 89 | 171-177 | 152 | 152 | 168 | 213 |
| 28 | Eliminated. | 90 | | 193 | 153 | 32 | 214 |
| 29 | 44 | 91 | | 194 | 154 | 33 | 215 |
| 30 | 27 | 92 | | 195 | 155 | 34 | 216 |
| 31 | 28 | 93 | | 196 | 156 | 35 | 217 |
| 32 | 28 | 94 | | 111 | 157 | 36 | 218 |
| 33 | 4 | 95 | | 112 | 158 | 37 | 219 |
| 34 | 29 | 96 | | 184 | 159 | 39 | 220 |
| 35 | See O. P. G. | 97 | | 186 | 160 | 40 | 221 |
| 36 | 31 | 98 | Eliminated. | 161 | 161 | 47, 49 | 222 |
| 37 | Eliminated. | 99 | | 187 | 162 | 52 | 223 |
| 38 | 636 | 100 | | 197 | 163 | 53 | 224 |
| 39 | 644 | 101 | Eliminated. | 164 | 164 | 53 | 225 |
| 40 | 645 | 102 | | 106 | 165 | 53 | 226 |
| 41 | Eliminated. | 103 | | 107 | 166 | 54 | 227 |
| 42 | Eliminated. | 104 | | 108 | 167 | 55 | 228 |
| 43 | 646 | 105 | | 113 | 168 | 60 | 229 |
| 44 | 647 | 106 | | 119 | 169 | 66 | 230 |
| 45 | Eliminated. | 107 | | 134 | 170 | 56 | 231 |
| 46 | 648 | 108 | | 133 | 171 | 57 | 232 |
| 47 | 648 | 109 | | 122 | 171½ | 58 | 233 |
| 48 | 649 | 110 | | 135 | 171¾ | 555 | 234 |
| 49 | 650 | 111 | | 127 | 172 | Eliminated. | 235 |
| 50 | 650 | 112 | | 126 | 173 | 38 | 236 |
| 51 | 651 | 113 | | 128 | 173½ | 59 | 237 |
| 52 | 652 | 114 | | 129 | 174 | 169 | 238 |
| 53 | 653 | 115 | | 130 | 175 | 170 | 239 |
| 54 | 63 | 116 | | 116 | 176 | 230 | 240 |
| 55 | 62 | 117 | | 131 | 177 | 227 | 241 |
| 56 | 64 | 118 | | 132 | 178 | 228 | 242 |
| 56½ | 65 | 119 | | 139 | 179 | 235 | 243 |
| 57 | 90 | 120 | | 141 | 180 | Eliminated. | 244 |
| 58 | 68, 92 | 121 | | 142 | 181 | 229 | 245 |
| 59 | 93 | 122 | | 140 | 182 | 231 | 246 |
| 60 | 83 | 123 | | 148 | 183 | 232 | 247 |
| 61 | 449 | 124 | Eliminated. | 184 | 184 | 233 | 248 |
| 62 | 84 | 125 | Eliminated. | 185 | 185 | 234 | 249 |
| 63 | 88 | 126 | | 149 | 186 | 236 | 250 |

CONCORDANCE.

Section numbers, 1913-1924—Continued.

| 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 251 | 289 | 328 | Eliminated. | 405 | 387 | 479 | 469 |
| 252 | 290 | 329 | Eliminated. | 406 | 389 | 480 | 470 |
| 253 | 292 | 330 | Eliminated. | 407 | 390 | 481 | 471 |
| 254 | 293 | 331 | 145 | 408 | 390 | 481½ | 472, 474 |
| 255 | 294 | 332 | 146 | 409 | 391 | 482 | 473 |
| 256 | 295 | 333 | 147 | 410 | 392 | 483 | 474 |
| 257 | 296 | 334 | 157 | 411 | 393 | 484 | 475 |
| 258 | 298 | 335 | 158 | 412 | 394 | 485 | 476 |
| 259 | 297 | 336 | 159 | 413 | 395 | 486 | 477 |
| 260 | 69 | 337 | 160 | 414 | 396 | 487 | 634 |
| 261 | 299 | 338 | Eliminated. | 415 | 397 | 487½ | 511 |
| 262 | 300, 301 | 339 | 151 | 416 | 402 | 488 | 1072, 1073 |
| 263 | 301 | 340 | 152 | 417 | 398 | 489 | 1074 |
| 264 | 302 | 341 | 153 | 418 | 399 | 489½ | 1074 |
| 265 | 305 | 341½ | 166 | 419 | 400 | 490 | 479 |
| 266 | 303 | 342 | 161 | 420 | 401 | 491 | 480 |
| 267 | 304 | 343 | 162 | 421 | 403 | 492 | 481 |
| 268 | 306 | 344 | 163, 164 | 422 | 404 | 493 | 482 |
| 269 | 307 | 345 | 156 | 423 | 405 | 494 | 483 |
| 270 | 308 | 346 | 164 | 424 | 406 | 495 | 484 |
| 271 | 309 | 347 | 363 | 425 | 410 | 496 | 485 |
| 271½ | Eliminated. | 348 | 361 | 426 | 407 | 497 | 486 |
| 272 | 310, 1219 | 349 | 365 | 427 | 408 | 498 | 487 |
| 273 | 311 | 350 | 366 | 428 | 409 | 499 | 488 |
| 273½ | 313 | 351 | 367 | 429 | 412 | 500 | 489 |
| 274 | 312 | 352 | 368 | 429½ | 413 | 501 | 485 |
| 275 | 314 | 353 | 369 | 430 | 416 | 502 | 490 |
| 276 | 315 | 354 | 370 | 431 | 414 | 503 | 492 |
| 277 | 316 | 355 | 371 | 432 | 415 | 504 | 493 |
| 278 | 317 | 356 | 372 | 433 | 417 | 504½ | 491 |
| 279 | Eliminated. | 357 | 373 | 434 | 418 | 505 | 494 |
| 280 | 318 | 358 | 374 | 435 | 419 | 506 | 495 |
| 281 | 319 | 359 | 375 | 436 | 421 | 507 | 496 |
| 282 | 320 | 360 | 109 | 437 | 422 | 508 | 497 |
| 283 | 321 | 361 | 110 | 438 | 424 | 509 | 505 |
| 284 | 322 | 362 | 104 | 439 | 423 | 510 | 505 |
| 285 | 323 | 363 | 124 | 440 | 425 | 511 | 498 |
| 286 | 323 | 364 | 125 | 441 | 426 | 512 | 499 |
| 287 | 324 | 365 | 137 | 442 | 427 | 513 | 500 |
| 288 | 325 | 366 | 138 | 443 | 411 | 514 | 501 |
| 289 | 326 | 367 | Eliminated. | 444 | 428 | 515 | Eliminated. |
| 290 | 327 | 368 | 121 | 445 | 429 | 516 | 502 |
| 291 | 328 | 369 | 120 | 446 | 430 | 517 | 503 |
| 292 | 329 | 370 | 123 | 447 | 435 | 518 | 503 |
| 293 | 330 | 371 | 115 | 448 | 437 | 519 | 506 |
| 294 | 331 | 372 | 114 | 448 | 436 | 520 | Eliminated. |
| 295 | 334 | 373 | 117 | 450 | 438 | 521 | 504 |
| 296 | 335 | 374 | 118 | 451 | 439 | 522 | 507 |
| 297 | 336 | 375 | 216 | 452 | 440 | 523 | 508 |
| 298 | 333 | 376 | 217 | 453 | 441 | 524 | 509 |
| 299 | 337 | 377 | 219 | 454 | 442 | 525 | 510 |
| 300 | 338 | 378 | 220 | 455 | 444 | 526 | 511 |
| 301 | 339 | 379 | 221 | 456 | 445 | 527 | 641 |
| 302 | Eliminated. | 380 | 208 | 457 | 446 | 528 | 512 |
| 303 | 340 | 381 | 209 | 458 | 447, 455 | 529 | 513 |
| 304 | Eliminated. | 382 | 206 | 458½ | 448 | 530 | 514 |
| 305 | 341 | 383 | Eliminated. | 459 | 452 | 531 | 515 |
| 306 | 342 | 384 | 210 | 460 | 454 | 532 | 516 |
| 307 | 343 | 385 | Eliminated. | 461 | 456 | 533 | 517 |
| 308 | 344, 345 | 386 | Eliminated. | 462 | 450 | 534 | 518 |
| 309 | 346 | 387 | Eliminated. | 463 | 451 | 535 | 519 |
| 310 | 347 | 388 | 210 | 464 | 443 | 536 | 520 |
| 311 | 348 | 389 | 214 | 465 | 434 | 537 | 521 |
| 312 | 349 | 390 | 215 | 466 | 431 | 538 | 522 |
| 313 | 350 | 391 | 225 | 467 | 433 | 539 | 523 |
| 314 | 351 | 392 | 226 | 468 | 432 | 540 | 524 |
| 315 | 352 | 393 | 376 | 469 | 453 | 541 | 525 |
| 316 | 353 | 394 | Eliminated. | 470 | 457 | 542 | 526 |
| 317 | 355 | 395 | 377 | 471 | 459 | 543 | 524 |
| 318 | 354 | 396 | 378 | 472 | 460 | 544 | 527 |
| 319 | 352 | 397 | 379 | 473 | 461 | 545 | 528 |
| 320 | 356 | 398 | 380 | 474 | 462 | 546 | 529 |
| 321 | 357 | 399 | 384 | 475 | 463 | 547 | 530 |
| 322 | 358 | 399½ | 385 | 476 | 463 | 547 | 531 |
| 323 | Eliminated. | 400 | 386 | 477 | 466 | 548 | 532 |
| 324 | 359, 360 | 401 | 381 | 477½ | 464 | 549 | 533 |
| 325 | 361 | 402 | 382 | 478 | 467 | 550 | 534 |
| 326 | 362 | 403 | 383 | 478½ | 468 | 552 | 535 |
| 327 | Eliminated. | 404 | 388 | 478½ | 458 | 553 | 536 |

CONCORDANCE.

Section numbers, 1913-1924—Continued.

| 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 554 | 537 | 632 | 609 | 711 | 690 | 788 | 778 |
| 555 | 538 | 633 | 610 | 712 | 691 | 789 | See O. P. G. |
| 556 | 539 | 634 | 611 | 713 | 692 | 790 | 779 |
| 557 | 540 | 635 | 612 | 714 | 693 | 791 | 780 |
| 558 | 541 | 636 | 613 | 715 | 694 | 792 | 781 |
| 559 | 542 | 637 | 614 | 716 | 716 | 793 | 782 |
| 560 | 543 | 638 | 615 | 716½ | Eliminated. | 794 | 783 |
| 561 | 544 | 639 | 616 | 717 | 717 | 795 | 784 |
| 562 | 545 | 640 | 617 | 718 | 718, 730 | 796 | 785 |
| 563 | 546 | 641 | 618 | 719 | 757 | 797 | 786 |
| 564 | 547 | 642 | 619 | 720 | 731 | 798 | 787 |
| 565 | 548 | 643 | 637 | 721 | Eliminated. | 799 | 788 |
| 565½ | 549 | 644 | 638 | 722 | 719 | 800 | 789 |
| 566 | 550 | 645 | 639 | 723 | 720 | 801 | 791 |
| 567 | 551 | 646 | 640 | 724 | 720 | 802 | 792 |
| 568 | 552 | 647 | 641 | 725 | 724, 729 | 803 | 793 |
| 569 | 553 | 648 | 642 | 726 | 725 | 804 | 794 |
| 570 | 554 | 649 | 643 | 727 | 726 | 805 | 795 |
| 571 | 556 | 650 | 620 | 727½ | 738 | 806 | 796 |
| 572 | 557 | 651 | 621 | 728 | 727 | 807 | 797 |
| 573 | 556 | 652 | 622 | 729 | 728 | 808 | 733 |
| 574 | 562 | 653 | 623 | 730 | 734 | 809 | 798 |
| 575 | 563 | 654 | 624 | 731 | 737 | 810 | 799 |
| 576 | 560 | 655 | 625 | 732 | See O. P. G. | 811 | 800 |
| 577 | 558 | 656 | 626 | 733 | 735 | 812 | 801 |
| 578 | 561 | 657 | 627 | 734 | 736 | 813 | 802 |
| 579 | 559 | 658 | 628 | 735 | 739 | 814 | 803 |
| 580 | 564 | 659 | 629 | 736 | 722 | 815 | 806 |
| 581 | 565 | 660 | 630 | 737 | 740 | 816 | 807 |
| 582 | 566 | 661 | 630 | 738 | 741 | 817 | 805 |
| 583 | 567 | 662 | Eliminated. | 739 | Eliminated. | 818 | 808 |
| 584 | 568 | 663 | 631 | 740 | 742 | 819 | 809 |
| 585 | 569 | 664 | 632 | 741 | Eliminated. | 820 | 810 |
| 586 | 570 | 665 | 654 | 742 | Eliminated. | 821 | 811 |
| 587 | 571 | 666 | 655 | 743 | 741 | 822 | 812 |
| 588 | 572 | 667 | 656 | 744 | 741 | 823 | 804 |
| 589 | 573 | 668 | 657 | 745 | 741 | 824 | 813 |
| 590 | 574 | 669 | 658 | 746 | Eliminated. | 825 | 815 |
| 591 | 574 | 670 | 659 | 747 | Eliminated. | 826 | 814 |
| 592 | Eliminated. | 671 | 695 | 748 | 721 | 827 | 816 |
| 593 | 580 | 672 | 696 | 749 | 723 | 828 | 817 |
| 594 | 581 | 673 | 697 | 750 | 743 | 829 | 818 |
| 595 | 575 | 674 | 698 | 751 | 744 | 830 | 819 |
| 596 | 576 | 675 | 699 | 752 | 732 | 831 | 820 |
| 597 | 577 | 676 | 700 | 753 | 749 | 832 | 821 |
| 598 | 578 | 677 | 701 | 754 | 745 | 833 | Eliminated. |
| 599 | 579 | 678 | 660 | 755 | 746 | 834 | 822 |
| 600 | 582 | 679 | 661 | 756 | 747 | 835 | 823 |
| 601 | 583 | 680 | 662 | 757 | 748 | 836 | Eliminated. |
| 602 | 584 | 681 | 663 | 758 | 750 | 837 | 824 |
| 603 | 585 | 682 | Eliminated. | 759 | 751 | 838 | Eliminated. |
| 604 | 586 | 683 | 664 | 760 | 752 | 839 | 825 |
| 605 | 587 | 684 | 665 | 761 | 753 | 840 | 826 |
| 606 | 588 | 685 | 666 | 762 | See O. P. G. | 841 | 827 |
| 607 | 589 | 686 | 667 | 763 | 754 | 842 | 828 |
| 608 | 590 | 687 | 668 | 764 | 755 | 843 | 821 |
| 609 | 591 | 688 | 669 | 765 | 756 | 844 | 829 |
| 610 | 592 | 689 | 670 | 766 | 758 | 845 | 830 |
| 611 | 593 | 690 | 671 | 767 | 759 | 846 | 832 |
| 612 | 594 | 691 | 672 | 768 | 760 | 847 | 833 |
| 613 | 595 | 692 | 673 | 769 | 761 | 848 | 838 |
| 614 | 596 | 693 | 674 | 770 | 762 | 849 | 840 |
| 615 | 597 | 694 | 675 | 771 | 763 | 850 | 834 |
| 616 | 598 | 695 | 676 | 772 | 764 | 851 | 831 |
| 617 | 599 | 696 | 677 | 773 | 765 | 852 | 835 |
| 618 | 600 | 697 | 683 | 774 | Eliminated. | 853 | 836 |
| 619 | 601 | 698 | 684 | 775 | 766 | 854 | 837 |
| 620 | 602 | 699 | 680 | 776 | 767 | 855 | 839 |
| 621 | 603 | 700 | 678 | 777 | 768 | 856 | 841 |
| 622 | 604 | 701 | 679 | 778 | 769 | 857 | 842 |
| 623 | 607 | 702 | Eliminated. | 779 | 770 | 858 | 843 |
| 624 | 606 | 703 | 681 | 780 | 771 | 859 | 846 |
| 625 | 607 | 704 | 682 | 781 | 772 | 860 | 847 |
| 626 | 606 | 705 | Eliminated. | 782 | 773 | 861 | 848 |
| 627 | 605, 606 | 706 | 685 | 783 | 774 | 862 | 849 |
| 628 | 606 | 707 | 686 | 784 | 775 | 863 | 850 |
| 629 | 607 | 708 | 687 | 785 | 790 | 864 | 851 |
| 630 | 607 | 709 | 688 | 786 | 776 | 865 | 852 |
| 631 | 608 | 710 | 689 | 787 | 777 | 866 | 853 |

CONCORDANCE.

Section numbers, 1913-1924—Continued.

| 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 |
|----------|-------------|----------|--------------|-------------------|-------------|----------|-------------|
| Section. | Section. | Section. | Section. | Section. | Section. | Section. | Section. |
| 867 | 854 | 946 | 902 | 1025 | 913 | 1103 | Eliminated. |
| 868 | 855 | 947 | 968 | 1026 | 914 | 1104 | Eliminated. |
| 869 | 844 | 948 | 969 | 1027 | 915 | 1105 | 949 |
| 870 | 845 | 949 | 970 | 1028 | 884 | 1106 | Eliminated. |
| 871 | 856 | 950 | 971 | 1029 | 885 | 1107 | Eliminated. |
| 872 | 857 | 951 | 972 | 1030 | 886 | 1108 | Eliminated. |
| 873 | 858 | 952 | 973 | 1031 | 883 | 1109 | Eliminated. |
| 874 | Eliminated. | 953 | 974 | 1032 | 887 | 1110 | Eliminated. |
| 875 | 859 | 954 | 975 | 1033 | 888 | 1111 | Eliminated. |
| 876 | Eliminated. | 955 | 976 | 1034 | 889 | 1112 | Eliminated. |
| 877 | 861 | 956 | 994 | 1035 | 890 | 1113 | Eliminated. |
| 878 | 861, 869 | 957 | 997 | 1036 | 891 | 1114 | Eliminated. |
| 879 | 863 | 958 | 981 | 1037 | 892 | 1115 | 1077 |
| 880 | 1056 | 959 | 980 | 1038 | 916 | 1116 | 1078 |
| 881 | 860 | 960 | 996 | 1039 | 998 | 1117 | 1080 |
| 882 | 867 | 961 | 1062 | 1040 | 999 | 1118 | 1081 |
| 883 | 1057 | 962 | 1064 | 1041 | 1000 | 1119 | 1082 |
| 884 | 862 | 963 | 963 | 1042 | 1000 | 1120 | 1083 |
| 885 | 1058 | 964 | 1063 | 1043 | 1002 | 1121 | Eliminated. |
| 886 | 877 | 965 | 1065 | 1044 | 1003 | 1122 | Eliminated. |
| 887 | 865, 906 | 966 | 1066 | 1045 | 1001 | 1123 | 1084 |
| 888 | 875 | 967 | 1067 | 1046 | 1004 | 1124 | 1086 |
| 889 | 868 | 968 | Eliminated. | 1047 | 1006 | 1125 | 1085 |
| 890 | 874 | 969 | 1059 | 1048 | 1007 | 1126 | 1087 |
| 891 | 882 | 970 | Eliminated. | 1049 | 1008 | 1127 | 1088 |
| 892 | 881 | 971 | 1068 | 1050 | 1005 | 1128 | 1089 |
| 893 | 879 | 972 | 1069 | 1051 | 1009 | 1129 | Eliminated. |
| 894 | 870 | 973 | 1070 | 1052 | 1013 | 1130 | 1090 |
| 895 | 862 | 974 | 1071 | 1053 | 1010 | 1131 | 1091 |
| 896 | 883 | 975 | 864 | 1054 | 1011 | 1132 | 1092 |
| 897 | 933 | 976 | 945 | 1055 | 1012 | 1133 | 1093 |
| 898 | 932 | 977 | 866 | 1056 | 1014 | 1134 | 1094 |
| 899 | 936 | 978 | 946 | 1057 | 1018 | 1135 | 1095 |
| 900 | 934 | 979 | 982 | 1058 | 1015 | 1136 | 1096 |
| 901 | 938 | 980 | 979 | 1059 | 1016 | 1137 | 1097 |
| 902 | 941 | 981 | 995 | 1060 | 1021 | 1138 | 1098 |
| 903 | 940 | 982 | 947 | 1061 | 1017 | 1139 | 1098 |
| 904 | 939 | 983 | 894 | 1062 | 1020 | 1140 | 1099 |
| 905 | 937 | 984 | 895 | 1063 | 1019 | 1141 | 1100 |
| 906 | 942 | 985 | 900 | 1064 | 1022 | 1142 | 1101 |
| 907 | 943 | 986 | 880 | 1065 | 1031 | 1143 | 1102 |
| 908 | 953 | 987 | 878 | 1066 | 1028 | 1144 | 1103 |
| 909 | 978 | 988 | 917 | 1067 | 1025 | 1145 | 1104 |
| 910 | 951 | 989 | 894 | 1068 | 1023 | 1146 | 1105 |
| 911 | 954 | 990 | 897 | 1069 | 1034 | 1147 | 1106 |
| 912 | 952 | 991 | Eliminated. | 1070 | 1026 | 1148 | 1107 |
| 913 | 871 | 992 | 896 | 1071 | 1027 | 1149 | 1108 |
| 914 | 872 | 993 | 899 | 1072 | 1030 | 1150 | 1109 |
| 915 | 873 | 994 | See O. P. G. | 1073 | 1036 | 1151 | 1110 |
| 916 | 956 | 995 | 962 | 1074 | 1039 | 1152 | 1111 |
| 917 | 958 | 996 | 898 | 1075 | 1032 | 1153 | 1112 |
| 918 | 967 | 997 | 1061 | 1076 | 1033 | 1154 | 1113 |
| 919 | 957 | 998 | 898 | 1077 | 1037 | 1155 | 1114 |
| 920 | 960 | 999 | 880 | 1078 | 1038 | 1156 | 1115 |
| 921 | 961 | 1000 | 918 | 1079 | 1035 | 1157 | 1116 |
| 922 | 965 | 1001 | 901 | 1080 | 1040 | 1158 | 1117 |
| 923 | 964 | 1002 | 919 | 1081 | 1041 | 1159 | Eliminated. |
| 924 | 935 | 1003 | 920 | 1082 | 1045 | 1160 | 1118 |
| 925 | 944 | 1004 | 921 | 1083 | 1055 | 1161 | 1119 |
| 926 | 966 | 1005 | 922 | 1083 ⁴ | 1019 | 1162 | Eliminated. |
| 927 | 977 | 1006 | 923 | 1084 | 1050 | 1163 | 1120 |
| 928 | 959 | 1007 | 924 | 1085 | 1051 | 1164 | 1121 |
| 929 | 977 | 1008 | 925 | 1086 | 1029 | 1165 | 1122 |
| 930 | 1060 | 1009 | 926 | 1087 | 1053 | 1166 | 1123 |
| 931 | 985 | 1010 | 927 | 1088 | 1054 | 1167 | 1124 |
| 932 | 982 | 1011 | 928 | 1089 | 1042 | 1168 | 1125 |
| 933 | 984 | 1012 | 929 | 1090 | 1052 | 1169 | 1126 |
| 934 | 984 | 1013 | 930 | 1091 | 1043 | 1170 | 1127 |
| 935 | 986 | 1014 | 931 | 1092 | 1044 | 1171 | 1128 |
| 936 | 990 | 1015 | 903 | 1093 | 1046 | 1172 | 1129 |
| 937 | 986 | 1016 | 904 | 1094 | 1047 | 1173 | 1130 |
| 938 | 987 | 1017 | 905 | 1095 | 1024 | 1174 | 1131 |
| 939 | 988 | 1018 | 876 | 1096 | 1048 | 1175 | 1132 |
| 940 | 989 | 1019 | 908 | 1097 | 633 | 1176 | 1133 |
| 941 | 983 | 1020 | 909 | 1098 | Eliminated. | 1177 | 1134 |
| 942 | 991 | 1021 | 910 | 1099 | 948 | 1178 | 1135 |
| 943 | 992 | 1022 | 911 | 1100 | 950 | 1179 | 1136 |
| 944 | 993 | 1023 | 907 | 1101 | Eliminated. | 1180 | 1137 |
| 945 | 956 | 1024 | 912 | 1102 | Eliminated. | 1181 | 1138 |

CONCORDANCE.

Section numbers 1913-1924—Continued.

| 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 1182 | | 1261 | 1210 | 1338 | | 1414 | 1348 |
| 1183 | Eliminated. | 1262 | 1211 | 1339 | Eliminated. | 1415 | 1346 |
| 1184 | 1140 | 1263 | 1212 | 1340 | 1280 | 1416 | 1347 |
| 1185 | Eliminated. | 1264 | 1213 | 1341 | 1281 | 1417 | 1352 |
| 1186 | 1141 | 1265 | 1214 | 1342 | 1282 | 1418 | 1353 |
| 1187 | 1142 | 1266 | 1215 | 1343 | 1283 | 1419 | 1354 |
| 1188 | 1143 | 1267 | 1216 | 1344 | 1284 | 1420 | Eliminated. |
| 1189 | 1144 | 1268 | 1217 | 1345 | 1285 | 1421 | 1349 |
| 1190 | 1145 | 1269 | 1218, 1245 | 1346 | 1286 | 1422 | 1350 |
| 1191 | 1146 | 1270 | 1220, 1227 | 1347 | 1287 | 1423 | 1351 |
| 1192 | 1147 | 1271 | 1221 | 1348 | 1288 | 1424 | 1355 |
| 1193 | 1148 | 1272 | 1222 | 1349 | 1289 | 1425 | 1356 |
| 1194 | 1149 | 1273 | 1223 | 1350 | 1290 | 1426 | 1357 |
| 1195 | 1150 | 1274 | 1224 | 1351 | 1291 | 1427 | Eliminated. |
| 1196 | Eliminated. | 1275 | 1225 | 1352 | 1292 | 1428 | 1358 |
| 1197 | 1151 | 1276 | 1226 | 1353 | 1293 | 1429 | 1359 |
| 1198 | 1151 | 1277 | 1229 | 1354 | 1294 | 1430 | 1360 |
| 1199 | Eliminated. | 1278 | 1231 | 1355 | 1295 | 1431 | 1361 |
| 1200 | 1152 | 1279 | 1230 | 1356 | 1296 | 1432 | 1395 |
| 1201 | 1153 | 1280 | 1232 | 1357 | 1297 | 1433 | 1362 |
| 1202 | 1154 | 1281 | 1233 | 1358 | 1298 | 1434 | 1376 |
| 1203 | 1155 | 1282 | 1234 | 1358½ | 1299 | 1435 | 1372 |
| 1204 | 1156 | 1283 | 1235 | 1359 | Eliminated. | 1436 | 1375 |
| 1205 | 1157 | 1284 | 1236 | 1360 | 1300 | 1437 | 1373 |
| 1206 | 1158 | 1285 | 1224 | 1361 | 1302 | 1438 | 1374 |
| 1207 | 1159 | 1286 | 1224 | 1362 | 1313 | 1439 | 1371 |
| 1208 | 1160 | 1287 | 1238, 1239 | 1363 | 1303 | 1440 | 1363 |
| 1209 | 1161 | 1288 | 1240-1244 | 1364 | 1304 | 1441 | 1386 |
| 1210 | 1162 | 1289 | 1256 | 1365 | 1305 | 1442 | 1387 |
| 1211 | 1163 | 1290 | 1257 | 1366 | 1306 | 1443 | 1388 |
| 1212 | 1164 | 1291 | 1258 | 1367 | 1307 | 1444 | 1389 |
| 1213 | 1165 | 1292 | 1259 | 1368 | Eliminated. | 1445 | 1390 |
| 1214 | 1166 | 1293 | 1260 | 1369 | 1308 | 1446 | 1391 |
| 1215 | 1167 | 1294 | 1261 | 1370 | 1309 | 1447 | Eliminated. |
| 1216 | 1168 | 1295 | 1262 | 1371 | 1310 | 1448 | 1396 |
| 1217 | 1169 | 1296 | 1263 | 1372 | 1311 | 1449 | Eliminated. |
| 1218 | 1170 | 1297 | 1264 | 1373 | 1312 | 1450 | 1397 |
| 1219 | 1171 | 1298 | 1265 | 1374 | 1326 | 1451 | 1398 |
| 1220 | 1172 | 1299 | 1266 | 1375 | 1327 | 1452 | 1400 |
| 1221 | 1173 | 1300 | 1267 | 1376 | 1329 | 1453 | 1364 |
| 1222 | 1174 | 1301 | 1268 | 1377 | 1314 | 1454 | 1365 |
| 1223 | 1175 | 1302 | 1269 | 1378 | 1315 | 1455 | 1366 |
| 1224 | Eliminated. | 1303 | 1270 | 1379 | 1316 | 1456 | 1367 |
| 1225 | 1176 | 1304 | 1271 | 1380 | 1317 | 1457 | 1368 |
| 1226 | 1177 | 1305 | 1246 | 1381 | 1319 | 1458 | 1369 |
| 1227 | 1178 | 1306 | 1248 | 1382 | 1320 | 1459 | 1401 |
| 1228 | 1179 | 1307 | 1247 | 1383 | 1321 | 1460 | 1402 |
| 1229 | 1180 | 1308 | 1249 | 1384 | 1322 | 1461 | 1403 |
| 1230 | 1181 | 1309 | 1250 | 1385 | 1323 | 1462 | 1404 |
| 1231 | 1182 | 1310 | 1251 | 1386 | 1324 | 1463 | 1405 |
| 1232 | 1183 | 1311 | 1252 | 1387 | 1325 | 1464 | 1406 |
| 1233 | 1184 | 1312 | 1253 | 1388 | 1340 | 1465 | 1408 |
| 1234 | 1185 | 1313 | 1254, 1318 | 1389 | Eliminated. | 1466 | 1409 |
| 1235 | 1186 | 1314 | 1255 | 1390 | 1341 | 1467 | 1410 |
| 1236 | 1187 | 1314½ | 1272 | 1391 | 1394 | 1468 | 1411 |
| 1237 | 1188 | 1315 | Eliminated. | 1392 | 1392, 1393 | 1469 | 1412 |
| 1238 | 1189 | 1316 | 1274 | 1393 | 1398, 1399 | 1470 | 1413 |
| 1239 | 1190 | 1317 | 1276 | 1394 | 1370 | 1471 | 1414 |
| 1240 | 1191 | 1318 | 1277 | 1395 | 1331 | 1472 | 1415 |
| 1241 | 1192 | 1319 | Eliminated. | 1396 | 1332 | 1473 | 1416 |
| 1242 | 1193 | 1320 | Eliminated. | 1397 | 1333 | 1474 | 1417 |
| 1243 | 1194 | 1321 | Eliminated. | 1398 | 1334 | 1475 | 1418 |
| 1244 | Eliminated. | 1322 | Eliminated. | 1399 | 1335 | 1476 | 1419 |
| 1245 | 1195 | 1323 | Eliminated. | 1400 | 1336 | 1477 | 1420 |
| 1246 | 1196 | 1324 | 1278 | 1401 | 1337 | 1478 | 1421 |
| 1247 | 1197 | 1325 | Eliminated. | 1402 | 1338 | 1479 | 1422 |
| 1248 | 1198 | 1326 | Eliminated. | 1402½ | 1339, 1355 | 1480 | 1423 |
| 1249 | 1199 | 1327 | Eliminated. | 1402½ | 1380 | 1481 | 1424 |
| 1250 | 1200 | 1328 | Eliminated. | 1403 | 1378 | 1482 | 1425 |
| 1251 | 1201 | 1329 | Eliminated. | 1404 | 1381 | 1483 | 1426 |
| 1252 | 1202 | 1330 | Eliminated. | 1405 | 1382 | 1484 | 1427 |
| 1253 | 1203 | 1331 | Eliminated. | 1406 | 1383 | 1485 | Eliminated. |
| 1254 | 1204 | 1332 | Eliminated. | 1407 | 1384 | 1486 | 1428 |
| 1255 | 1205 | 1333 | Eliminated. | 1408 | 1385 | 1487 | 1429 |
| 1256 | 1206 | 1334 | Eliminated. | 1409 | 1379 | 1488 | Eliminated. |
| 1257 | 1207 | 1335 | Eliminated. | 1410 | 1342 | 1489 | 1430 |
| 1258 | 1208 | 1336 | Eliminated. | 1411 | 1343 | 1490 | 1431 |
| 1259 | 1209 | 1337 | Eliminated. | 1412 | 1344 | 1491 | 1432 |
| 1260 | Eliminated. | 1337½ | 1279 | 1413 | 1345 | 1492 | 1433 |

CONCORDANCE.

Section numbers 1913-1924.—Continued.

| 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 |
|-----------------|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 1493 | 1438 | 1549 | 1484 | 1606 | 1533 | 1663 | 1577 |
| 1494 | 1440 | 1550 | 1477 | 1607 | 1529 | 1664 | 1578 |
| 1495 | 1434 | 1551 | 1478 | 1608 | 1534 | 1665 | 1579 |
| 1496 | 1435 | 1552 | Eliminated. | 1609 | 1535 | 1666 | 1587 |
| 1497 | 1436 | 1553 | 1486 | 1610 | 1536 | 1667 | 1588 |
| 1498 | 1444 | 1554 | 1486 | 1611 | Eliminated. | 1668 | 1589 |
| 1499 | 1437 | 1555 | 1487 | 1612 | 1537 | 1669 | 1590 |
| 1500 | 1439 | 1556 | 1494 | 1613 | 1538 | 1670 | 1591 |
| 1501 | 1442 | 1557 | 1488 | 1614 | 1539 | 1671 | 1592 |
| 1502 | 1443 | 1558 | 1496 | 1615 | 1547 | 1672 | 1593 |
| 1503 | 1441 | 1559 | 1489 | 1616 | 1548 | 1673 | 1594 |
| 1504 | 1445 | 1560 | Eliminated. | 1617 | Eliminated. | 1674 | 1595 |
| 1505 | 1446 | 1561 | 1490 | 1618 | Eliminated. | 1675 | 1596 |
| 1506 | 1447 | 1562 | Eliminated. | 1619 | 1545 | 1676 | 1597 |
| 1507 | 1448 | 1563 | Eliminated. | 1620 | Eliminated. | 1677 | 1598 |
| 1508 | 1449 | 1564 | Eliminated. | 1621 | 1544 | 1678 | 1599 |
| 1509 | 1457 | 1565 | 1492 | 1622 | Eliminated. | 1679 | 1600 |
| 1510 | 1450 | 1566 | Eliminated. | 1623 | 391 | 1680 | 1601 |
| 1511 | 1451 | 1567 | Eliminated. | 1624 | 1546 | 1681 | 1602 |
| 1512 | 1452 | 1568 | 1497 | 1625 | 1541 | 1682 | 1603 |
| 1513 | 1453 | 1569 | 1498 | 1626 | 1542 | 1683 | 1604 |
| 1514 | 1454 | 1570 | 1495 | 1627 | 1543 | 1684 | 1605 |
| 1515 | 1455 | 1571 | 1501 | 1628 | 1551 | 1685 | 1606 |
| 1516 | 1458 | 1572 | 1504 | 1629 | 1549 | 1686 | 1607 |
| 1517 | 1456 | 1573 | 1502 | 1630 | 1550 | 1687 | 1608 |
| 1518 | 1456 | 1574 | 1505 | 1631 | 1552 | 1688 | 1609 |
| 1519 | 1456 | 1575 | 1508 | 1632 | 1553 | 1689 | 1610 |
| 1520 | 1456 | 1576 | 1511 | 1633 | 1555 | 1690 | 1611 |
| 1521 | 1459 | 1577 | 1507 | 1634 | 1556 | 1691 | 1612 |
| 1522 | { 1460, 1462, 1463, 1466 | 1578 | 1509 | 1635 | Eliminated. | 1692 | 1613 |
| 1523 | 1461 | 1579 | 1510 | 1636 | Eliminated. | 1693 | 1614 |
| 1524 | 1464 | 1580 | 1503 | 1637 | 1557 | 1694 | 1615 |
| 1525 | 1465 | 1581 | Eliminated. | 1638 | 1558 | 1695 | 1616 |
| 1526 | 1466 | 1582 | 1556 | 1639 | 1559 | 1696 | 1617 |
| 1527 | 1463 | 1583 | 1506 | 1640 | 1554 | 1697 | 1618 |
| 1528 | 1467 | 1584 | 1512 | 1641 | 1560 | 1698 | 1619 |
| 1529 | 1463 | 1585 | 1513 | 1642 | 1561 | 1699 | 1620 |
| 1530 | 1466 | 1586 | 1514 | 1643 | 1562 | 1700 | 1621 |
| 1531 | 1468 | 1587 | 1515 | 1644 | 1563 | 1701 | 1622 |
| 1532 | 1469 | 1588 | 1516 | 1645 | 1564 | 1702 | 1623 |
| 1533 | 1470 | 1589 | 1517 | 1646 | 1565 | 1703 | 1624 |
| 1534 | Eliminated. | 1590 | 1518 | 1647 | Eliminated. | 1704 | 1625 |
| 1535 | 46 | 1591 | 1519 | 1648 | 1567 | 1705 | 1626 |
| 1536 | 1471 | 1592 | 1500 | 1649 | 1566 | 1706 | 1627 |
| 1537 | 1479 | 1593 | 1520 | 1650 | 1540 | 1707 | 1628 |
| 1538 | 1480 | 1594 | 1521 | 1651 | Eliminated. | 1708 | 1629 |
| 1539 | 1473 | 1595 | 1522 | 1652 | 1568 | 1709 | 1630 |
| 1540 | 1474 | 1596 | 1523 | 1653 | 1569 | 1710 | 1631 |
| 1541 | 1475 | 1597 | 1524 | 1654 | Eliminated. | 1711 | 1632 |
| 1542 | 1476 | 1598 | 1525 | 1655 | 1570 | 1712 | 1633 |
| 1543 | 1472, 1481 | 1599 | 1526 | 1656 | 1571 | 1713 | 1634 |
| 1544 | 1481, 1482 | 1600 | 1527 | 1657 | 1572 | 1714 | 1635 |
| 1545 | 1483 | 1601 | 1528 | 1658 | 1573 | 1715 | 1636 |
| 1546 | 1493 | 1602 | 1530 | 1659 | Eliminated. | 1716 | 1637 |
| 1547 | 1491 | 1603 | 1531 | 1660 | 1574 | 1717 | 1638 |
| 1548 | 1485 | 1604 | 1499 | 1661 | 1575 | 1718 | 1639 |
| | | 1605 | 1532 | 1662 | 1576 | | |

CONCORDANCE.

Section Numbers, 1924-1913.

| 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 |
|-----------------|------------------|-----------------|-----------------|-----------------|------------------|-----------------|------------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 1 | 1 | 80 | 86 | 159 | 336 | 238 | 190 |
| 2 | 2 | 81 | 87 | 160 | 337 | 239 | 192 |
| 3 | 3 | 82 | 88 | 161 | 342 | 240 | 193 |
| 4 | 33 | 83 | 60 | 162 | 343 | 241 | 194 |
| 5 | 4 | 84 | 62 | 163 | 344 | 242 | 195 |
| 6 | 6 | 85 | 67 | 164 | 345 | 243 | 197 |
| 7 | 7 | 86 | 74 | 165 | 132 ¹ | 244 | 198 |
| 8 | 8 | 87 | 75 | 166 | 341 ¹ | 245 | 200 |
| 9 | 9 | 88 | 63 | 167 | 150 | 246 | 201 |
| 10 | 10 | 89 | 64 | 168 | 151, 152 | 247 | 202 |
| 11 | 11 | 90 | 57 | 169 | 174 | 248 | 204 |
| 12 | 12 | 91 | New. | 170 | 175 | 249 | 205 |
| 13 | 13 | 92 | 58 | 171 | 89, 133 | 250 | 206 |
| 14 | 14 | 93 | 59 | 172 | 89, 133 | 251 | 208 |
| 15 | 15 | 94 | 72 | 173 | 89, 133 | 252 | 209 |
| 16 | 16 | 95 | New. | 174 | 89, 133 | 253 | 212 |
| 17 | New. | 96 | 69 | 175 | 89, 133 | 254 | 213 |
| 18 | 17 | 97 | 68 | 176 | 89, 133 | 255 | 214 |
| 19 | 18 | 98 | 70 | 177 | 89, 133 | 256 | 215 |
| 20 | 19 | 99 | 71 | 178 | New. | 257 | 218 |
| 21 | 20 | 100 | New. | 179 | 134 | 258 | 219 |
| 22 | 21 | 101 | 65 | 180 | New. | 259 | 220 |
| 23 | 23 | 102 | New. | 181 | New. | 260 | 221 |
| 24 | 24 | 103 | 66 | 182 | 210 | 261 | 222 |
| 25 | 26 | 104 | 362 | 183 | 211 | 262 | 223 |
| 26 | 27 | 105 | 76 | 184 | 96 | 263 | 224 |
| 27 | 30 | 106 | 102 | 185 | New. | 264 | 225 |
| 28 | 31, 32 | 107 | 103 | 186 | 97 | 265 | 226 |
| 29 | 34 | 108 | 104 | 187 | 99 | 266 | 227 |
| 30 | New. | 109 | 360 | 188 | 141 | 267 | 228 |
| 31 | 36 | 110 | 361 | 189 | New. | 268 | 229 |
| 32 | 153 | 111 | 94 | 190 | New. | 269 | 230 |
| 33 | 154 | 112 | 95 | 191 | New. | 270 | 231 |
| 34 | 155 | 113 | 105 | 192 | New. | 271 | 232 |
| 35 | 156 | 114 | 372 | 193 | 90 | 272 | 233 |
| 36 | 157 | 115 | 371 | 194 | 91 | 273 | 234 |
| 37 | 158 | 116 | 116 | 195 | 92 | 274 | 235 |
| 38 | 173 | 117 | 373 | 196 | 93 | 275 | 236 |
| 39 | 159 | 118 | 374 | 197 | 100 | 276 | 237 |
| 40 | 160 | 119 | 106 | 198 | 135 | 277 | 238 |
| 41 | 5a | 120 | 369 | 199 | 136 | 278 | 239 |
| 42 | New. | 121 | 368 | 200 | 137 | 279 | 240 |
| 43 | 22 | 122 | 109 | 201 | 138 | 280 | 241 |
| 44 | 29 | 123 | 370 | 202 | 139 | 281 | 242 |
| 45 | New. | 124 | 363 | 203 | 142 | 282 | 243 |
| 46 | 1535 | 125 | 364 | 204 | 143 | 283 | 244 |
| 47 | 161 | 126 | 112 | 205 | 140 | 284 | 245 |
| 48 | New. | 127 | 111 | 206 | 187, 382 | 285 | 246 |
| 49 | 161 | 128 | 113 | 207 | 189 | 286 | 247 |
| 50 | New. | 129 | 114 | 208 | 380 | 287 | 249 |
| 51 | New. | 130 | 115 | 209 | 381 | 288 | 250 |
| 52 | 162 | 131 | 117 | 210 | 384, 388 | 289 | 251 |
| 53 | 163, 164, 165 | 132 | 118 | 211 | 147 | 290 | 252 |
| 54 | 166 | 133 | 108 | 212 | 148 | 291 | 248 |
| 55 | 167 | 134 | 107 | 213 | 149 | 292 | 253 |
| 56 | 170 | 135 | 110 | 214 | 389 | 293 | 254 |
| 57 | 171 | 136 | 203 | 215 | 390 | 294 | 255 |
| 58 | 171 ¹ | 137 | 365 | 216 | 375 | 295 | 256 |
| 59 | 173 ¹ | 138 | 366 | 217 | 376 | 296 | 257 |
| 60 | 168 | 139 | 119 | 218 | 191 | 297 | 259 |
| 61 | 5 | 140 | 122 | 219 | 377 | 298 | 258 |
| 62 | 55 | 141 | 120 | 220 | 378 | 299 | 261 |
| 63 | 54 | 142 | 121 | 221 | 379 | 300 | 262 |
| 64 | 56 | 143 | 129 | 222 | 199 | 301 | 262, 263 |
| 65 | 56 ¹ | 144 | 130 | 223 | 145 | 302 | 264 |
| 66 | 169 | 145 | 331 | 224 | 146 | 303 | 266 |
| 67 | 77 | 146 | 332 | 225 | 391 | 304 | 267 |
| 68 | 58 | 147 | 333 | 226 | 392 | 305 | 265 |
| 69 | 260 | 148 | 123 | 227 | 177 | 306 | 268 |
| 70 | 78 | 149 | 126 | 228 | 178 | 307 | 269 |
| 71 | 78 ¹ | 150 | 132 | 229 | 181 | 308 | 270 |
| 72 | 79 | 151 | 339 | 230 | 176 | 309 | 271 |
| 73 | 80 | 152 | 340 | 231 | 182 | 310 | 272 |
| 74 | New. | 153 | 341 | 232 | 183 | 311 | 273 |
| 75 | 81 | 154 | 127 | 233 | 184 | 312 | 274 |
| 76 | 84 | 155 | 128 | 234 | 185 | 313 | 273 ¹ |
| 77 | 83 | 156 | 131, 345 | 235 | 179 | 314 | 275 |
| 78 | 85 | 157 | 334 | 236 | 186 | 315 | 276 |
| 79 | 82 | 158 | 335 | 237 | 188 | 316 | 277 |

CONCORDANCE.

Section numbers, 1924-1913--Continued.

| 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 |
|-----------------|-------------------|-----------------|-------------------------|-----------------|------------------------|-----------------|-------------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 317 | 278 | 396 | 414 | 475 | 484 | 554 | 570 |
| 318 | 280 | 397 | 415 | 476 | 485 | 555 | 171 $\frac{1}{2}$ |
| 319 | 281 | 398 | 417 | 477 | 486 | 556 | 571, 573 |
| 320 | 282 | 399 | 418 | 478 | New. | 557 | 572 |
| 321 | 283 | 400 | 419 | 479 | 490 | 558 | 577 |
| 322 | 284 | 401 | 420 | 480 | 491 | 559 | 579 |
| 323 | 285, 286 | 402 | 416 | 481 | 492 | 560 | 576 |
| 324 | 287 | 403 | 421 | 482 | 493 | 561 | 578 |
| 325 | 288 | 404 | 422 | 483 | 494 | 562 | 574 |
| 326 | 289 | 405 | 423 | 484 | 495 | 563 | 575 |
| 327 | 290 | 406 | 424 | 485 | 496, 501 | 564 | 580 |
| 328 | 291 | 407 | 426 | 486 | 497 | 565 | 581 |
| 329 | 292 | 408 | 427 | 487 | 498 | 566 | 582 |
| 330 | 293 | 409 | 428 | 488 | 499 | 567 | 583 |
| 331 | 294 | 410 | 425 | 489 | 500 | 568 | 584 |
| 332 | 319 | 411 | 443 | 490 | 502 | 569 | 585 |
| 333 | 298 | 412 | 429 | 491 | 504 $\frac{1}{2}$ | 570 | 586 |
| 334 | 295 | 413 | 429 $\frac{1}{2}$ | 492 | 503 | 571 | 587 |
| 335 | 296 | 414 | 431 | 493 | 504 | 572 | 588 |
| 336 | 297 | 415 | 432 | 494 | 505 | 573 | 589 |
| 337 | 299 | 416 | 430 | 495 | 506 | 574 | 590, 591 |
| 338 | 300 | 417 | 433 | 496 | 507 | 575 | 595 |
| 339 | 301 | 418 | 434 | 497 | 508 | 576 | 596 |
| 340 | 303 | 419 | 435 | 498 | 511 | 577 | 597 |
| 341 | 305 | 420 | New. | 499 | 512 | 578 | 598 |
| 342 | 306 | 421 | 436 | 500 | 513 | 579 | 599 |
| 343 | 307 | 422 | 437 | 501 | 514 | 580 | 593 |
| 344 | 308 | 423 | 439 | 502 | 516 | 581 | 594 |
| 345 | 308 | 424 | 438 | 503 | 517, 518 | 582 | 600 |
| 346 | 309 | 425 | 440 | 504 | 521 | 583 | 601 |
| 347 | 310 | 426 | 441 | 505 | 509, 510 | 584 | 602 |
| 348 | 311 | 427 | 442 | 506 | 519 | 585 | 603 |
| 349 | 312 | 428 | 444 | 507 | 522 | 586 | 604 |
| 350 | 313 | 429 | 445 | 508 | 523 | 587 | 605 |
| 351 | 314 | 430 | 446 | 509 | 524 | 588 | 606 |
| 352 | 315 | 431 | 466 | 510 | 525 | 589 | 607 |
| 353 | 316 | 432 | 468 | 511 | 526, 487 $\frac{1}{2}$ | 590 | 608 |
| 354 | 318 | 433 | 467 | 512 | 528 | 591 | 609 |
| 355 | 317 | 434 | 465 | 513 | 529 | 592 | 610 |
| 356 | 320 | 435 | 447 | 514 | 530 | 593 | 611 |
| 357 | 321 | 436 | 449 | 515 | 531 | 594 | 612 |
| 358 | 322 | 437 | 448 | 516 | 532 | 595 | 613 |
| 359 | 323 | 438 | 450 | 517 | 533 | 596 | 614 |
| 360 | 324 | 439 | 461 | 518 | 534 | 597 | 615 |
| 361 | 325 | 440 | 452 | 519 | 535 | 598 | 616 |
| 362 | 326 | 441 | 453 | 520 | 536 | 599 | 617 |
| 363 | 347 | 442 | 454 | 521 | 536 | 600 | 618 |
| 364 | 348 | 443 | 464 | 522 | 537 | 601 | 619 |
| 365 | 349 | 444 | 455 | 523 | 538 | 602 | 620 |
| 366 | 350 | 445 | 456 | 524 | 539, 542 | 603 | 621 |
| 367 | 351 | 446 | 457 | 525 | 540 | 604 | 622 |
| 368 | 352 | 447 | 458 | 526 | 541 | 605 | 627 |
| 369 | 353 | 448 | 458 $\frac{1}{2}$ | 527 | 543 | 606 | 624, 626, |
| 370 | 354 | 449 | 61 | 528 | 544 | | 627, 628 |
| 371 | 355 | 450 | 462 | 529 | 545 | | 623, 625, |
| 372 | 356 | 451 | 463 | 530 | 546 | 607 | 629, 630 |
| 373 | 357 | 452 | 459 | 531 | 547, 548 | 608 | 631 |
| 374 | 358 | 453 | 469 | 532 | 549 | 609 | 632 |
| 375 | 359 | 454 | 460 | 533 | 550 | 610 | 633 |
| 376 | 393 | 455 | 458 | 534 | 551 | 611 | 634 |
| 377 | 395 | 456 | 461 | 535 | 552 | 612 | 635 |
| 378 | 396 | 457 | 470 | 536 | 553 | 613 | 636 |
| 379 | 397 | 458 | 478 $\frac{1}{2}$ | 537 | 554 | 614 | 637 |
| 380 | 398 | 459 | 471 | 538 | 555 | 615 | 638 |
| 381 | 401 | 460 | 472 | 539 | 556 | 616 | 639 |
| 382 | 402 | 461 | 473 | 540 | 557 | 617 | 640 |
| 383 | 403 | 462 | 474 | 541 | 558 | 618 | 641 |
| 384 | 399 | 463 | 475 | 542 | 559 | 619 | 642 |
| 385 | 399 $\frac{1}{2}$ | 464 | 477 | 543 | 560 | 620 | 650 |
| 386 | 400 | 465 | 477 $\frac{1}{2}$ | 544 | 561 | 621 | 651 |
| 387 | 405 | 466 | 476 | 545 | 562 | 622 | 652 |
| 388 | 404 | 467 | 478 | 546 | 563 | 623 | 653 |
| 389 | 406 | 468 | 478 $\frac{1}{2}$ | 547 | 564 | 624 | 654 |
| 390 | 407, 408 | 469 | 479 | 548 | 565 | 625 | 655 |
| 391 | 409, 1623 | 470 | 480 | 549 | 565 $\frac{1}{2}$ | 626 | 656 |
| 392 | 410 | 471 | 481 | 550 | 566 | 627 | 657 |
| 393 | 411 | 472 | 481 $\frac{1}{2}$ | 551 | 567 | 628 | 658 |
| 394 | 412 | 473 | 482 | 552 | 568 | 629 | 659 |
| 395 | 413 | 474 | 481 $\frac{1}{2}$, 483 | 553 | 569 | 630 | 660, 661 |

CONCORDANCE.

Section numbers, 1924-1913—Continued.

| 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 |
|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 631 | 663 | 710 | New. | 788 | 799 | 867 | 882 |
| 632 | 664 | 711 | New. | 789 | 800 | 868 | 889 |
| 633 | 1097 | 712 | New. | 790 | 785 | 869 | 878 |
| 634 | 487 | 713 | New. | 791 | 801 | 870 | 894 |
| 635 | 144 | 714 | New. | 792 | 802 | 871 | 913 |
| 636 | 38 | 715 | New. | 793 | 803 | 872 | 914 |
| 637 | 643 | 716 | 716 | 794 | 804 | 873 | 915 |
| 638 | 644 | 717 | 717 | 795 | 805 | 874 | 890 |
| 639 | 645 | 718 | 718 | 796 | 806 | 875 | 882 |
| 640 | 646 | 719 | 722 | 797 | 807 | 876 | 1018 |
| 641 | 647 | 720 | 723,724 | 798 | 809 | 877 | 886 |
| 642 | 648 | 721 | 748 | 799 | 810 | 878 | 987 |
| 643 | 649 | 722 | 736 | 800 | 811 | 879 | 893 |
| 644 | 39 | 723 | 749 | 801 | 812 | 880 | 986,999 |
| 645 | 40 | 724 | 725 | 802 | 813 | 881 | 892 |
| 646 | 43 | 725 | 726 | 803 | 814 | 882 | 891 |
| 647 | 44 | 726 | 727 | 804 | 823 | 883 | 896 |
| 648 | 46, 47 | 727 | 728 | 805 | 817 | 884 | 1028 |
| 649 | 48 | 728 | 729 | 806 | 815 | 885 | 1029 |
| 650 | 49, 50 | 729 | 725 | 807 | 816 | 886 | 1030 |
| 651 | 51 | 730 | 718 | 808 | 818 | 887 | 1032 |
| 652 | 52 | 731 | 720 | 809 | 819 | 888 | 1033 |
| 653 | 53 | 732 | 752 | 810 | 820 | 889 | 1034 |
| 654 | 665 | 733 | 808 | 811 | 821 | 890 | 1035 |
| 655 | 666 | 734 | 730 | 812 | 822 | 891 | 1036 |
| 656 | 667 | 735 | 733 | 813 | 824 | 892 | 1037 |
| 657 | 668 | 736 | 734 | 814 | 826 | 893 | 1031 |
| 658 | 669 | 737 | 731 | 815 | 825 | 894 | 983, 989 |
| 659 | 670 | 738 | 727 ¹ | 816 | 827 | 895 | 984 |
| 660 | 678 | 739 | 735 | 817 | 828 | 896 | 992 |
| 661 | 679 | 740 | 737 | 818 | 829 | 897 | 990 |
| 662 | 680 | 741 | 738, 743, | 819 | 830 | 898 | 996, 998 |
| 663 | 681 | | 744, 745 | 820 | 831 | 899 | 993 |
| 664 | 683 | 742 | 740 | 821 | 832, 843 | 900 | 985 |
| 665 | 684 | 743 | 750 | 822 | 834 | 901 | 1001 |
| 666 | 685 | 744 | 751 | 823 | 835 | 902 | 946 |
| 667 | 686 | 745 | 754 | 824 | 837 | 903 | 1015 |
| 668 | 687 | 746 | 755 | 825 | 839 | 904 | 1016 |
| 669 | 688 | 747 | 756 | 826 | 840 | 905 | 1017 |
| 670 | 689 | 748 | 757 | 827 | 841 | 906 | 887 |
| 671 | 690 | 749 | 753 | 828 | 842 | 907 | 1023 |
| 672 | 691 | 750 | 758 | 829 | 844 | 908 | 1019 |
| 673 | 692 | 751 | 759 | 830 | 845 | 909 | 1020 |
| 674 | 693 | 752 | 760 | 831 | 851 | 910 | 1021 |
| 675 | 694 | 753 | 761 | 832 | 846 | 911 | 1022 |
| 676 | 695 | 754 | 763 | 833 | 847 | 912 | 1024 |
| 677 | 696 | 755 | 764 | 834 | 850 | 913 | 1025 |
| 678 | 700 | 756 | 765 | 835 | 852 | 914 | 1026 |
| 679 | 701 | 757 | 719 | 836 | 853 | 915 | 1027 |
| 680 | 699 | 758 | 766 | 837 | 854 | 916 | 1038 |
| 681 | 703 | 759 | 767 | 838 | 848 | 917 | 988 |
| 682 | 704 | 760 | 768 | 839 | 855 | 918 | 1000 |
| 683 | 697 | 761 | 769 | 840 | 849 | 919 | 1002 |
| 684 | 698 | 762 | 770 | 841 | 856 | 920 | 1003 |
| 685 | 706 | 763 | 771 | 842 | 857 | 921 | 1004 |
| 686 | 707 | 764 | 772 | 843 | 858 | 922 | 1005 |
| 687 | 708 | 765 | 773 | 844 | 869 | 923 | 1006 |
| 688 | 709 | 766 | 775 | 845 | 870 | 924 | 1007 |
| 689 | 710 | 767 | 776 | 846 | 859 | 925 | 1008 |
| 690 | 711 | 768 | 777 | 847 | 860 | 926 | 1009 |
| 691 | 712 | 769 | 778 | 848 | 861 | 927 | 1010 |
| 692 | 713 | 770 | 779 | 849 | 862 | 928 | 1011 |
| 693 | 714 | 771 | 780 | 850 | 863 | 929 | 1012 |
| 694 | 715 | 772 | 781 | 851 | 864 | 930 | 1013 |
| 695 | 671 | 773 | 782 | 852 | 865 | 931 | 1014 |
| 696 | 672 | 774 | 783 | 853 | 866 | 932 | 898 |
| 697 | 673 | 775 | 784 | 854 | 867 | 933 | 897 |
| 698 | 674 | 776 | 786 | 855 | 868 | 934 | 900 |
| 699 | 675 | 777 | 787 | 856 | 871 | 935 | 924 |
| 700 | 676 | 778 | 788 | 857 | 872 | 936 | 899 |
| 701 | 677 | 779 | 790 | 858 | 873 | 937 | 905 |
| 702 | New. | 780 | 791 | 859 | 875 | 938 | 901 |
| 703 | New. | 781 | 792 | 860 | 881 | 939 | 894 |
| 704 | New. | 782 | 793 | 861 | 877, 878 | 940 | 903 |
| 705 | New. | 783 | 794 | 862 | 884, 895 | 941 | 906 |
| 706 | New. | 784 | 795 | 863 | 879 | 942 | 906 |
| 707 | New. | 785 | 796 | 864 | 975 | 943 | 907 |
| 708 | New. | 786 | 797 | 865 | 887 | 944 | 925 |
| 709 | New. | 787 | 798 | 866 | 977 | 945 | 976 |

CONCORDANCE.

Section numbers, 1924-1913—Continued.

| 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 |
|-----------------|-----------------|-----------------|-----------------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 946 | 978 | 1025 | 1067 | 1104 | 1145 | 1183 | 1232 |
| 947 | 982 | 1026 | 1070 | 1105 | 1146 | 1184 | 1233 |
| 948 | 1099 | 1027 | 1071 | 1106 | 1147 | 1185 | 1234 |
| 949 | 1105 | 1028 | 1066 | 1107 | 1148 | 1186 | 1235 |
| 950 | 1100 | 1029 | 1086 | 1108 | 1149 | 1187 | 1236 |
| 951 | 910 | 1030 | 1072 | 1109 | 1150 | 1188 | 1237 |
| 952 | 912 | 1031 | 1065 | 1110 | 1151 | 1189 | 1238 |
| 953 | 908 | 1032 | 1075 | 1111 | 1152 | 1190 | 1239 |
| 954 | 911 | 1033 | 1076 | 1112 | 1153 | 1191 | 1240 |
| 955 | 945 | 1034 | 1069 | 1113 | 1154 | 1192 | 1241 |
| 956 | 916 | 1035 | 1079 | 1114 | 1155 | 1193 | 1242 |
| 957 | 919 | 1036 | 1073 | 1115 | 1156 | 1194 | 1243 |
| 958 | 917 | 1037 | 1077 | 1116 | 1157 | 1195 | 1245 |
| 959 | 928 | 1038 | 1078 | 1117 | 1158 | 1196 | 1246 |
| 960 | 920 | 1039 | 1074 | 1118 | 1160 | 1197 | 1247 |
| 961 | 921 | 1040 | 1080 | 1119 | 1161 | 1198 | 1248 |
| 962 | 995 | 1041 | 1081 | 1120 | 1163 | 1199 | 1249 |
| 963 | 963 | 1042 | 1089 | 1121 | 1164 | 1200 | 1250 |
| 964 | 923 | 1043 | 1091 | 1122 | 1165 | 1201 | 1251 |
| 965 | 922 | 1044 | 1092 | 1123 | 1166 | 1202 | 1252 |
| 966 | 926 | 1045 | 1082 | 1124 | 1167 | 1203 | 1253 |
| 967 | 910 | 1046 | 1093 | 1125 | 1168 | 1204 | 1254 |
| 968 | 947 | 1047 | 1094 | 1126 | 1169 | 1205 | 1255 |
| 969 | 948 | 1048 | 1096 | 1127 | 1170 | 1206 | 1256 |
| 970 | 949 | 1049 | 1083 ³ | 1128 | 1171 | 1207 | 1257 |
| 971 | 950 | 1050 | 1084 | 1129 | 1172 | 1208 | 1258 |
| 972 | 951 | 1051 | 1085 | 1130 | 1173 | 1209 | 1259 |
| 973 | 952 | 1052 | 1090 | 1131 | 1174 | 1210 | 1261 |
| 974 | 953 | 1053 | 1087 | 1132 | 1175 | 1211 | 1262 |
| 975 | 954 | 1054 | 1088 | 1133 | 1176 | 1212 | 1263 |
| 976 | 955 | 1055 | 1083 | 1134 | 1177 | 1213 | 1264 |
| 977 | 927, 929 | 1056 | 880 | 1135 | 1178 | 1214 | 1265 |
| 978 | 909 | 1075 | 883 | 1136 | 1179 | 1215 | 1266 |
| 979 | 980 | 1058 | 885 | 1137 | 1180 | 1216 | 1267 |
| 980 | 959 | 1059 | 969 | 1138 | 1181 | 1217 | 1268 |
| 981 | 958 | 1060 | 930 | 1139 | 1182 | 1218 | 1269 |
| 982 | 932, 979 | 1061 | 997 | 1140 | 1184 | 1219 | 1272 |
| 983 | 941 | 1062 | 961 | 1141 | 1186 | 1220 | 1270 |
| 984 | 933, 934 | 1063 | 964 | 1142 | 1187 | 1221 | 1271 |
| 985 | 931 | 1064 | 962 | 1143 | 1188 | 1222 | 1274 |
| 986 | 935, 937 | 1065 | 965 | 1144 | 1189 | 1223 | 1272 |
| 987 | 938 | 1066 | 966 | 1145 | 1190 | 1224 | 1285 |
| 988 | 939 | 1067 | 967 | 1146 | 1191 | 1225 | 1275 |
| 989 | 940 | 1068 | 971 | 1147 | 1192 | 1226 | 1276 |
| 990 | 936 | 1069 | 972 | 1148 | 1193 | 1227 | 1270 |
| 991 | 942 | 1070 | 973 | 1149 | 1194 | 1228 | 1273 |
| 992 | 943 | 1071 | 974 | 1150 | 1195 | 1229 | 1277 |
| 993 | 944 | 1072 | 488, 489 ¹ | 1151 | 1197, 1198 | 1230 | 1270 |
| 994 | 956 | 1073 | 488 | 1152 | 1200 | 1231 | 1278 |
| 995 | 981 | 1074 | 489 | 1153 | 1201 | 1232 | 1280 |
| 996 | 960 | 1075 | New. | 1154 | 1202 | 1233 | 1281 |
| 997 | 957 | 1076 | New. | 1155 | 1203 | 1234 | 1282 |
| 998 | 1039 | 1077 | New. | 1156 | 1204 | 1235 | 1283 |
| 999 | 1040 | 1078 | 1116 | 1157 | 1205 | 1236 | 1284 |
| 1000 | 1041, 1042 | 1079 | New. | 1158 | 1206 | 1237 | 1286 |
| 1001 | 1045 | 1080 | 1117 | 1159 | 1207 | 1238 | 1287 |
| 1002 | 1043 | 1081 | 1118 | 1160 | 1208 | 1239 | 1287 |
| 1003 | 1044 | 1002 | 1119 | 1161 | 1209 | 1240 | 1288 |
| 1004 | 1046 | 1083 | 1120 | 1162 | 1210 | 1241 | 1288 |
| 1005 | 1050 | 1084 | 1123 | 1163 | 1211 | 1242 | 1288 |
| 1006 | 1047 | 1085 | 1125 | 1164 | 1212 | 1243 | 1288 |
| 1007 | 1048 | 1086 | 1124 | 1165 | 1213 | 1244 | 1288 |
| 1008 | 1049 | 1087 | 1126 | 1166 | 1214 | 1245 | 1269 |
| 1009 | 1051 | 1088 | 1127 | 1167 | 1215 | 1246 | 1305 |
| 1010 | 1053 | 1089 | 1128 | 1168 | 1216 | 1247 | 1307 |
| 1011 | 1054 | 1090 | 1130 | 1169 | 1217 | 1248 | 1306 |
| 1012 | 1055 | 1091 | 1131 | 1170 | 1218 | 1249 | 1308 |
| 1013 | 1052 | 1092 | 1132 | 1171 | 1219 | 1250 | 1309 |
| 1014 | 1056 | 1093 | 1133 | 1172 | 1220 | 1251 | 1310 |
| 1015 | 1058 | 1094 | 1134 | 1173 | 1221 | 1252 | 1311 |
| 1016 | 1059 | 1095 | 1135 | 1174 | 1222 | 1253 | 1312 |
| 1017 | 1061 | 1096 | 1136 | 1175 | 1223 | 1254 | 1313 |
| 1018 | 1057 | 1097 | 1137 | 1176 | 1225 | 1255 | 1314 |
| 1019 | 1063 | 1098 | 1138, 1139 | 1177 | 1226 | 1256 | 1289 |
| 1020 | 1062 | 1099 | 1140 | 1178 | 1227 | 1257 | 1290 |
| 1021 | 1060 | 1100 | 1141 | 1179 | 1228 | 1258 | 1291 |
| 1022 | 1064 | 1101 | 1142 | 1180 | 1229 | 1259 | 1292 |
| 1023 | 1068 | 1102 | 1143 | 1181 | 1230 | 1260 | 1293 |
| 1024 | 1095 | 1103 | 1144 | 1182 | 1231 | 1261 | 1294 |

CONCORDANCE.

Section numbers, 1924-1913—Continued.

| 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 1262 | 1295 | 1341 | 1390 | 1420 | 1477 | 1497 | 1568 |
| 1263 | 1296 | 1342 | 1410 | 1421 | 1478 | 1498 | 1569 |
| 1264 | 1297 | 1343 | 1411 | 1422 | 1479 | 1499 | 1604 |
| 1265 | 1298 | 1344 | 1412 | 1423 | 1480 | 1500 | 1592 |
| 1266 | 1299 | 1345 | 1413 | 1424 | 1481 | 1501 | 1571 |
| 1267 | 1300 | 1346 | 1415 | 1425 | 1482 | 1502 | 1573 |
| 1268 | 1301 | 1347 | 1416 | 1426 | 1483 | 1503 | 1580 |
| 1269 | 1302 | 1348 | 1414 | 1427 | 1484 | 1504 | 1572 |
| 1270 | 1303 | 1349 | 1421 | 1428 | 1486 | 1505 | 1574 |
| 1271 | 1304 | 1350 | 1422 | 1429 | 1487 | 1506 | 1583 |
| 1272 | 1314½ | 1351 | 1423 | 1430 | 1489 | 1507 | 1577 |
| 1273 | New. | 1352 | 1417 | 1431 | 1490 | 1508 | 1575 |
| 1274 | 1316 | 1353 | 1418 | 1432 | 1491 | 1509 | 1578 |
| 1275 | New. | 1354 | 1419 | 1433 | 1492 | 1510 | 1579 |
| 1276 | 1317 | 1355 | 1402½, 1424 | 1434 | 1495 | 1511 | 1576 |
| 1277 | 1318 | 1356 | 1425 | 1435 | 1496 | 1512 | 1584 |
| 1278 | 1324 | 1357 | 1426 | 1436 | 1497 | 1513 | 1585 |
| 1279 | 1337½ | 1358 | 1428 | 1437 | 1499 | 1514 | 1586 |
| 1280 | 1340 | 1359 | 1429 | 1438 | 1493 | 1515 | 1587 |
| 1281 | 1341 | 1360 | 1430 | 1439 | 1500 | 1516 | 1588 |
| 1282 | 1342 | 1361 | 1431 | 1440 | 1494 | 1517 | 1589 |
| 1283 | 1343 | 1362 | 1433 | 1441 | 1503 | 1518 | 1590 |
| 1284 | 1344 | 1363 | 1440 | 1442 | 1501 | 1519 | 1591 |
| 1285 | 1345 | 1364 | 1453 | 1443 | 1502 | 1520 | 1593 |
| 1286 | 1346 | 1365 | 1454 | 1444 | 1498 | 1521 | 1594 |
| 1287 | 1347 | 1366 | 1455 | 1445 | 1504 | 1522 | 1595 |
| 1288 | 1348 | 1367 | 1456 | 1446 | 1505 | 1523 | 1596 |
| 1289 | 1349 | 1368 | 1457 | 1447 | 1506 | 1524 | 1597 |
| 1290 | 1350 | 1369 | 1458 | 1448 | 1507 | 1525 | 1598 |
| 1291 | 1351 | 1370 | 1394 | 1449 | 1508 | 1526 | 1599 |
| 1292 | 1352 | 1371 | 1439 | 1450 | 1510 | 1527 | 1600 |
| 1293 | 1353 | 1372 | 1435 | 1451 | 1511 | 1528 | 1601 |
| 1294 | 1354 | 1373 | 1437 | 1452 | 1512 | 1529 | 1607 |
| 1295 | 1355 | 1374 | 1438 | 1453 | 1513 | 1530 | 1602 |
| 1296 | 1356 | 1375 | 1436 | 1454 | 1514 | 1531 | 1603 |
| 1297 | 1357 | 1376 | 1434 | 1455 | 1515 | 1532 | 1605 |
| 1298 | 1358 | 1377 | New. | 1456 | 1517-1520 | 1533 | 1606 |
| 1299 | 1358½ | 1378 | 1403 | 1457 | 1509 | 1534 | 1608 |
| 1300 | 1360 | 1379 | 1409 | 1458 | 1516 | 1535 | 1609 |
| 1301 | New. | 1380 | 1402½ | 1459 | 1521 | 1536 | 1610 |
| 1302 | 1361 | 1381 | 1404 | 1460 | 1522 | 1537 | 1612 |
| 1303 | 1363 | 1382 | 1405 | 1461 | 1523 | 1538 | 1613 |
| 1304 | 1364 | 1383 | 1406 | 1462 | 1522 | 1539 | 1614 |
| 1305 | 1365 | 1384 | 1407 | 1463 | 1522, 1527, | 1540 | 1650 |
| 1306 | 1366 | 1385 | 1408 | 1464 | 1529 | 1541 | 1625 |
| 1307 | 1367 | 1386 | 1441 | 1464 | 1524 | 1542 | 1626 |
| 1308 | 1369 | 1387 | 1442 | 1465 | 1525 | 1543 | 1627 |
| 1309 | 1370 | 1388 | 1443 | 1466 | 1522, 1526, | 1544 | 1621 |
| 1310 | 1371 | 1389 | 1444 | 1466 | 1530 | 1545 | 1619 |
| 1311 | 1372 | 1390 | 1445 | 1467 | 1528 | 1546 | 1624 |
| 1312 | 1373 | 1391 | 1446 | 1468 | 1531 | 1547 | 1615 |
| 1313 | 1362 | 1392 | 1392 | 1469 | 1532 | 1548 | 1616 |
| 1314 | 1377 | 1393 | 1392 | 1470 | 1533 | 1549 | 1629 |
| 1315 | 1378 | 1394 | 1391 | 1471 | 1536 | 1550 | 1630 |
| 1316 | 1379 | 1395 | 1432 | 1472 | 1543 | 1551 | 1628 |
| 1317 | 1380 | 1396 | 1448 | 1473 | 1539 | 1552 | 1631 |
| 1318 | 1313 | 1397 | 1450 | 1474 | 1540 | 1553 | 1632 |
| 1319 | 1381 | 1398 | 1393, 1451 | 1475 | 1541 | 1554 | 1640 |
| 1320 | 1382 | 1399 | 1393 | 1476 | 1542 | 1555 | 1633 |
| 1321 | 1383 | 1400 | 1452 | 1477 | 1550 | 1556 | 1582, 1634 |
| 1322 | 1384 | 1401 | 1459 | 1478 | 1551 | 1557 | 1637 |
| 1323 | 1385 | 1402 | 1460 | 1479 | 1537 | 1558 | 1638 |
| 1324 | 1386 | 1403 | 1461 | 1480 | 1538 | 1559 | 1639 |
| 1325 | 1387 | 1404 | 1462 | 1481 | 1543, 1544 | 1560 | 1641 |
| 1326 | 1374 | 1405 | 1463 | 1482 | 1544 | 1561 | 1642 |
| 1327 | 1375 | 1406 | 1464 | 1483 | 1545 | 1562 | 1643 |
| 1328 | New. | 1407 | New. | 1484 | 1549 | 1563 | 1644 |
| 1329 | 1376 | 1408 | 1465 | 1485 | 1548 | 1564 | 1645 |
| 1330 | New. | 1409 | 1466 | 1486 | 1553, 1554 | 1565 | 1646 |
| 1331 | 1395 | 1410 | 1467 | 1487 | 1555 | 1566 | 1649 |
| 1332 | 1396 | 1411 | 1468 | 1488 | 1557 | 1567 | 1648 |
| 1333 | 1397 | 1412 | 1469 | 1489 | 1559 | 1568 | 1652 |
| 1334 | 1398 | 1413 | 1470 | 1490 | 1561 | 1569 | 1653 |
| 1335 | 1399 | 1414 | 1471 | 1491 | 1547 | 1570 | 1655 |
| 1336 | 1400 | 1415 | 1472 | 1492 | 1565 | 1571 | 1656 |
| 1337 | 1401 | 1416 | 1473 | 1493 | 1546 | 1572 | 1657 |
| 1338 | 1402 | 1417 | 1474 | 1494 | 1556 | 1573 | 1658 |
| 1339 | 1402½ | 1418 | 1475 | 1495 | 1570 | 1574 | 1660 |
| 1340 | 1388 | 1419 | 1476 | 1496 | 1558 | 1575 | 1661 |

CONCORDANCE.

Section numbers, 1924-1913—Continued.

| 1924 | 1913 | 1924 | 1913 | 1924 | 1913 | 1924 | 1913 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> | <i>Section.</i> |
| 1576 | 1662 | 1592 | 1671 | 1608 | 1687 | 1624 | 1703 |
| 1577 | 1663 | 1593 | 1672 | 1609 | 1688 | 1625 | 1704 |
| 1578 | 1664 | 1594 | 1673 | 1610 | 1689 | 1626 | 1705 |
| 1579 | 1665 | 1595 | 1674 | 1611 | 1690 | 1627 | 1706 |
| 1580 | New. | 1596 | 1675 | 1612 | 1691 | 1628 | 1707 |
| 1581 | New. | 1597 | 1676 | 1613 | 1692 | 1629 | 1708 |
| 1582 | New. | 1598 | 1677 | 1614 | 1693 | 1630 | 1709 |
| 1583 | New. | 1599 | 1678 | 1615 | 1694 | 1631 | 1710 |
| 1584 | New. | 1600 | 1679 | 1616 | 1695 | 1632 | 1711 |
| 1585 | New. | 1601 | 1680 | 1617 | 1696 | 1633 | 1712 |
| 1586 | New. | 1602 | 1681 | 1618 | 1697 | 1634 | 1713 |
| 1587 | 1666 | 1603 | 1682 | 1619 | 1698 | 1635 | 1714 |
| 1588 | 1667 | 1604 | 1683 | 1620 | 1699 | 1636 | 1715 |
| 1589 | 1668 | 1605 | 1684 | 1621 | 1700 | 1637 | 1716 |
| 1590 | 1669 | 1606 | 1685 | 1622 | 1701 | 1638 | 1717 |
| 1591 | 1670 | 1607 | 1686 | 1623 | 1702 | 1639 | 1718 |

REFERENCE INDEX.

REVISED STATUTES OF THE UNITED STATES REFERRED TO OR CITED.

| R. S. sec. | P. L. & R. sec. | R. S. sec. | P. L. & R. sec. |
|-----------------|-----------------|-----------------------|-----------------|
| 63..... | 1587 | 3648..... | 186 |
| 161..... | 3 | 3651..... | 112 |
| 163..... | 18 | 3660-3665..... | 177 |
| 166..... | 23 | 3668-3670..... | 177 |
| 177-179..... | 5, 187 | 3674..... | 199 |
| 182..... | 187 | 3678, 3682, 3683..... | 184 |
| 183..... | 38 | 3690..... | 182, 184 |
| 184-188..... | 281 | 3691..... | 184 |
| 193..... | 76 | 3708..... | 1609 |
| 195..... | 80 | 3709..... | 83, 84 |
| 276..... | 227 | 3710..... | 88 |
| 277, 292..... | 236 | 3732..... | 90 |
| 293..... | 232 | 3734..... | 6 |
| 294..... | 238 | 3735..... | 90 |
| 295..... | 17, 277 | 3737..... | 64 |
| 296..... | 259 | 3739, 3741..... | 63 |
| 298..... | 235 | 3786..... | 105 |
| 381..... | 260 | 3789, 3797..... | 105 |
| 382..... | 269 | 3828..... | 86 |
| 388..... | 2 | 3829..... | 286, 450 |
| 389, 390..... | 3 | 3830..... | 292 |
| 391..... | 32 | 3832..... | 37 |
| 392..... | 33 | 3833..... | 257, 1587 |
| 395..... | 7 | 3834..... | 295 |
| 396..... | 6 | 3835..... | 255 |
| 397..... | 103 | 3836..... | 300, 301 |
| 398..... | 496 | 3838..... | 270 |
| 399..... | 497 | 3839..... | 316 |
| 401..... | 652 | 3840..... | 513 |
| 402..... | 62 | 3841..... | 1420 |
| 403..... | 63 | 3842..... | 216 |
| 404..... | 1360 | 3843..... | 233 |
| 405..... | 231 | 3844..... | 234 |
| 406..... | 205 | 3845..... | 240 |
| 407..... | 133 | 3846..... | 109 |
| 408..... | 135 | 3847..... | 109, 124 |
| 409..... | 17, 278 | 3848..... | 121 |
| 412..... | 66 | 3849..... | 1423 |
| 413..... | 75 | 3850..... | 1254 |
| 414..... | 177 | 3851..... | 327 |
| 563, 620..... | 1587 | 3852-3856..... | 308 |
| 775..... | 261 | 3857..... | 237 |
| 792..... | 267 | 3858..... | 56 |
| 850..... | 61 | 3859..... | 350 |
| 882, 889..... | 262 | 3860..... | 356 |
| 890..... | 263 | 3861..... | 206 |
| 919..... | 257 | 3862..... | 238 |
| 924, 925..... | 268 | 3863..... | 351 |
| 951, 952..... | 264 | 3864..... | 290 |
| 958..... | 266 | 3865..... | 654 |
| 964..... | 265 | 3867..... | 672 |
| 975, 976..... | 272 | 3868..... | 695 |
| 1014..... | 1588 | 3869..... | 1620, 1621 |
| 1629..... | 47 | 3870..... | 670 |
| 1754..... | 21 | 3871..... | 287 |
| 1757, 1758..... | 32 | 3872..... | 417 |
| 1763..... | 39 | 3873..... | 655 |
| 1764..... | 187 | 3874..... | 218 |
| 1765..... | 188 | 3875..... | 376 |
| 1766..... | 280 | 3876..... | 380 |
| 1778..... | 32 | 3877..... | 393 |
| 1780..... | 82 | 3880..... | 99 |
| 1781..... | 1613 | 3881..... | 453 |
| 1782..... | 1614 | 3882..... | 569 |
| 1784..... | 60 | 3883..... | 434 |
| 1785..... | 1630 | 3884..... | 415 |
| 3466..... | 274 | 3886..... | 426 |
| 3467..... | 275 | 3888..... | 1263 |
| 3468..... | 276 | 3889..... | 1538 |
| 3477..... | 279 | 3890, 3891..... | 1623 |
| 3576..... | 144 | 3892..... | 1625 |
| 3620..... | 111 | 3893..... | 470, 602 |
| 3641..... | 122 | 3894..... | 473 |
| 3642..... | 126 | 3895..... | 651 |
| 3644..... | 136 | 3896..... | 378 |
| 3646, 3647..... | 211 | 3898..... | 379 |

REFERENCE INDEX.

Revised Statutes of the United States referred to or cited—Continued.

| R. S. sec. | P. L. & R. sec. | R. S. sec. | P. L. & R. sec. |
|-----------------|-----------------|-----------------|-----------------|
| 3899..... | 1603 | 4012..... | 1408 |
| 3900..... | 571 | 4013..... | 1636 |
| 3901..... | 369 | 4015..... | 500 |
| 3902..... | 389 | 4017..... | 27, 1471 |
| 3903, 3904..... | 384 | 4018..... | 29 |
| 3906..... | 415 | 4019..... | 4 |
| 3907..... | 417 | 4020..... | 1471 |
| 3912..... | 499 | 4021..... | 1411 |
| 3913..... | 390 | 4022..... | 1413 |
| 3914..... | 139 | 4023..... | 1412 |
| 3915..... | 148 | 4026..... | 1268 |
| 3916..... | 154 | 4027..... | 1077 |
| 3918, 3919..... | 145 | 4028..... | 1137 |
| 3920..... | 146 | 4029..... | 1085 |
| 3921..... | 523 | 4030..... | 1607 |
| 3922-3925..... | 522 | 4031..... | 303 |
| 3926..... | 859, 1068 | 4032..... | 1089 |
| 3927..... | 861, 869 | 4033..... | 1090, 1135 |
| 3928..... | 985 | 4034..... | 1101 |
| 3929..... | 476 | 4037..... | 1111 |
| 3930..... | 603 | 4038..... | 1097 |
| 3931..... | 604 | 4039..... | 1121 |
| 3932..... | 871 | 4040..... | 1124, 1136 |
| 3933..... | 606 | 4041..... | 1114 |
| 3934, 3935..... | 607 | 4042..... | 1180 |
| 3936..... | 608 | 4043..... | 1181 |
| 3937..... | 388, 527 | 4044..... | 248 |
| 3938..... | 647 | 4045..... | 1177, 1196 |
| 3939..... | 609 | 4046..... | 1596 |
| 3940..... | 575 | 4047..... | 1081 |
| 3942..... | 1274 | 4048..... | 97 |
| 3944..... | 1349 | 4049..... | 232 |
| 3945..... | 1346 | 4050..... | 107 |
| 3946..... | 1347 | 4051..... | 217 |
| 3947..... | 1637 | 4052..... | 367 |
| 3948..... | 1421 | 4054..... | 179 |
| 3949..... | 1355, 1423 | 4055..... | 202 |
| 3950..... | 1357 | 4056..... | 201 |
| 3956..... | 1356 | 4057..... | 258 |
| 3957, 3958..... | 1361 | 4058..... | 203 |
| 3959..... | 1363 | 4059..... | 271 |
| 3960..... | 1361, 1387 | 4061..... | 612 |
| 3961..... | 1361, 1388 | 5260..... | 1277 |
| 3962..... | 1428 | 5263-5265..... | 170 |
| 3963..... | 1364 | 5266..... | 169 |
| 3964..... | 1246 | 5267-5269..... | 170 |
| 3965..... | 1247 | 5413..... | 144, 1609 |
| 3966..... | 1249 | 5414..... | 1609 |
| 3967..... | 1332 | 5418..... | 1608 |
| 3968..... | 1331 | 5431..... | 1604 |
| 3969..... | 1334 | 5438..... | 238, 281, 1612 |
| 3970..... | 1335 | 5440..... | 1611 |
| 3971..... | 1333 | 5450..... | 1613 |
| 3972..... | 1246 | 5453..... | 1604 |
| 3973..... | 1248 | 5454..... | 281 |
| 3974..... | 1253 | 5463..... | 1606 |
| 3975..... | 1250 | 5464..... | 1604 |
| 3978..... | 1383 | 5465..... | 1605 |
| 3979..... | 1632 | 5466..... | 1620 |
| 3980..... | 1264 | 5467..... | 1623 |
| 3981..... | 1262 | 5470..... | 1625 |
| 3983..... | 1259 | 5471..... | 1624 |
| 3984..... | 1260 | 5472, 5473..... | 1621, 1627 |
| 3985..... | 1261 | 5474..... | 1635 |
| 3986..... | 1266 | 5475..... | 1617 |
| 3987..... | 1410 | 5476..... | 1618 |
| 3988..... | 1265 | 5477..... | 1619 |
| 3989..... | 1269 | 5478..... | 1616 |
| 3990..... | 1270 | 5479..... | 1608 |
| 3991..... | 1271 | 5480..... | 1628 |
| 3992..... | 1257 | 5483..... | 1597 |
| 3993..... | 1258, 1410 | 5488..... | 1601 |
| 3994..... | 1252 | 5490..... | 1599 |
| 3995..... | 1621, 1633 | 5491..... | 1598 |
| 3996..... | 1634 | 5492..... | 1600 |
| 3999..... | 1278 | 5497..... | 1601 |
| 4001..... | 1277 | 5498..... | 1615 |
| 4006..... | 1251 | 5501..... | 60 |
| 4007..... | 1401 | 5502..... | 60, 1613 |
| 4008..... | 1402 | 5518..... | 1639 |
| 4009..... | 1405 | 5533, 5535..... | 1626 |
| 4010..... | 1429 | 5579, 5585..... | 6 |
| 4011..... | 1404 | | |

REFERENCE INDEX.

STATUTES OF THE UNITED STATES REFERRED TO OR CITED.

| Date. | Chap. | Sec. | Statutes. | | P. L. & R. | Date. | Chap. | Sec. | Statutes. | | P. L. & R. | | |
|-----------------|-------|-------|-----------|-------|-----------------|-----------------|-------|-------|-----------|-------|------------------|----------------|-------|
| | | | Vol. | Page. | Sec. | | | | Vol. | Page. | Sec. | | |
| 1862, July 2.. | 130 | 5 | 12 | 503 | 490, 492 | 1882, May 4.. | | | 22 | 52 | 1363, 1366, 1369 | | |
| 1866, July 23.. | 209 | | 14 | 208 | 490 | Aug. 3.. | | | 22 | 216 | 1361 | | |
| 1868, Jan. 31.. | | | 15 | 246 | 90 | Aug. 5.. | 389 | 4 | 22 | 219 | 20 | | |
| 1872, June 8.. | | | 17 | 315 | 1361 | | | | 22 | 255 | 24 | | |
| 1874, Mar. 5.. | 46 | | 18 | 19 | 32 | 1883, Jan. 16.. | 27 | 6 | 22 | 406 | 18, 338 | | |
| Mar. 18.. | 57 | | 18 | 23 | 297 | | | | 7 | 22 | 406 | | |
| Mar. 24.. | | | 18 | 286 | 90 | | | | 11 | 22 | 406 | | |
| June 20.. | 328 | 3 | 18 | 85 | 188 | | | | 12 | 22 | 407 | | |
| | | | | 96 | 76 | | | | 13 | 22 | 407 | | |
| | | | 5 | 110 | 183 | | | | 14 | 22 | 407 | | |
| June 23.. | 456 | 12 | 18 | 235 | 1346, 1637 | | | | 16 | 22 | 407 | | |
| | | | 13 | 18 | 440 | | | | 16 | 22 | 407 | | |
| 1875, Feb. 18.. | | | 18 | 320 | 1111, 1252 | Mar. 3.. | 123 | 2 | 22 | 527 | 90, 97 | | |
| Mar. 3.. | | | 3 | 18 | 343 | | | | 22 | 528 | 1081, 1089, | | |
| | | | 4 | 18 | 343 | | | | | | 1135 | | |
| | | | | 18 | 367 | | | | 22 | 552 | 177 | | |
| | 129 | | | 18 | 371 | | | | 22 | 600 | 308 | | |
| | 130 | 3 | 18 | 371 | 177 | | | | 22 | 602 | 236 | | |
| | 144 | 1 | 18 | 479 | 1593 | | | | 2 | 22 | 602 | | |
| | | | 2 | 18 | 479 | | | | 3 | 22 | 602 | | |
| 1876, July 12.. | 149 | | 18 | 481 | 1595 | | | | 2 | 22 | 602 | | |
| | 179 | 4 | 19 | 80 | 77, 228 | | | | 3-4 | 22 | 602 | | |
| | | | 5 | 19 | 307 | 1884, Mar. 1.. | | | | 23 | 3 | 1246, 1247 | |
| | | | 6 | 19 | 30 | Apr. 18.. | 26 | | | 23 | 11 | 1612 | |
| | | | 14 | 19 | 82 | May 13.. | 46 | 2 | 23 | 21 | 32 | | |
| | | | 15 | 19 | 82 | June 9.. | 73 | | | 23 | 40 | 419 | |
| July 31.. | 246 | | 19 | 102 | 87 | July 5.. | 234 | 1 | 23 | 156 | 206 | | |
| Aug. 11.. | | | 19 | 129 | 1347, 1356 | | | | 3 | 23 | 158 | 485, 570, 869 | |
| | | | | 130 | 1358, 1359 | | | | | 23 | 254 | 177 | |
| | | | | | 1396 | 1885, Mar. 3.. | 342 | 1 | 23 | 386 | 358, 384, 1338 | | |
| | | | | | 21 | | | | | 23 | 387 | 433, 1406 | |
| Aug. 15.. | 287 | 3 | 19 | 143 | | | | | 3 | 23 | 387 | 140, 835, 838 | |
| 1877, Feb. 27.. | | | 19 | 249 | 63, 177 | | | | 5 | 23 | 388 | 844 | |
| Mar. 3.. | 103 | 2-4 | 19 | 335 | 68, 92 | | | | 6 | 23 | 388 | 841, 855 | |
| | | | 5 | 19 | 335 | | | | | | | | |
| 1878, May 17.. | | | 20 | 62 | 485 | 1886, July 2.. | 611 | | | 24 | 122 | 485 | |
| | | | | | 1335, 1336, | | | | | 24 | 208 | 492 | |
| | | | | | 1337, 1365, | | | | | 24 | 205 | 3 | |
| | | | | | 1367, 1403 | | | | | 24 | 220 | 140, 830, 838, | |
| | | | | | 183 | | | | | 2 | 24 | 830 | |
| June 14.. | 191 | 4 | 20 | 130 | | | | | | 2 | 24 | 220 | |
| June 17.. | 259 | | 20 | 140 | 27, 223, 1471 | | | | | 3 | 24 | 220 | |
| | | | | | 146, 234, 1602 | | | | | 2 | 24 | 220 | |
| | | | | | 184 | | | | | 1 | 24 | 355 | |
| | | | | | 191 | 1887, Jan. 3.. | 13 | 2 | 24 | 355 | 1606 | | |
| | | | | | 203 | | | | | 14 | 1 | 24 | 355 |
| | | | | | 206 | | | | | 314 | 4 | 24 | 440 |
| June 20.. | 359 | | 20 | 206 | 87, 98 | | | | | 346 | | 24 | 492 |
| 1879, Feb. 3.. | 42 | | 20 | 280 | 1594 | | | | | 388 | | 24 | 569 |
| Feb. 4.. | 45 | | 20 | 281 | 255 | | | | | 2 | 1 | 25 | 1 |
| Mar. 3.. | 180 | 1 | 20 | 357 | 79, 155, 177 | 1888, Jan. 20.. | | | | | | | |
| | | | | | 1494 | | | | | 18 | | 25 | 43 |
| | | | | | 1297 | | | | | 394 | 2 | 25 | 187 |
| | | | | | 376 | | | | | 702 | | 25 | 347 |
| | | | | | 380 | | | | | 772 | | 25 | 382 |
| | | | | | 386, 389 | | | | | 787 | 1 | 25 | 387 |
| | | | | | 393 | | | | | | 2 | 25 | 387 |
| | | | | | 431 | | | | | | 2 | 25 | 496 |
| | | | | | 394, 421 | | | | | | 3 | 25 | 496 |
| | | | | | 397 | | | | | | | | |
| | | | | | 422 | 1889, Jan. 16.. | 50 | | | | | | |
| | | | | | 435 | | | | | | | | |
| | | | | | 436 | | | | | | | | |
| | | | | | 437 | | | | | | | | |
| | | | | | 437 | | | | | | | | |
| | | | | | 580, 602 | | | | | | | | |
| | | | | | 412 | | | | | | | | |
| | | | | | 453 | | | | | | | | |
| | | | | | 417 | | | | | | | | |
| | | | | | 417 | | | | | | | | |
| | | | | | 142, 387, 571 | | | | | | | | |
| | | | | | 1362 | | | | | | | | |
| | | | | | 571 | | | | | | | | |
| | | | | | 522 | 1890, Apr. 16.. | | | | | | | |
| | | | | | 315 | | | | | | | | |
| | | | | | 149, 154 | | | | | | | | |
| | | | | | 1611 | | | | | | | | |
| | | | | | 1396 | | | | | | | | |
| | | | | | 172 | | | | | | | | |
| | | | | | 1388 | | | | | | | | |
| 1880, Apr. 7.. | | | 21 | 72 | | | | | | | | | |
| June 11.. | 206 | | 21 | 177 | 27, 1268, 1269, | | | | | | | | |
| | | | | | 1270, 1271 | | | | | | | | |
| | | | | | 179 | | | | | | | | |
| | | | | | 374 | 1891, Mar. 3.. | 1260 | | | | | | |
| 1881, Mar. 1.. | | | 21 | 374 | 1479 | | | | | | | | |
| Mar. 3.. | 130 | | 21 | 385 | 103 | | | | | | | | |

REFERENCE INDEX.

Statutes of the United States referred to or cited—Continued.

| Date. | Chap. | Sec. | Statutes. | | P. L. & R. | Date. | Chap. | Sec. | Statutes. | | P. L. & R. |
|-----------------|-------|-------|-----------|-------|------------------|-----------------|-------|-------|-----------|-------|-------------------------|
| | | | Vol. | Page. | Sec. | | | | Vol. | Page. | Sec. |
| 1892, July 5.. | 147 | | 27 | 82 | 169 | 1902, Apr. 21.. | 563 | | 32 | 113 | 724 |
| July 13.. | 165 | 5 | 27 | 145 | 1298 | July 1.. | | | 32 | 114 | 60, 1526, 1328 |
| July 16.. | | | 27 | 199 | 177 | | | | 32 | 615 | 48 |
| July 26.. | | | 27 | 268 | 1344, 1361, 1397 | 1903, Jan. 21.. | | | 32 | 775 | 47 |
| 1893, Jan. 23.. | 41 | | 27 | 421 | 695, 696 | Mar. 3.. | 1009 | 2 | 32 | 1175 | 838, 855, 1068 |
| Mar. 3.. | 213 | | 27 | 732 | 716 | | | 3 | 32 | 1175 | 1620 |
| Dec. 21.. | 6 | | 28 | 21 | 68 | | | 4 | 32 | 1176 | 614 |
| 1894, Jan. 22.. | 17 | | 28 | 28 | 133 | | | 5 | 32 | 1176 | 1621 |
| Jan. 27.. | 21 | | 2 | 28 | 1089 | | | 6 | 32 | 1176 | 1622 |
| | | | 3 | 28 | 314 | 1904, Apr. 27.. | 1612 | | 33 | 313 | 450, 495 |
| | | | 4 | 28 | 31 | Apr. 28.. | | | 33 | 435 | 91 |
| | | | 7 | 28 | 335, 1081 | | 1759 | | 33 | 440 | 3, 93, 452, 755 |
| | | | 8 | 28 | 1135 | | | | 33 | 441 | 294, 481 |
| | | | 9 | 28 | 1090 | 1905, Feb. 8.. | 550 | | 33 | 705 | 1629 |
| | | | 11 | 28 | 248 | Mar. 3.. | 1480 | | 33 | 1085 | 343 |
| | | | 1 | 28 | 1101 | | | | 33 | 1091 | 456 |
| | | | 2 | 28 | 1124, 1136 | | 1483 | | 33 | 1213 | 184 |
| | | | 2 | 28 | 83 | | 1484 | | 33 | 1249 | 184 |
| Apr. 21.. | 61 | | 2 | 28 | 83 | | 1488 | | 33 | 1259 | 69 |
| July 16.. | 137 | | 2 | 28 | 94 | | 510 | | 34 | 49 | 184 |
| July 31.. | 174 | | 3 | 28 | 205 | 1906, Feb. 27.. | | | 34 | 186 | 104 |
| | | | 3 | 28 | 227 | May 11.. | 2448 | | 34 | 438 | 13 |
| | | | 7 | 28 | 207 | June 22.. | 3514 | | 34 | 448 | 177 |
| | | | 8 | 28 | 207 | | | | 34 | 472 | 1327 |
| | | | | 28 | 208 | | 3546 | | 34 | 474 | 1483 |
| Aug. 13.. | | | | 28 | 279 | | | | | 476 | 96, 148, 152 |
| Aug. 18.. | 301 | | | 28 | 372 | | | | | 477 | 484, 488 |
| Aug. 23.. | | | | 28 | 499 | | | | | 754 | 180 |
| 1895, Jan. 12.. | 23 | | 65 | 28 | 611 | | | | 34 | 762 | 177 |
| | | | 73 | 28 | 612 | | | | 34 | 1206 | 200, 337, 660, 661, 662 |
| | | | 74 | 28 | 620 | | | | | 1207 | 668 |
| | | | 85 | 28 | 622 | | | | | 1215 | 725, 830 |
| | | | 89 | 28 | 622 | | | | | 1217 | 75 |
| | | | 94 | 28 | 623 | | | | | 411 | 279 |
| | | | 96 | 28 | 624 | | | | | 413 | 1327, 1328, 1471, 1481 |
| Feb. 28.. | 140 | | | 28 | 691 | | | | | 415 | 124, 251 |
| Mar. 2.. | 177 | | 1 | 28 | 803 | | | | | 416 | 228, 1135 |
| | | | 5 | 28 | 807 | 81, 90, 177 | | | | 417 | 633 |
| | | | | 28 | 963 | 70, 300 | | | | 420 | 485 |
| | | | 1 | 28 | 963 | | | | | 422 | 482 |
| | | | 4 | 28 | 963 | | | | | 428 | 48 |
| 1896, Feb. 26.. | 33 | | 29 | 25 | | | | | | 435 | 211 |
| Apr. 25.. | | | 29 | 108 | | | | | | 436 | 1471 |
| May 28.. | 252 | | 1 | 29 | 176 | | | | | 437 | 295 |
| | | | 3 | 29 | 179 | | | | | 438 | 181 |
| | | | 5 | 29 | 179 | | | | | 439 | 177 |
| | | | 19 | 29 | 184 | | | | | 440 | 1075 |
| June 8.. | 370 | | 29 | 262 | | | | | | 441 | 631 |
| June 9.. | 386 | | 29 | 313 | | | | | | 442 | 494 |
| 1897, Feb. 8.. | 172 | | 29 | 512 | 177, 287, 290 | | | | | 443 | 1608 |
| Feb. 20.. | 268 | | 29 | 590 | 1629 | | | | | 444 | 1612 |
| Feb. 27.. | | | 29 | 599 | 485 | | | | | 445 | 1611 |
| Mar. 3.. | 385 | | 29 | 644 | 859, 1068 | | | | | 446 | 1593 |
| July 24.. | 11 | | 17 | 30 | 75, 177 | | | | | 447 | 1595 |
| 1898, Mar. 15.. | 68 | | 3 | 30 | 1630 | | | | | 448 | 1597 |
| | | | 7 | 30 | 190 | | | | | 449 | 1601 |
| | | | 3 | 30 | 316 | | | | | 450 | 1599 |
| | | | 9 | 30 | 317 | | | | | 451 | 1601 |
| | | | | 30 | 419 | | | | | 452 | 1600 |
| May 19.. | 347 | | 1 | 30 | 442 | | | | | 453 | 1601 |
| June 13.. | 446 | | | 30 | 442 | | | | | 454 | 1599 |
| | | | | 30 | 445 | | | | | 455 | 1598 |
| | | | 2 | 30 | 444 | | | | | 456 | 1600 |
| | | | 3 | 30 | 444 | 1351, 1421 | | | | 457 | 1601 |
| | | | 3 | 30 | 444 | | | | | 458 | 1594 |
| | | | 4 | 30 | 444 | | | | | 459 | 82 |
| July 7.. | 571 | | | 30 | 652 | | | | | 460 | 1630 |
| | 578 | | | 30 | 718 | | | | | 461 | 1615 |
| 1899, Feb. 24.. | 187 | | 4 | 30 | 890 | | | | | 462 | 1613 |
| Mar. 1.. | 327 | | 5 | 30 | 966 | | | | | 463 | 1613 |
| | | | | 30 | 966 | | | | | 464 | 1614 |
| | | | | 30 | 984 | | | | | 465 | 63 |
| 1900, June 2.. | 613 | | | 31 | 258 | | | | | 466 | 60 |
| | | | | 31 | 260 | | | | | 467 | 53 |
| | | | | 31 | 660 | | | | | 468 | 53 |
| June 6.. | 801 | | | 31 | 951 | | | | | 469 | 54 |
| 1901, Mar. 2.. | 809 | | 3 | 31 | 1003 | | | | | 470 | |
| Mar. 3.. | 830 | | | 31 | 1107 | | | | | 471 | |
| | 851 | | | 31 | 1107 | | | | | 472 | |

REFERENCE INDEX.

Statutes of the United States referred to or cited—Continued.

| Date. | Chap. | Sec. | Statutes. | | P. L. & R. | Date. | Chap. | Sec. | Statutes. | | P. L. & R. | |
|-----------------------------------|-------|------|------------|-------|-----------------|-----------------|-----------------|------|-----------|--|--|------|
| | | | Vol. | Page. | Sec. | | | | Vol. | Page. | Sec. | |
| 1909, Mar. 4. (Criminal Code.) | 321 | 121 | 35 | 1110 | 53 | 1910, June 17.. | | | 36 | 531 | 84 | |
| | | 122 | 35 | 1110 | 55 | June 24.. | | | 36 | 630 | 609 | |
| | | 125 | 35 | 1111 | 1347 | June 25.. | | | 36 | 773 | 177 | |
| | | 147 | 35 | 1115 | 1609 | | 386 | | 36 | 814 | 6, 1218, 1236, 1240, 1241, 1242, 1243, 1244 | |
| | | 148 | 35 | 1115 | 1609 | | | | | | 125 | |
| | | 150 | 35 | 1116 | 1604 | | | | 2 | 36 | 815 | |
| | | 151 | 35 | 1116 | 1604 | | | | 4 | 36 | 815 | |
| | | 155 | 35 | 1117 | 1604 | | | | 6 | 36 | 815 | |
| | | 177 | 35 | 1122 | 1609 | | | | 7 | 36 | 816 | |
| | | 179 | 35 | 1123 | 286 | | | | 8 | 36 | 816 | |
| | | 180 | 35 | 1123 | 1262 | | | | 9 | 36 | 816 | |
| | | 181 | 35 | 1123 | 1256 | | | | 12 | 36 | 818 | |
| | | 182 | 35 | 1124 | 1259 | | | | 13 | 36 | 818 | |
| | | 183 | 35 | 1124 | 1260 | | | | 15 | 36 | 818 | |
| | | 184 | 35 | 1124 | 1261 | | | | 2 | 36 | 843 | |
| | | 185 | 35 | 1124 | 1266 | | | | 2 | 36 | 910 | |
| | | 186 | 35 | 1124 | 1257 | | | | | 36 | 911 | |
| | | 187 | 35 | 1124 | 672 | | 1911, Feb. 15.. | 413 | 81 | 2 | 36 | 910 |
| | | 188 | 35 | 1124 | 1632 | | Feb. 16.. | | | | 36 | 911 |
| | | 189 | 35 | 1124 | 1618 | | Mar. 3.. | | | | 36 | 1091 |
| | | 190 | 35 | 1124 | 1617 | | | | | | | 1092 |
| | | 191 | 35 | 1125 | 1619 | | | | | | | 1093 |
| | | 192 | 35 | 1125 | 1616 | | | | | | | 1136 |
| | | 193 | 35 | 1125 | 1622 | | | | | | | 1137 |
| | | 194 | 35 | 1125 | 1625 | | | | | | | 1141 |
| | | 195 | 35 | 1125 | 1623 | | | | | | | 1333 |
| | | 196 | 35 | 1126 | 1624 | | Mar. 4.. | 241 | 1 | 36 | | 1335 |
| | | 197 | 35 | 1126 | 1621, 1627 | | | | | | | 1337 |
| | | 198 | 35 | 1126 | 700, 1620, 1621 | | | | | | | 1339 |
| | | 199 | 35 | 1126 | 1635 | | | | | 4 | 36 | 1339 |
| | | 200 | 35 | 1126 | 1381 | | | | | | | 1340 |
| | | 201 | 35 | 1127 | 1621, 1633 | | | | | | 5 | 36 |
| | | 202 | 35 | 1127 | 1631 | | | | | | 6 | 36 |
| | | 203 | 35 | 1127 | 1409 | | | | | | | 1340 |
| | | 204 | 35 | 1127 | 1265, 1266 | | 1912, June 26.. | | | | 37 | 134 |
| | | 205 | 35 | 1127 | 522 | | Aug. 17.. | | | | 37 | 313 |
| | | 206 | 35 | 1128 | 1602 | | Aug. 20.. | | | | 37 | 315 |
| | | 207 | 35 | 1128 | 1603 | | Aug. 23.. | 350 | 4 | 37 | 413 | 22 |
| | | 208 | 35 | 1128 | 146 | | | | 6 | 37 | 414 | 184 |
| | | 209 | 35 | 1128 | 571 | | | | 7 | 37 | 414 | 184 |
| 210 | 35 | 1129 | 1607 | | | | 9 | 37 | 415 | 177 | | |
| 211 | 35 | 1129 | 470 | | Aug. 24.. | 355 | 8 | 37 | 487 | 35, 177 | | |
| 212 | 35 | 1129 | 471 | | | 389 | 1 | 37 | 540 | 403, 702 | | |
| 213 | 35 | 1129 | 473 | | | | | | | 543 | | |
| 214 | 35 | 1130 | 327 | | | | | | | 545 | | |
| 215 | 35 | 1130 | 1628 | | | | | | | 546 | | |
| 216 | 35 | 1131 | 1628 | | | | | | | 547 | | |
| 217 | 35 | 1131 | 460 | | | | | | | 548 | | |
| 218 | 35 | 1131 | 1606 | | | | | | | 550 | | |
| 219 | 35 | 1132 | 1604 | | | | | | | 551 | | |
| 220 | 35 | 1132 | 1605 | | | | 2 | 37 | 553 | 90, 411 | | |
| 221 | 35 | 1132 | 454 | | | | 3 | 37 | 554 | 633 | | |
| 222 | 35 | 1133 | 1637 | | | | 5 | 37 | 554 | 678 | | |
| 223 | 35 | 1133 | 409 | | | | 6 | 37 | 555 | 44 | | |
| 224 | 35 | 1133 | 1069 | | | | 7 | 37 | 555 | 1481, 1484, 1580 | | |
| 225 | 35 | 1133 | 1189, 1596 | | | | 8 | 37 | 557 | 376, 435, 442, 444, 446, 450, 1072 | | |
| 226 | 35 | 1134 | 66 | | | | | | | 558 | | |
| 227 | 35 | 1134 | 485 | | | | | | | 559 | | |
| 228 | 35 | 1134 | 1610 | | | | | | | 626 | | |
| 229 | 35 | 1134 | 1636 | | | | | | | 37 | | |
| 230 | 35 | 1131 | 37 | | | | | | | 37 | | |
| 231 | 35 | 1134 | 1639 | | 1913, Mar. 4.. | | | | 37 | 790 | | |
| 232 | 35 | 1136 | 1631 | | May 1.. | | | | 38 | 3 | | |
| 237 | 35 | 1137 | 465 | | Oct. 3.. | | | | 38 | 195 | | |
| 242 | 35 | 1137 | 465 | | 1914, Jan. 21.. | | | | 38 | 279 | | |
| 243 | 35 | 1137 | 465 | | Feb. 6.. | | | | 38 | 280 | | |
| 244 | 35 | 1137 | 465 | | Mar. 9.. | | | | 38 | 296 | | |
| 245 | 35 | 1138 | 1629 | | | | | | | 304 | | |
| 333 | 35 | 1152 | 1626 | | | | | | | 318 | | |
| 340 | 35 | 1153 | 1587 | | Apr. 6.. | | | | 38 | 346 | | |
| July 2.. | 2 | 29 | 36 | 10 | Apr. 24.. | | | | 38 | 346 | | |
| Aug. 5.. | | | 36 | 125 | May 8.. | | | | 38 | 373 | | |
| 1910, Mar. 23.. | | | 36 | 241 | June 30.. | | | | 38 | 438 | | |
| May 12.. | 230 | | 36 | 359 | July 16.. | | | | 38 | 497 | | |
| | | | | 366 | Aug. 1.. | | | | 38 | 680 | | |
| May 23.. | 255 | | 36 | 416 | Sept. 23.. | | | | 38 | 716 | | |

REFERENCE INDEX.

Statutes of the United States referred to or cited—Continued.

| Date. | Chap. | Sec. | Statutes. | | P. L. & R. | Date. | Chap. | Sec. | Statutes. | | P. L. & R. |
|----------------|-------|------|-----------|-------|----------------|----------------|-------|------|-----------|-------|----------------|
| | | | Vol. | Page. | Sec. | | | | Vol. | Page. | Sec. |
| 1915, Mar. 4. | | | 38 | 1040 | 186 | 1920, Apr. 24. | | | 41 | 582 | 724 |
| | | | | 1113 | 468 | | | | | 583 | 100, 452, 608, |
| 1916, Feb. 28. | | | 39 | 15 | 22 | | | | | | 644 |
| Mar. 21. | | | 39 | 37 | 211 | May 22. | | | 41 | 614 | 42 |
| May 10. | | | 39 | 120 | 39 | May 25. | | | 41 | 620 | 460 |
| May 18. | | 2 | 39 | 159 | 1218 | May 29. | | | 41 | 654 | 122, 1196 |
| | | | | 159 | 1220, 1229, | June 5. | | | 41 | 947 | 192, 309 |
| | | | | | 1230 | | | | | 998 | 1407 |
| | | | | 161 | 1355, 1396 | | | | | 1031 | 102 |
| | | | | 162 | 450, 452, 488, | | | | | 1045 | 307, 308, 337 |
| | | | | | 1369, 1620 | | | | | 1046 | 236, 309, 310 |
| | | | | | 167, 287 | | | | | 1048 | 353 |
| June 3. | | | 39 | 166 | 48 | | | | | 1049 | 336, 660, 661 |
| July 1. | | | 39 | 336 | 105, 177 | | | | | 1050 | 664, 1472, |
| July 28. | | | 39 | 413 | 3, 45, 309 | | | | | 1051 | 1481, 1484 |
| | | | | 416 | 322 | | | | | 1052 | 716, 724, 738, |
| | | | | 417 | 90 | | | | | | 1480 |
| | | | | 418 | 66, 647, 1318, | | | | | 1053 | 28, 45, 704, |
| | | | | | 1324, 1330, | | | | | 1060 | 1471 |
| | | | | | 1349, 1367, | | | | | | 668, 678 |
| | | | | | 1620 | | | | | | 1629 |
| | | | | 423 | 716, 724, 800 | 1921, Mar. 1. | | | 41 | | 1330 |
| | | | | 424 | 1299 | June 10. | | | 42 | 20 | 133 |
| | | | | 425 | 308, 1272, | | | | 201 | 42 | 20 |
| | | | | | 1273, 1277, | | | | 203 | 42 | 21 |
| | | | | | 1279 | | | | 204 | 42 | 21 |
| | | | | 431 | 442, 444, 450 | | | | 206 | 42 | 21 |
| Aug. 29. | | | 39 | 582 | 39 | | | | 214 | 42 | 23 |
| Sept. 7. | | | 39 | 742 | 41 | | | | 215 | 42 | 23 |
| Sept. 8. | | | 39 | 830 | 177 | | | | 216 | 42 | 23 |
| 1917, Feb. 14. | | | 39 | 919 | 470 | | | | 304 | 42 | 24 |
| Mar. 3. | | | 39 | 1065 | 1484 | | | | 305 | 42 | 24 |
| | | | | 1068 | 92 | | | | 307 | 42 | 24 |
| | | | | 1069 | 233, 478 | | | | 309 | 42 | 24 |
| Mar. 4. | | | 39 | 1188 | 633 | | | | 310 | 42 | 24 |
| May 12. | | | 40 | 72 | 50 | | | | 311 | 42 | 24 |
| June 15. | | | 40 | 230 | 472 | | | | | | 6, 135, 199, |
| Sept. 24. | | | 40 | 291 | 166 | | | | | | 202, 205, 224, |
| Oct. 3. | | | 40 | 320 | 478 | | | | | | 229, 231-233, |
| | | | | 321 | 165 | | | | | | 236, 238, 248, |
| | | | | 327 | 412 | | | | | | 251, 253-255, |
| | | | | 328 | 417, 419, 520 | | | | | | 259, 262-264, |
| Oct. 6. | | | 40 | 376 | 487, 869 | | | | | | 266, 267, 270, |
| 1918, May 10. | | | 40 | 548 | 385 | | | | | | 277, 278, 280, |
| July 1. | | | 40 | 718 | 633 | | | | | | 283, 286, 290, |
| July 2. | | | 40 | 747 | 1339 | | | | | | 292, 295, 300, |
| | | | | 748 | 1300, 1301 | | | | | | 301, 307-309, |
| | | | | 751 | 1355 | | | | | | 1135, 1136, |
| | | | | 754 | 49, 167, 1220, | | | | | | 1181, 1196, |
| | | | | | 1228 | June 16. | | | 42 | 63 | 59 |
| July 9. | | | 40 | 891 | 485 | July 21. | | | 42 | 144 | 310, 336 |
| July 10. | | | 40 | 896 | 95 | | | | | | 333 |
| Sept. 24. | 176 | 1 | 40 | 966 | 166 | Nov. 23. | | | 42 | 321 | 166 |
| 1919, Feb. 24. | | | 40 | 1148 | 71 | 1922, Feb. 14. | | | 42 | 365 | 42 |
| | | | | 1150 | 382, 384, 386 | June 19. | | | 42 | 653 | 23 |
| Feb. 28. | | | 40 | 1198 | 702 | | | | | 654 | 24 |
| | | | | 1193 | 322 | | | | | 656 | 358 |
| | | | | 1194 | 1380 | | | | | 657 | 1479 |
| | | | | 1195 | 1480 | | | | | 660 | 45 |
| Mar. 1. | 86 | 11 | 40 | 1270 | 105 | Sept. 21. | | | 42 | 936 | 1328 |
| Mar. 3. | | | 40 | 1301 | 487, 488 | | | | | 993 | 733 |
| July 11. | | | 41 | 37 | 21 | Sept. 22. | | | 42 | 1047 | 42 |
| Oct. 27. | | | 41 | 149 | 482 | Dec. 28. | | | 42 | 1066 | 59 |
| Oct. 28. | | | 41 | 313 | 478 | 1923, Feb. 14. | | | 42 | 1252 | 702, 1330, |
| Nov. 19. | | | 41 | 360 | 575, 614 | | | | | | 1416, 1479 |
| 1920, Apr. 24. | | | 41 | 575 | 301 | | | | 79 | 42 | 1254 |
| | | | | 578 | 356, 358 | | | | | | 1255 |
| | | | | 580 | 1478, 1481 | Mar. 3. | | | 42 | 1434 | 413 |
| | | | | 581 | 1075 | | | | | | |

INDEX.

A.

| | Section. |
|---|--------------------|
| Abbreviations of names of States..... | 152 |
| Absence, leave of: | |
| Allowed to employee entering service during the year..... | 26 |
| Application for— | |
| By postmasters, addressed to inspector in charge..... | 330 |
| Considered by Chief Clerk of department..... | 10 |
| City carriers..... | 683-684 |
| Department— | |
| Clerks and employees..... | 25, 26 |
| Officers..... | 5 |
| Lapsed, compensation not granted in lieu of..... | 45 |
| Mail equipment shops, employees of..... | 46 |
| Military duty..... | 47-50 |
| Postmasters..... | 11, 303-306, 330 |
| Postal Service..... | 45, 342 |
| Quarantine..... | 26 |
| Railway postal clerks..... | 1489-1490 |
| Record of..... | 10 |
| Rural carriers..... | 734-739 |
| Sickness, on account of..... | 26, 342, 735 |
| Sundays and holidays not counted in..... | 26, 45 |
| Without pay— | |
| Clerks in department..... | 26 |
| Post-office employees..... | 342 |
| Rural carriers— | |
| Not granted for more than one year..... | 735 |
| On account of sickness..... | 735 |
| Accessory after the fact, offense against the United States..... | 1626 |
| Access to the mails..... | 509 |
| Accidents: | |
| Employees injured..... | 41 |
| Mail trains..... | 1511 |
| Accounts (see Postal accounts): | |
| Affidavits waived, when..... | 246 |
| Audit and settlement of..... | 17, 228, 233 |
| Change of postmaster..... | 242 |
| City Delivery Service..... | 218 |
| Comptroller, Bureau of Accounts, charged with administrative examination..... | 16 |
| Deficiency in..... | 255-256 |
| Depositaries..... | 136 |
| Depository offices..... | 126-136 |
| Disbursements and..... | 184-226 |
| Disbursing clerk of department..... | 193-194 |
| Duplicates to be furnished when requested..... | 244 |
| Excess revenue on account of stamped paper..... | 162 |
| Expenditures for supplies..... | 93 |
| Failure to render..... | 82, 240, 1598 |
| False returns..... | 223, 224, 1602 |
| General Accounting Office, failure to receive..... | 244 |
| Mail service, certification by administrative offices..... | 252 |
| Manner of keeping..... | 216-226, 232 |
| Money-order..... | 1127-1204 |
| Oaths on..... | 233, 234, 235, 239 |
| Postal-savings..... | 13, 1237-1245 |
| Postmasters' (see Postmasters' accounts)..... | 216-226, 242 |
| Post offices..... | 216-226 |
| Changed from fourth to third class..... | 222 |
| Quarterly return of..... | 233, 234, 236, 239 |
| Reexamination of, Comptroller General may direct..... | 253 |
| Revenue, expenditures, money-order accounts, etc., to be shown..... | 232 |
| Revision precluded when payment accepted..... | 254 |
| Settlement of— | |
| Court of Claims..... | 284 |
| General Accounting Office..... | 228, 230 |
| Stamp transactions..... | 161-162 |
| Statements to accompany..... | 234 |
| Accredited agents, officers of department to act as..... | 4 |
| Acting officers: | |
| Extra compensation prohibited..... | 187, 188 |
| Of department, authority for..... | 5, 229 |

INDEX.

| | Section. |
|---|----------------|
| Acting postmaster..... | 300-306 |
| Authorized to sign money orders..... | 1100 |
| Compensation to..... | 315 |
| Additions to mail matter: | |
| Fourth-class matter..... | 447, 455 |
| Second-class matter..... | 422-427 |
| Third-class matter..... | 441 |
| Addressee: | |
| Delivery of mail to..... | 575, 583 |
| Customs inspection..... | 632 |
| On application, under certain conditions..... | 582 |
| Leaving forwarding order..... | 575 |
| Notice to, mail forwarded..... | 575 |
| Retention of mail, request of..... | 586, 609 |
| Same name, two persons of..... | 583, 593 |
| Unknown, identification required..... | 583 |
| Address of mail: | |
| Change of— | |
| Foreign mail..... | 622 |
| Forwarding of mail..... | 575, 576 |
| On account of change in postal service..... | 575 |
| City directories, use of, in obtaining..... | 589 |
| Directions for..... | 457 |
| Fictitious..... | 475, 477, 1628 |
| Special, exchange offices..... | 623 |
| Admissible matter, foreign mails, dispatch of..... | 620 |
| Advertised matter..... | 606, 607 |
| Advertisements: | |
| Authority and bills for..... | 86, 607 |
| For proposals— | |
| Mail contracts..... | 1343, 1344 |
| Mail-messenger service..... | 12, 1315 |
| Ocean mail service..... | 1406 |
| Supplies..... | 83-87 |
| Executive departments..... | 84 |
| Transportation of mail..... | 12 |
| In post offices..... | 319 |
| Lotteries..... | 562 |
| Marked, in second-class publications..... | 411 |
| On post and postal cards..... | 381, 383 |
| Periodicals containing..... | 425 |
| Permitted in second-class matter..... | 395 |
| Prohibited on— | |
| Stamped envelopes..... | 152 |
| United States securities..... | 1609 |
| Single sheets sent in proof of publication..... | 413 |
| Advertising: | |
| Accounts, affidavits to accompany..... | 238 |
| Chief Clerk of department to supervise..... | 10 |
| Foreign mail..... | 604, 606 |
| Mail contracts..... | 1343-1345 |
| Nondelivered letters, fee for..... | 607 |
| Nondelivered matter..... | 603-607 |
| Pneumatic-tube service..... | 1326 |
| Postmasters not to use position for purpose of..... | 326 |
| Railroad contracts, unnecessary..... | 1274 |
| Rates for..... | 87 |
| Second-class matter, advertising sheets..... | 425 |
| Affidavits. (See Oaths.) | |
| Agencies: | |
| Postal..... | 1411-1413 |
| Railroad, discontinuance of..... | 1286 |
| Stamped envelope, etc..... | 150 |
| Agents: | |
| Delivery of mail to..... | 583, 593 |
| Of Government to make search and seizure of mails illegally carried..... | 1269, 1270 |
| Of Post Office Department to be carried on railroad trains..... | 1279, 1376 |
| Special officers of department to act as..... | 4 |
| Uniforms for city carriers..... | 673 |
| Agricultural colleges and experiment stations, reports and bulletins..... | 490-493 |
| Agriculture, Secretary of, sending seeds free in the mails..... | 480 |
| Agriculture, State departments of, periodicals of..... | 396 |
| Air mail service..... | 1330 |
| Airplanes, material, etc..... | 100 |
| Contract service..... | 1330 |
| Duties of division of..... | 12 |
| Establishment, authority for..... | 1330 |
| Foreign mails..... | 1330 |
| Postage..... | 385 |
| Radio service under supervision of..... | 12 |
| Registered mail..... | 861 |
| Supervision of..... | 12 |
| Airplanes: | |
| Secretary of War authorized to deliver to Postmaster General..... | 100 |
| Unsuitable, authority for sale of..... | 102 |

INDEX.

| | Section. |
|---|-------------------------|
| Alaska: | |
| Gold shipments between points in..... | 445 |
| Parcel-post rate to..... | 445 |
| Railway mail employees paid in cash..... | 210 |
| Registered paper jacket envelopes used by postmasters..... | 903 |
| Star service..... | 12 |
| Aliens as postmasters..... | 293 |
| Allotments of appropriations..... | 184 |
| Allowances: | |
| Clerk hire, first and second class offices..... | 335-339 |
| Incidental items at post offices..... | 360, 361 |
| Orders for, date of..... | 62 |
| Post-office inspectors..... | 28 |
| Post offices..... | 356-362 |
| Railway Mail Service— | |
| Assistant superintendents..... | 1479 |
| Railway postal clerks..... | 12, 1480 |
| Separating service..... | 350-352 |
| Third-class offices..... | 349 |
| Unusual business..... | 351 |
| Wagon service, city delivery..... | 11 |
| Altering bonds, bids, etc..... | 1608 |
| Ambassadors, letters and packages for..... | 632 |
| Animals or birds in the mails..... | 465 |
| Annual leave. (See Absence.) | |
| Annual report to President..... | 81 |
| Annual reports to Congress..... | 75-82, 103, 167 |
| Apartment mail cars. (See Railway post-office cars.) | |
| Appeals: | |
| From action of Assistant Postmasters General..... | 10 |
| On questions of law..... | 10 |
| Overcharge in postage..... | 456 |
| Postage-due stamps, used..... | 571 |
| Second-class mail shipped by freight..... | 1299 |
| Appointment clerk of department: | |
| Attached to office of Postmaster General..... | 10 |
| Duties of..... | 10 |
| Appointment of postmasters..... | 11, 292-294 |
| Bond and oath to accompany notice of..... | 296 |
| Appointments in department..... | 19 |
| Letters and orders concerning..... | 10 |
| Appropriations..... | 178-183 |
| Apportionment..... | 184 |
| Contingent fund..... | 184 |
| Balances..... | 182, 183 |
| Certified by General Accounting Office..... | 253 |
| Unexpended..... | 182, 183 |
| Charged with payments by postmasters..... | 205 |
| Condition of, monthly statement of disbursing clerk..... | 195 |
| Construction of acts of Congress, restriction..... | 180 |
| Deficiencies in, prohibited..... | 184 |
| Estimates..... | 171-177 |
| Supervision of preparation of, under Chief Clerk of department..... | 10 |
| Exhausted and unavailable, claims under..... | 183 |
| Expenditures— | |
| In excess of, forbidden..... | 184 |
| Chief Clerk of department to supervise..... | 10 |
| Only for objects specified..... | 184 |
| Lump sum..... | 173 |
| Not available for payment of increased salaries..... | 189 |
| Payments in advance..... | 186 |
| Army: | |
| Delivery of mail to officers, etc..... | 582 |
| Postmasters to cooperate with recruiting officers..... | 49 |
| Arrests for violation of law..... | 1591, 1592 |
| Arson, matter inciting..... | 470 |
| Articles: | |
| In quantities, specimen parcel to be submitted for approval of packing..... | 459 |
| Liable to damage mail or injure employees..... | 459-466 |
| Loose in the mails, treatment by railway postal clerks..... | 1557 |
| Assassination, matter inciting..... | 470 |
| Assault on: | |
| Mail custodian, with intent to rob..... | 1627 |
| Railway postal clerk..... | 1622 |
| Assignee, delivery of mail to..... | 596 |
| Assignments of officers and clerks in department..... | 23-24 |
| Assistant Attorney General. (See Solicitor.) | |
| Assistant attorneys, Post Office Department, duties of..... | 10 |
| Assistant Chief Clerk, duties..... | 15 |
| Assistant postmasters: | |
| Appointments, reports, etc..... | 331-334 |
| As contractors..... | 331, 1254, 1318 |
| Bonds accepted by postmaster in behalf of Postmaster General..... | 354 |
| Duties of..... | 331 |
| In charge of office, when..... | 300, 301, 302, 305, 334 |
| Oaths of..... | 332 |
| Third-class offices..... | 331 |

INDEX.

| | Section. |
|---|---------------|
| Assistant Postmasters General, appointment of, authority for..... | 3 |
| Assistant Superintendent of Mails, minimum salary..... | 336 |
| Assistant superintendent in office or division, duties..... | 15 |
| Asylums, registered mail for employee or inmates..... | 988 |
| Atlanta (Ga.) penitentiary factory for manufacture of cotton fabrics for the Government..... | 95 |
| Attorney General, special assistant to: | |
| Appointment of..... | 3 |
| Attached to office of Postmaster General..... | 10 |
| Attorneys, assistant, Post Office Department, duties..... | 10 |
| Auditor for Post Office Department. (See General Accounting Office; Comptroller, Bureau of Accounts.) | |
| Auditors in post offices, salaries of..... | 337 |
| Automobiles in Rural Delivery Service..... | 800 |
| Auxiliary employees, pay of..... | 337 |
| Aviation service, authorization and management..... | 12 |
| B. | |
| Baby chicks in the mails..... | 466 |
| Backstamping of mail..... | 567 |
| Badge, railway postal clerk..... | 1494 |
| Baggagemen not to receive second-class matter direct from publishers..... | 1538 |
| Bags. (See Mail bags.) | |
| Balances, certification of, by General Accounting Office..... | 228, 253 |
| Balance due: | |
| Deceased employees..... | 214 |
| Demand for, evidence of..... | 263 |
| Failure to pay..... | 118 |
| From postmasters, certified copies of statements..... | 263 |
| Interest on..... | 265 |
| Postmasters..... | 118, 245 |
| United States..... | 220 |
| Balances of appropriations..... | 182 |
| Unexpended..... | 183 |
| Bank indorsements on money orders..... | 1112 |
| Banker receiving unauthorized deposit of public funds..... | 1601 |
| Banks, deposit of public funds in..... | 124, 125 |
| Bees in the mails..... | 466 |
| Benevolent or fraternal societies, publications of..... | 395, 403, 412 |
| Berries in the mails..... | 463 |
| Bicycles in Rural Delivery Service..... | 800 |
| Bidders on contracts, collusion among..... | 90 |
| Bids. (See Proposals.) | |
| Bills, how made out..... | 238 |
| Birds in the mails..... | 465 |
| Blanks and blank books: | |
| Money-order system— | |
| Contract for four years..... | 90 |
| Estimates, proposals, contracts, etc..... | 97 |
| Post Office Department, Chief Clerk charged with inspection of..... | 10 |
| Post-office, carried free by mail contractors..... | 1376 |
| Blind: | |
| Letters written in point print or raised letters used by..... | 439 |
| Limit of weight of mail matter for the..... | 450 |
| Reading matter for the, free transmission of..... | 495 |
| Blood, specimens, in the mails..... | 461 |
| Boat service. (See Steamboat and steamship service.) | |
| Bonds..... | 62-74 |
| Amount of..... | 354 |
| Assistant postmasters..... | 331 |
| City carriers..... | 670 |
| Clerks in post offices..... | 353-355 |
| Corporate security on..... | 72 |
| Disbursing clerk..... | 10 |
| Handled by..... | 71 |
| Duties imposed, to be covered by..... | 354 |
| Examination and renewal..... | 70 |
| Finance, Superintendent, Division of..... | 13 |
| Forging of..... | 1608 |
| Inspectors..... | 29 |
| Liability, limitation of..... | 70 |
| Made to United States..... | 62 |
| Mailing chutes, indemnity..... | 696 |
| Navy mail clerks..... | 633 |
| New— | |
| No change in returns of postmaster..... | 243 |
| Payments, application of, after..... | 255 |
| When required..... | 299 |
| Officers..... | 67-73 |
| United States, period of liability on..... | 270 |
| Postmasters..... | 295-299 |
| First and Fourth Assistant Postmasters General authorized to approve..... | 68 |
| Illegally approving..... | 1637 |
| Supervision of..... | 11 |
| Premium, limitation of..... | 72 |
| Principal insolvent, priority of surety..... | 276 |
| Proposals for mail service accompanied with..... | 1346 |

INDEX.

| | Section. |
|--|-------------------------|
| Bonds—Continued. | |
| Purchasing Agent..... | 93 |
| Railway postal clerks..... | 1485 |
| Record of..... | 74 |
| Renewal of..... | 69, 70 |
| Rural carriers..... | 720 |
| Rural stations, clerks in charge..... | 803 |
| Sea post clerks..... | 1419 |
| Surety on..... | 69-73, 299 |
| To be approved personally by the postmaster..... | 1352 |
| Bookkeepers in post offices, salaries..... | 336 |
| Books: | |
| Rates of postage on..... | 445 |
| Restriction on printing, by departments..... | 105, 184 |
| Restrictions on purchases..... | 190 |
| Books of stamps..... | 141 |
| Boxes. (<i>See</i> Letter boxes.) | |
| Boxes in post offices..... | 363-372 |
| Care of..... | 369 |
| Delivery of mail..... | 587 |
| Discrimination in delivery of mail to renters of, forbidden..... | 587 |
| Equipment..... | 364-366 |
| Holders' names not to be disclosed..... | 372 |
| Record of..... | 371 |
| Registration of mail to numbers..... | 860 |
| Rent of..... | 369 |
| How accounted for..... | 220 |
| Rates for..... | 13, 368 |
| Receipts from..... | 217, 311, 370 |
| Regulation of..... | 13 |
| To minors..... | 369 |
| Use of..... | 587 |
| Boxes, rural service. (<i>See</i> Rural Delivery Service—boxes.) | |
| Boycott, rural..... | 770 |
| Branch offices: | |
| Accounting for excess revenue..... | 162 |
| And stations— | |
| Inspection by postmasters..... | 330 |
| Money-order service at..... | 248, 1085 |
| Establishment of..... | 287 |
| Listed in Postal Guide..... | 288 |
| Money-order business at..... | 1078 |
| Navy mail clerks in charge..... | 633 |
| Postal money-order records, supplies, etc..... | 1238 |
| Registered mail handled at..... | 864, 866, 945, 946, 995 |
| Brass-lock registry service..... | 884-893 |
| Brass-lock pouches— | |
| Miscarriage of..... | 892 |
| Not to pass brass-lock offices..... | 890 |
| Record of..... | 887 |
| Brass locks— | |
| Sent only to offices authorized..... | 891 |
| Surplus..... | 1455 |
| Unauthorized use of..... | 1450 |
| Equipment— | |
| Accumulation of, prohibited..... | 889 |
| Care of..... | 893 |
| Pouches, record of..... | 887 |
| Receipts..... | 888 |
| Bribe, acceptance of, by: | |
| Member of Congress..... | 1613, 1614 |
| Official..... | 60 |
| Broadcasting by radio service under supervision of Division of Air Mail Service..... | 12 |
| Budget: | |
| Estimate of expenditures transmitted to Congress..... | 171 |
| Officer designated by each department..... | 175 |
| Officer designated by Postmaster General..... | 10 |
| Buildings, Post Office Department: | |
| Care of..... | 10 |
| Payment for rent..... | 10 |
| Bulky matter, registered, delivery of, at catcher stations..... | 938 |
| Bulletin boards in post offices..... | 319 |
| Bulletins of agricultural colleges and experiment stations..... | 490-493 |
| Bureau of Accounts: | |
| Comptroller, duties..... | 16 |
| Establishment of..... | 227 |
| Burglary, post offices..... | 328, 1616 |
| Business, condition of, reports of..... | 25, 81 |
| Business name, mail addressed to..... | 583 |
| Butter in the mails..... | 463 |
| C. | |
| Cable-car service. (<i>See</i> Electric and cable car service.) | |
| Cakes (soap, yeast, etc.) in the mails..... | 462 |
| Cambridge, Mass., exempt from law restricting discontinuance of post office..... | 290 |

INDEX.

| | Section. |
|--|------------------|
| Canada: | |
| Letter mail exchanged with..... | 1564 |
| Insured mail service..... | 1076 |
| Mail from— | |
| Dutiable matter in..... | 1562 |
| Matter for foreign countries..... | 1561 |
| Transportation through United States..... | 1408 |
| Undelivered and unclaimed..... | 629 |
| Postage— | |
| Domestic rates apply..... | 501 |
| Parcel-post rates..... | 445 |
| Second-class matter..... | 412, 419 |
| Registered jackets for..... | 905 |
| Registered mail— | |
| Address to include Province, county, or district..... | 998 |
| Inquiries for..... | 634 |
| Sealed packages from..... | 632 |
| Stamps of, received in payment of deficient postage..... | 620 |
| Canals, carriage of mails on..... | 1332 |
| Canal Zone: | |
| Money orders drawn on domestic forms..... | 1084 |
| Parcel-post rate to..... | 445 |
| Registered jackets for..... | 905 |
| Canceling ink: | |
| Uniform..... | 98 |
| Used in defacing stamps..... | 524 |
| Canceling machines: | |
| Allowances for..... | 11, 359 |
| Contracts for four years..... | 90 |
| On electric cars, power for..... | 1312 |
| Canceling stamp, postmarking stamp not to be used as..... | 1547 |
| Cancellation of stamps..... | 523, 524 |
| Commissions from..... | 310, 515 |
| Railway postal cars..... | 1547 |
| Railway stations..... | 514 |
| Rural carriers, en route..... | 775 |
| Rural stations..... | 809 |
| Candies in the mails..... | 462 |
| Carbon copies..... | 438 |
| Card and request letters, unclaimed..... | 601, 610 |
| Card slide labels, return of used..... | 927, 1518 |
| Car fare, special-delivery messengers..... | 858 |
| Carpenters in post offices, salaries..... | 336 |
| Carriers: | |
| City. (See City carriers.) | |
| Delivery of mail to, in advance of schedule time..... | 554 |
| Fees prohibited..... | 655 |
| Receipt of mail by..... | 1264 |
| Registered matter— | |
| Change of address on, not to be made by..... | 986 |
| Delivery of..... | 933, 986-988 |
| Handling of..... | 1043, 1046, 1047 |
| Not to address or inclose..... | 1034 |
| Receipt for, at post office..... | 1045 |
| Receipts..... | 1026 |
| Undelivered..... | 1047 |
| Registration book missing..... | 1027 |
| Registration equipment..... | 1025 |
| Registrations by..... | 1025-1032 |
| Return of excess cash..... | 1038 |
| Treatment of, at post offices..... | 1036-1042 |
| Unmailable matter..... | 1035 |
| Rural. (See Rural carriers.) | |
| Shall receive mail presented..... | 1264 |
| Star. (See Star-route service.) | |
| Stopping overnight, to deposit mail in post office..... | 561 |
| Sureties, release of..... | 69 |
| Cashier and assistant cashier in post office: | |
| Bonds of..... | 353 |
| Salaries..... | 336, 337 |
| Casualty, inventory after..... | 168 |
| Catcher post offices, exchange of mails at..... | 556-557 |
| Catcher pouches: | |
| Care of..... | 943 |
| Failure to catch or deliver..... | 556, 1565 |
| Registered matter, how placed in..... | 942, 943 |
| Weight of mail, limit of..... | 557 |
| Catcher service..... | 1565 |
| Catcher stations, registered matter, bulky or fragile..... | 938 |
| Census matter, free: | |
| Registration of..... | 869 |
| Transmission of..... | 487 |
| Central accounting offices: | |
| Claims, for credit on account of losses..... | 168 |
| Credit for postage-due stamps..... | 225 |
| Deposit of postal funds..... | 128 |
| Distribution of supplies and audit of accounts..... | 233 |

INDEX.

| | Section. |
|---|----------------------|
| Central accounting offices—Continued. | |
| District postmasters supplied with stamped paper by | 161 |
| Employee in charge of records, salary of | 337 |
| Quarterly returns forwarded to Comptroller, Bureau of Accounts | 239 |
| Stamp account | 161 |
| Stamp supplies, counting of | 159 |
| Stamped paper redemption, shipments from | 164 |
| Certificates of deposit: | |
| Money-order funds | 1199 |
| Postal funds | 128 |
| Change, postmaster to make, in selling stamped paper | 147 |
| Charwomen of department under supervision of Chief Clerk | 10 |
| Checks: | |
| Cashing | 114 |
| Lost | 211-213 |
| Not accepted in money-order business | 1086 |
| Payments by | 196, 207 |
| Signagraph, use of, in issuing | 210 |
| Chicago, Ill.: dead-letter branch at | 636 |
| Chickens in the mails | 466 |
| Chief Clerk of the Post Office Department and superintendent of department buildings: | |
| Attached to office of Postmaster General | 10 |
| Duties of | 10 |
| Postal Guide, supervision of printing of | 10 |
| Supplies for department under control of | 93 |
| Surplus property officer | 101 |
| Waste paper and materials, disposition of | 101 |
| Chief clerks: | |
| Authorized to administer oaths | 34 |
| Office or division, duties of | 15 |
| Chief inspector (see Post-office inspectors): | |
| Appointment, authority for | 3 |
| Attached to office of Postmaster General | 10 |
| Burglary, etc., to be reported by postmaster to | 328 |
| Duties of | 10 |
| Investigation of losses, etc., by | 635 |
| Reports sent to, regarding— | |
| Lost, damaged, or delayed mail | 634 |
| Registered | 952, 954, 1000, 1056 |
| China, postal agency at | 1412 |
| "Christmas, please do not open until": | |
| Fourth-class matter | 447 |
| Third-class matter | 441 |
| Christmas service. (See Holiday service.) | |
| Chutes to letter boxes | 696 |
| Circulars: | |
| Definition of | 436 |
| In canvas sacks | 548 |
| Made up in separate packages | 544 |
| With second-class matter | 424 |
| City carriers: | |
| Appointments— | |
| And bonding of | 11 |
| Applicants for, examination of and qualification for | 665 |
| Correspondence regarding | 659 |
| How made | 666 |
| Temporary | 666 |
| Bonds | 670 |
| Business, not to engage in other | 681 |
| Classification of | 338, 660 |
| Clerical labor not permitted | 679 |
| Clock registers | 679 |
| Collection of mail | 685-694 |
| Compensatory time | 678 |
| Conduct of | 681 |
| Debts | 57 |
| Delivery of mail | 588, 685 |
| And collection | 685-694 |
| At houses where vicious dogs are kept | 689 |
| By mounted carrier | 688 |
| Care in | 686 |
| Prohibition | 687 |
| Received from office only | 687 |
| Discipline | 682 |
| Employment of | 679 |
| Fees prohibited | 655, 678-679 |
| Hours of service | 316, 320-322, 656 |
| Sunday service | 321 |
| Houses not to be entered by | 687 |
| Leave of absence | 45, 683-684 |
| Mail matter— | |
| Not to be— | |
| Carried in pockets | 687 |
| Exhibited | 687 |
| Returned to senders | 693 |
| Thrown away | 687 |

INDEX.

City carriers—Continued.

| | Section. |
|---|-----------------|
| Mail matter—Continued. | |
| To be— | |
| Received and deposited, when presented to..... | 692, 1264 |
| Returned to office, when..... | 679 |
| Undelivered, returned to office at night..... | 694 |
| Meals, stopping for, prohibited..... | 687 |
| Numbering of..... | 675 |
| Oaths of..... | 671 |
| Overtime..... | 678, 679 |
| Pay roll of..... | 209 |
| Performance of service by..... | 681 |
| Postage due, collection of..... | 690 |
| Promotion of..... | 661 |
| Ratings of..... | 663 |
| Reductions of..... | 662 |
| Registered matter..... | 1022-1055 |
| Accepted by, for delivery to postmasters..... | 1036 |
| Delivery by..... | 1043, 1046-1047 |
| Registrations by..... | 692, 1028 |
| Registry business, report annually..... | 1067 |
| Registry service..... | 1022-1048 |
| Reinstatements..... | 659, 667 |
| Removals..... | 659, 669 |
| Resignations..... | 669 |
| Route book..... | 679 |
| Routes— | |
| Change in..... | 656 |
| Leaving, prohibited..... | 687 |
| Salaries of..... | 209, 660 |
| Schedules..... | 678 |
| Service stars..... | 676 |
| Special-delivery matter— | |
| Delivery of..... | 856 |
| Receipt of..... | 857 |
| Stamps not to be removed from mail matter by..... | 657 |
| Substitutes..... | 664, 666, 690 |
| Distinctive mark for..... | 676 |
| Exempt from eight-hour law..... | 680 |
| Payment of..... | 209 |
| Special-delivery messenger..... | 851 |
| When carrier is absent on other than annual leave..... | 343 |
| Superintendent, designation of carrier as, prohibited..... | 679 |
| Suspension from duty..... | 682 |
| Temporary..... | 666 |
| Testing of..... | 657 |
| Time of..... | 679 |
| Time recorders..... | 679 |
| Transfer to clerkships..... | 337, 668 |
| Trip reports..... | 679 |
| Uniforms..... | 672-677 |
| City Delivery Service: | |
| Accounts of..... | 218 |
| Carriers. (See City carriers.)..... | 11 |
| Collection wagons, allowances for..... | 11 |
| Conduct of..... | 659 |
| Correspondence regarding..... | 583 |
| Delivery of mail..... | 90 |
| Equipages, four-year contract..... | 654 |
| Establishment and discontinuance..... | 653 |
| Expenditures..... | 11 |
| Extension of..... | 104 |
| Files retained..... | 696, 698 |
| Hours of collection..... | 11 |
| Incidental expenses..... | 657 |
| Instructions, issue of..... | 656 |
| Limits and frequency of..... | 11 |
| New service, establishment of..... | 657 |
| Orders, filing of..... | 444 |
| Parcel Post Service, local delivery, rate of postage..... | 700 |
| Private mailing receptacles..... | 654-659 |
| Provisions governing..... | 11 |
| Regulations, supervision of..... | 1246 |
| Routes are post roads..... | 657 |
| Supervision by postmasters..... | 90 |
| Supplies, contract for four years..... | 57 |
| City directories: | |
| Postal employees not to compile..... | 589 |
| Use of..... | 43 |
| Civil employees in departmental service, employment restricted..... | 20 |
| Civil pension roll prohibited..... | 43 |
| Civil War veterans, preference given to..... | 51 |
| Civil Service: | |
| Commission, preparation of communications with..... | 10 |
| Examinations— | |
| Information regarding..... | 333 |
| Postal employees..... | 19 |

INDEX.

| | Section. |
|--|-------------------|
| Civil Service—Continued. | |
| Examining boards— | |
| Clerks serving on..... | 347 |
| Free registration of mail..... | 869 |
| Leave of absence to employees serving as members of..... | 45 |
| Postmaster to facilitate work of..... | 347 |
| Rural carriers serving on..... | 734 |
| Probationary period..... | 338 |
| Claims: | |
| Against the United States..... | 279-285 |
| Accounts transmitted to Court of Claims..... | 283 |
| Assignment forbidden..... | 279 |
| Claimant indebted to United States..... | 280 |
| Claimant ineligible for postmastership..... | 293 |
| Officers interested in..... | 1615 |
| Unadjusted, settlement of, by Court of Claims..... | 284 |
| Under appropriations exhausted and unavailable..... | 183 |
| Witnesses..... | 281 |
| For credit— | |
| Losses by fire, burglary, etc..... | 10, 167-168 |
| When all owed in suits..... | 264 |
| For indemnity— | |
| Collected-on-delivery and insured matter..... | 13 |
| Registered mail lost..... | 13 |
| Fraudulent..... | 1069 |
| For injury to person or damage to property..... | 59 |
| Orders originating, to be certified to the General Accounting Officer..... | 231 |
| Classification: | |
| Division of, duties..... | 13 |
| Files retained..... | 104 |
| Mail..... | 375 |
| Supervision of..... | 13 |
| Postmasters..... | 307 |
| Fourth class..... | 292 |
| Post-office employees..... | 338 |
| Classified employees: | |
| Compensation on account of death or disability..... | 41 |
| Retirement..... | 42 |
| Classified stations and branch offices..... | 288 |
| Clayton, Mo., exempt from law restricting discontinuance of post office..... | 290 |
| Cleaning post offices, allowance for..... | 360 |
| Clerk-hire allowance: | |
| Authorization for..... | 11 |
| First and second class offices..... | 335 |
| Money-order offices..... | 1081 |
| Separating offices..... | 11, 350-352 |
| Third-class offices..... | 331, 349 |
| Unusual business..... | 351 |
| Clerk of the House of Representatives, franked matter..... | 479 |
| Clerks in Post Office Department: | |
| Absence, leave of..... | 25-26 |
| Appointments..... | 19 |
| Assignments..... | 23 |
| Classification of..... | 18 |
| Details..... | 23, 24 |
| Grades of..... | 18 |
| Organization of..... | 18 |
| Removals..... | 44 |
| Roster of..... | 10 |
| Salaries..... | 18 |
| Supervision of, under Chief Clerk of department..... | 10 |
| Clerks in post offices..... | 335-355 |
| Allowances from year to year..... | 11, 339 |
| Appointment..... | 339 |
| Supervision of..... | 11 |
| Auxiliary employees..... | 337 |
| Bonds of..... | 353-355 |
| Supervision of..... | 11 |
| Charges against, preparation of..... | 11 |
| Civil-service boards, acting as members of..... | 347 |
| Classification of..... | 336-338 |
| Compensatory time..... | 348 |
| Contractors not to be..... | 1254, 1318 |
| Distributing, examination of..... | 346 |
| Grades of..... | 336-339 |
| Hours of service..... | 316, 320-322, 348 |
| Sunday service..... | 321 |
| In charge of office, when..... | 303-306 |
| Leave of absence..... | 45, 342 |
| Mail messenger, when..... | 1318 |
| Money order, allowance for..... | 1081 |
| Oaths of office..... | 332 |
| Pay roll of..... | 208 |
| Promotion..... | 337 |
| Reduction..... | 337 |
| Removal..... | 44, 341 |

INDEX.

| | Section. |
|---|---------------------|
| Clerks in post offices—Continued. | |
| Substitutes— | |
| During vacation..... | 342 |
| Special-delivery messenger..... | 851 |
| When clerk is absent on other than annual leave..... | 343 |
| Sureties, release of..... | 69 |
| Suspension and fining..... | 341 |
| Temporary..... | 208, 337, 345 |
| Transfers to..... | 668 |
| Carrier service..... | 337 |
| Witnesses, subpoenaed as..... | 344 |
| Cleveland, Frances F., franking privilege granted to..... | 482 |
| Clock register in post offices..... | 679 |
| Restriction on expenditures for..... | 25 |
| Closed mail, foreign service..... | 625 |
| Closed pouch service, rates of pay..... | 1272 |
| Closing of mails..... | 513 |
| Club subscribers, second-class matter..... | 404 |
| Coils of stamps..... | 141 |
| Coin: | |
| Foreign or mutilated, acceptance by postmasters..... | 114, 147 |
| Found loose in the mails..... | 641, 974, 976, 1557 |
| Mutilated, postage on..... | 392 |
| Registration of, preparation for..... | 860 |
| Subsidiary, postmasters to accept..... | 1086 |
| Collection of mail: | |
| City carriers..... | 685-701 |
| Receiving boxes..... | 691 |
| Rural service— | |
| Carriers..... | 772 |
| Exchange points..... | 774 |
| Collections, Comptroller General to superintend..... | 228 |
| Collect-on-delivery matter..... | 13, 1072, 1074 |
| Delivery of..... | 1072 |
| Fees..... | 1072, 1074 |
| Indemnity for loss..... | 1075 |
| Postmark on..... | 525 |
| Colleges, etc., use of post-office boxes..... | 587 |
| Delivery of mail addressed to..... | 591 |
| Collusion among bidders on contracts..... | 90 |
| Commercial papers in foreign mails..... | 498 |
| Commissions: | |
| Fourth-class postmasters..... | 311 |
| Inspectors..... | 31 |
| Postmasters..... | 295-299 |
| Stamps not defaced, not allowed on..... | 523 |
| Common carriers, letters which may be carried out of mails by..... | 1258, 1261 |
| Required to transport mails..... | 1272 |
| Compensation (<i>see</i> Salaries): | |
| Additional, prohibited..... | 187, 188 |
| On account of disability or death..... | 41 |
| Compensatory time..... | 348 |
| Complaints, losses of mail matter..... | 634 |
| Compliments..... | 486 |
| Compromises..... | 17, 277-278 |
| Considered by Solicitor..... | 10 |
| Comptroller, Bureau of Accounts: | |
| Appointment of..... | 3, 227 |
| Duties..... | 16 |
| Money-order accounts..... | 248 |
| Quarterly returns forwarded to..... | 239 |
| Settlement of accounts..... | 227, 228 |
| Comptroller General (<i>see</i> General Accounting Office): | |
| Balances certified..... | 228, 253 |
| Compromises of liabilities..... | 10 |
| Persons authorized to act for..... | 229 |
| Comptroller of the Treasury. (<i>See</i> General Accounting Office.) | |
| Condition of business, reports of..... | 25, 81 |
| Conduct of: | |
| Postal employees..... | 57 |
| Postmasters toward patrons..... | 325 |
| Congress: | |
| Member of— | |
| Franked matter..... | 479-481, 484, 1298 |
| Not to be interested in public contracts..... | 63, 1613 |
| Receiving pay, in matters affecting United States..... | 1613, 1614 |
| Reports to..... | 75-82, 103, 167 |
| Claims on account of damage to private property..... | 59 |
| Claims under exhausted and unavailable appropriations..... | 183 |
| Right to petition..... | 44 |
| Congressional: | |
| Directory, free transmission of mail..... | 485 |
| Documents, franked..... | 479, 480 |
| Record— | |
| Free in the mails..... | 480 |
| Transient copies, postage on..... | 440 |

INDEX.

| | Section. |
|---|-----------------------|
| Conspiracy to: | |
| Commit offense against United States | 1611 |
| Prevent officer from performing duty | 1639 |
| Consuls, letters and packages for | 632 |
| Contagious disease: | |
| Leave of absence on account of | 26 |
| Mail matter carrying | 460, 461, 512 |
| Rural service | 780 |
| Contingent expenses, Post Office Department, payments for | 10 |
| Contingent fund: | |
| Apportionment of | 184 |
| Expenditures— | |
| By written order | 184 |
| Report of | 75, 76 |
| Restrictions on | 190, 191 |
| Not to be used for payment of— | |
| Civil employees | 20 |
| Clerical services | 184 |
| Contract sections, United States divided into | 1342 |
| Contract stations and branch offices | 11, 288 |
| Contract supplies, purchase of | 93 |
| Contract wagon service. (<i>See</i> Wagon service.) | |
| Contractors: | |
| Access to mails | 509 |
| Delinquencies of | 1423, 1426 |
| Failure to perform service | 1359 |
| For supplies— | |
| Bond of | 84 |
| Correspondence with | 93 |
| Ineligible for appointment as— | |
| Assistant postmaster or clerk in post office | 331, 1254, 1318 |
| Postmaster | 293, 1254, 1296, 1318 |
| Pay of, liens on | 1369 |
| Payment of | 201 |
| Penalty envelopes and labels, use of, by | 489 |
| Contracts | 62-74 |
| Authority for | 1250, 1251, 1253 |
| Canceling machines | 90 |
| Collusion among bidders | 90 |
| Conveyance of mails, report not to be printed | 105 |
| Convict labor prohibited | 83, 91, 95 |
| Date of filing to be affixed | 62 |
| Deductions, fines | 1428, 1429 |
| Drafting of | 10 |
| Duplicates furnished to General Accounting Office | 1360 |
| Employees interested in | 65 |
| Failure to execute | 1358, 1359 |
| Made with United States | 62 |
| Mail lettings | 1343-1345 |
| Member of Congress taking consideration for procuring | 1613, 1614 |
| Money-order blanks, four-year term | 90 |
| Not assignable | 64 |
| Officers authorized to sign | 68, 92 |
| Pneumatic-tube service | 1326 |
| Prohibited unless authorized by law | 90 |
| Signed by whom | 92 |
| Special warranties | 65 |
| Star service | 14, 1331-1333 |
| Stationery supplies not to exceed one-year term | 90 |
| Supplies, city delivery, four-year term | 90 |
| Supply | 83-105 |
| Sureties on bonds of bidder | 1347 |
| Term of four years for certain supplies | 90 |
| To bear true date | 62 |
| Transportation of mail to and from any post office | 1250 |
| Wagon service | 1340, 1341 |
| Waste materials, sale of | 101 |
| Contributions: | |
| Employees not to solicit | 57, 60 |
| Political | 53 |
| Conventions: | |
| Money-order | 1137 |
| Preparation of | 13 |
| Postal | 12, 496, 497, 1014 |
| Convict labor: | |
| Employment of, prohibited | 83, 91, 95 |
| Mail bags manufactured at Atlanta (Ga.) penitentiary | 95 |
| Copies, typewritten, carbon, or letterpress | 438 |
| Copyright: | |
| Articles prohibited importation | 631 |
| Matter | 494 |
| Unmailable | 469 |
| Weight, limit of | 451 |
| Cord fasteners and label cases | 1445 |
| Corporation: | |
| Dissolved, delivery of mail to | 594-596 |
| Mail addressed to | 593 |

INDEX.

| | Section. |
|---|--------------------|
| Corporation—Continued. | |
| Payee of money orders | 1108 |
| Post-office box, use of, by | 587 |
| Registered matter for | 936 |
| Correspondence with: | |
| Contractors for supplies | 93 |
| Department and General Accounting Office | 324 |
| Department regarding money-order system | 1083 |
| Foreign officials regarding registered matter | 13, 1009 |
| Cotton fabrics manufactured at Atlanta (Ga.) penitentiary | 95 |
| Counterfeiting: | |
| Money orders | 1606 |
| Postage stamps | 1604 |
| Foreign | 1605 |
| Securities of United States | 1609 |
| Counterfeit money, unlawful use of mails to dispose of | 1623 |
| Counterfeits: | |
| In remittances of postal funds | 131 |
| Postmasters to bear loss | 147 |
| County: | |
| Name of, on registered matter— | |
| Marked with | 874 |
| When omitted | 876 |
| Second-class matter free in— | |
| Conditions necessary | 417 |
| Regulations respecting | 417, 418, 421 |
| Reports of | 226 |
| County seats to be provided with mail service | 1249 |
| Court of Claims: | |
| Accounts, settlement of | 284 |
| Claims transmitted by head of department to | 283 |
| Jurisdiction of | 282 |
| District court concurrent with | 285 |
| Courts: | |
| Files retained pending action in | 104 |
| Jurisdiction of district, State, and Territorial— | |
| Postal offenses | 1587 |
| Suits | 257 |
| Order of, to be obeyed in delivery of mail | 598 |
| Registry records taken into | 1059 |
| Testimony in | 508 |
| Cranes: | |
| At catcher offices | 556 |
| Mail contractor, duties of, as to pouches on | 1376 |
| Railroad service | 1295 |
| Credits for: | |
| Deposits | 117 |
| Postage-due stamps | 225 |
| Stamped paper redeemed | 13 |
| Crimes under the postal laws | 1587-1639 |
| Criminal laws (see Laws): | |
| Applicable to Postal Savings System | 1638 |
| Fine for violation, amount and collection of | 273 |
| Cuba: | |
| Postage rates— | |
| Domestic schedule applies | 501 |
| Parcel Post Service | 445 |
| Registered jackets for | 905 |
| Second-class matter sent to, rate of postage on | 412, 419 |
| Currency for redemption: | |
| Mutilated, postage on | 392 |
| Registration free | 871, 872 |
| Customs duties: | |
| Fines | 632 |
| Inquiries regarding | 12 |
| Joint regulations adopted by Secretary of Treasury and Postmaster General | 632 |
| Registered matter liable to | 632, 1005 |
| Customs officers: | |
| Authorized to search, detain, or make seizures | 1269-1271 |
| Copyright matter illegally imported | 631 |
| Failure to take prompt action | 632 |
| D. | |
| Damaged matter | 634, 635, 1576 |
| Unmailable, disposition of | 532 |
| Damaged stamps | 163, 164, 168, 522 |
| Damages, judgments for, compromises of | 277-278 |
| Damage to Government property | 58 |
| Dangerous articles, preparation for mailing | 459-462 |
| Date of: | |
| Filing contracts | 62 |
| Orders for allowances | 62 |
| Dead animals or birds in the mails | 465 |
| Dead-letter bills | 640 |
| Dead-letter branches | 636 |

INDEX.

| | Section. |
|---|-------------------------|
| Dead letters: | |
| Division of..... | 636-653 |
| Duties..... | 12 |
| Opening of mail in..... | 646 |
| Perishable articles, medicines, liquids, etc..... | 649 |
| Registered matter sent to, preparation of..... | 906 |
| Returns to..... | 637-646 |
| Valuable matter— | |
| Found loose in the mails sent to..... | 641 |
| Received from, for delivery to owners..... | 600 |
| Fees for returning dead letters..... | 644, 645 |
| Revenue from..... | 107 |
| Sale of, as waste paper..... | 650 |
| With valuable inclosures..... | 647-649 |
| Dead mail matter..... | 636-653 |
| Classification of..... | 637 |
| Foreign, disposition of..... | 652, 653 |
| Opening— | |
| Authority for..... | 475 |
| To effect delivery or return..... | 646 |
| Parcel-post matter, return of..... | 649 |
| Printed matter without value..... | 650 |
| Records of..... | 646-649 |
| Registration of..... | 600 |
| Stamps in..... | 648 |
| Valuable inclosures..... | 648, 649 |
| Reclamation of..... | 647 |
| Without..... | 650 |
| Where to be sent..... | 636 |
| Death of: | |
| Employee, compensation in case of..... | 41 |
| Officer of department..... | 5 |
| Postmaster..... | 300-302 |
| Assistant to conduct business, etc..... | 334 |
| Debts: | |
| Due United States..... | 274 |
| Collection of, through General Accounting Office..... | 17 |
| Employees forbidden to contract..... | 57 |
| Judgments for, compromise of..... | 277 |
| Priority established..... | 274 |
| Railway postal clerks..... | 1499 |
| Deceased employees, balances due..... | 214 |
| Deceased persons, mail addressed to..... | 592 |
| Registered..... | 986, 987 |
| Foreign..... | 1006 |
| Deductions, fines, and remissions in connection with transportation of mails..... | 12, 1428-1431 |
| Deaths in dead mail matter..... | 648 |
| Defamatory matter..... | 10,471, 474 |
| Deficiency in: | |
| Accounts..... | 255, 256 |
| Appropriations, prohibited..... | 184 |
| Delay of mail: | |
| By ferryman..... | 1634 |
| Complaints regarding..... | 634 |
| On account of casualties..... | 582 |
| Prohibited in search of dutiable articles..... | 632 |
| Delays of railroad service..... | 1290 |
| Delegates in Congress, franked matter..... | 479 |
| Delinquencies of: | |
| Contractors and carriers..... | 1423, 1426 |
| Postmasters— | |
| Claim for credit when allowed in suits regarding..... | 264 |
| General Accounting Office to report..... | 228 |
| Suits on account of..... | 259 |
| Warrants of attachment..... | 268 |
| Delivery of mail..... | 582-602, 977-997 |
| Army and Navy..... | 582 |
| At exchange offices to person addressed..... | 624 |
| Boxes in post offices..... | 587 |
| City carrier..... | 685-694 |
| City-delivery offices..... | 588 |
| Court, order of, to be obeyed..... | 598 |
| Customs inspection..... | 632 |
| Disputed..... | 10, 583, 593-597 |
| Discontinued office..... | 582 |
| Erroneous..... | 575 |
| Fictitious address..... | 581 |
| Foreign..... | 628-631 |
| Registered (see Foreign mails)..... | 1004-1009 |
| Foreign Governments, to representatives of..... | 582 |
| General directions..... | 583 |
| Insured parcels, failure of..... | 1072 |
| Into post offices..... | 1376 |
| Marines..... | 582 |
| Mounted carriers..... | 688 |
| On service of legal process prohibited..... | 1059 |
| Pension matter..... | 590, 767, 986 |

INDEX.

| | Section. |
|---|------------------------------|
| Delivery of mail—Continued. | |
| Persons conducting fraudulent or lottery enterprise | 476 |
| Post-office inspectors | 582 |
| Railroad service | 1286-1295 |
| Railway post-office cars | 1564-1567 |
| Registered matter | 933, 964, 977-997 |
| Relating to business which has been sold | 597 |
| Rural service | 758-790 |
| Special-delivery service | 830, 838, 843, 845, 849, 856 |
| To agent | 583, 593 |
| To carrier for addressees | 583, 588 |
| To carriers in advance of schedule time | 554 |
| To dissolved firms | 594, 596 |
| To receiver, assignee, etc. | 596 |
| With valuable inclosures | 600 |
| Wrong, complaints regarding | 634 |
| Delivery of supplies | 94 |
| Delivery, superintendent and assistant superintendent, salaries | 836, 337 |
| Demand for balance due, evidence of | 263 |
| Demotion, penalty for unlawful | 22 |
| Departmental service | 10-26 |
| Employment of civil employees restricted | 20 |
| Organization | 18 |
| Salaries, disbursement of | 196 |
| Depositories: | |
| Accounts, keeping of | 126 |
| Deposits, treatment of | 126-132 |
| Money-order funds | 1197-1201 |
| Postal funds | 113-115 |
| Remittances to | 114, 115, 117, 120, 121, 123 |
| Returns of deposits and payments | 136 |
| Revenues, disposition of | 113-115 |
| Depository postmasters: | |
| List of | 121 |
| Treatment of war savings securities | 166 |
| Deposit of mail: | |
| In post office overnight | 561 |
| Not to be solicited | 515 |
| Depository offices, deposit of postal funds | 128-132 |
| Deposits (see Remittances): | |
| Credits for | 117 |
| In banks | 124, 125 |
| Manner of making | 114, 115 |
| Money-order funds— | |
| Surplus | 1191-1195 |
| Temporary | 1189, 1190 |
| Not required when claim pending | 123 |
| Postage rate, difference in | 433 |
| Postal funds | 113-123, 128, 129 |
| Postal savings— | |
| By individuals | 1220-1228 |
| Funds in banks | 1229 |
| Surplus revenue | 119-123 |
| Depredations: | |
| Investigation of | 10 |
| Reports of | 1590 |
| Rural mail boxes | 821 |
| Desertion of mail matter, punishment for | 1635 |
| Destruction of mail matter by postal employees | 1623, 1624 |
| Destruction of records | 104 |
| Destructive matter, unmailable | 469 |
| Disposition of | 534 |
| Details in department and service | 23-24 |
| Detention by mail: | |
| By employees unlawful | 1623, 1624 |
| For violation of law, disposition of | 651 |
| Requested by addressee | 586 |
| Detroit River service, contract for four years | 90 |
| Devices, installation of, in post offices for test prohibited | 362 |
| Diplomatic pouches, dutiable articles in | 632 |
| Direct accounting offices: | |
| Claims for credit on account of loss | 168 |
| Deposit periods | 121 |
| Postage-due stamps, credit for | 225 |
| Quarterly returns | 239 |
| Stamp account | 161 |
| Stamp supplies, counting of | 159 |
| Stamped paper, redemption shipments from | 164 |
| Directions for transmission, etc., part of address | 457 |
| Directory service | 589 |
| Direct packages: | |
| How made up | 543 |
| On star routes | 556 |
| Disability, compensation on account of | 43 |
| Disabled Volunteer Soldiers, National Home for, mail of | 164 |

INDEX.

| | Section. |
|--|-------------------|
| Disbursements: | 184-226 |
| And accounts..... | 184-226 |
| By postmasters— | |
| How made..... | 193-215 |
| Quarterly report of General Accounting Office to Postmaster General..... | 228 |
| In Post Office Department..... | 193-197 |
| Of salaries in department..... | 196 |
| Disbursing clerk, Post Office Department: | |
| Accounts of, preparation and examination of reports..... | 193, 194 |
| Attached to office of Postmaster General..... | 10 |
| Bond of..... | 10 |
| Contingent funds, statement of expenditures..... | 76 |
| Duties..... | 10 |
| Maps, sale of..... | 193, 197 |
| Quarterly report to Postmaster General..... | 194 |
| Salaries in department..... | 196 |
| To handle bonds..... | 71 |
| Disbursing officers: | |
| Advances to..... | 186 |
| Check lost..... | 211 |
| Diseased..... | 211 |
| Exchanges of funds in hands of..... | 112 |
| Extra compensation..... | 188 |
| General Supply Committee, not allowed on..... | 84 |
| Postmasters as..... | 206-215, 239 |
| Public funds— | |
| Deposit of..... | 111 |
| Unlawfully using..... | 1601 |
| Discipline: | |
| City carriers..... | 682 |
| Clerks, suspension, removal, and fining of..... | 341 |
| Employees responsible for lost mail..... | 635 |
| Mail contractor..... | 635 |
| Railway postal clerks..... | 635, 1492, 1496 |
| Rural carriers..... | 14, 733, 736, 741 |
| Discontinuance of post offices..... | 11, 290 |
| Discontinued post offices: | |
| Mail addressed to..... | 575, 582 |
| Nixie matter for..... | 1659 |
| Public funds and property, disposal of..... | 137 |
| Registry records and reports..... | 1066 |
| Disease germs and tissues in the mails..... | 460, 461, 512 |
| Rural service..... | 780 |
| Disloyal matter unmailable..... | 469, 472 |
| Dismissals, penalty for unlawful..... | 22 |
| Dispatch of mails: | |
| At mailing offices..... | 537-555, 620 |
| Late at night..... | 1292 |
| To railway post offices..... | 552 |
| Disputed delivery of mail..... | 583, 593-595 |
| Dissolved firms, delivery of mail to..... | 594, 596 |
| Distance between post office and station, measurement of..... | 1286 |
| Distributing clerks, examination of..... | 346 |
| Distributing offices: | |
| Clerk hire at..... | 11, 350-352 |
| Separation of rural mail..... | 732, 758 |
| Distribution of mails: | |
| At mailing offices..... | 537-555 |
| Errors in..... | 565 |
| District court's jurisdiction: | |
| Concurrent with Court of Claims..... | 285 |
| Over postal suits..... | 257 |
| District offices: | |
| Credit for postage-due stamps..... | 225 |
| Distribution of supplies and audit of accounts..... | 233 |
| Money-order accounts to comptroller and central accounting offices..... | 248 |
| Postal funds deposited with central accounting offices..... | 121 |
| Quarterly return..... | 239 |
| District postmasters: | |
| Record and postal accounts..... | 221 |
| Special-request envelopes, full value remitted..... | 151 |
| Stamped paper— | |
| Received..... | 159 |
| Redemption shipments to central accounting postmasters..... | 164 |
| Supplies by central accounting postmasters..... | 161 |
| Treasury savings securities, remittance of funds..... | 166 |
| Diversion of mail matter..... | 515, 1256 |
| Rural service..... | 768 |
| Division of (duties of): | |
| Air Mail Service..... | 12 |
| Classification..... | 13 |
| Dead Letters..... | 11 |
| Equipment and Supplies..... | 14 |
| Finance..... | 13 |
| Foreign Mails..... | 12 |
| Money Orders..... | 13 |
| Postal Savings..... | 13 |

INDEX.

| | Section. |
|---|-----------|
| Division of—Continued. | |
| Postmasters' Appointments..... | 11 |
| Post-office and Garage Quarters..... | 11 |
| Post-office Inspectors..... | 10 |
| Post-office Service..... | 11 |
| Railway Adjustments..... | 12 |
| Railway Mail Service..... | 12 |
| Registered Mails..... | 13 |
| Rural Mails..... | 14 |
| Stamps..... | 13 |
| Topography..... | 14 |
| Traffic..... | 10 |
| Documents: | |
| Franked..... | 479-495 |
| Public, compliments not permitted on..... | 486 |
| Superintendent of, free transmission of official mail of..... | 485 |
| Dogs, delivery of mail where vicious, are kept..... | 689 |
| Double postage..... | 573 |
| Drafts: | |
| Dead mail matter containing..... | 648 |
| Duplicate..... | 213 |
| Lost..... | 211-213 |
| Remittances of postal funds containing..... | 116 |
| Drop letters: | |
| Insufficiently prepaid..... | 388 |
| Rate of postage..... | 384 |
| Return to other than office of mailing..... | 610 |
| Drugs in the mails..... | 460, 626 |
| Due stamps, credit for, on undeliverable matter..... | 225 |
| Duplicate warrants..... | 212 |
| Dutiable matter handled by Navy mail clerks (see Customs duties)..... | 632, 1005 |

E.

| | |
|---|-----------------|
| Educational publications, suspension of, during vacation..... | 398 |
| Efficiency: | |
| Bureau of, independent office..... | 22 |
| Establishment of system of rating..... | 22 |
| Report of employees below standard of..... | 78 |
| Supervision of ratings of department employees..... | 10 |
| Eggs in the mails..... | 463 |
| Election notices not to be placed in post offices..... | 319 |
| Election periods, temporary clerks..... | 345 |
| Electric and cable car service: | |
| Authority for..... | 1302 |
| Authorization and management..... | 12 |
| Canceling machines, power for..... | 1312 |
| Cars— | |
| Mail space in, restrictions of use..... | 1306 |
| Style and equipment..... | 1305 |
| Compensation— | |
| Fixed by Interstate Commerce Commission..... | 1300, 1301 |
| Rates of..... | 1301 |
| Employees handling mail matter..... | 1303 |
| Failure of..... | 1313, 1398-1399 |
| Files retained..... | 104 |
| Fines..... | 1430, 1431 |
| Free transportation of postal employees and inspectors..... | 1304 |
| Letter boxes on..... | 1311 |
| Safety of mails..... | 1308, 1309 |
| Side service..... | 1307 |
| Sign, "United States Mail," use of..... | 1310 |
| Temporary..... | 1302 |
| Terminal and side service..... | 1301, 1307 |
| Transportation of mails..... | 1300-1313 |
| Electric-light service, executive departments, contracts for..... | 84 |
| Embezzlement: | |
| Mail matter..... | 1625 |
| By postal employees..... | 1623 |
| Post-office property..... | 1617 |
| Public funds..... | 1593 |
| •r property..... | 1596 |
| •ther than..... | 1594 |
| Employees: | |
| Assaulting and robbing..... | 1622, 1627 |
| Conduct of..... | 57 |
| Deceased, balances due..... | 214 |
| Detaining, destroying, or embezzling mail..... | 1623, 1624 |
| Fees to, forbidden..... | 56, 655, 761 |
| Female, marriage of..... | 56 |
| Incapacitated..... | 43 |
| In classified service..... | 338 |
| In department— | |
| Appointment, assignment, detail, and transfer..... | 19-24 |
| Roster of..... | 10 |
| Transportation of..... | 1279, 1304 |

INDEX.

| | Section. |
|---|-------------------|
| Employees—Continued. | |
| In post offices..... | 336, 337 |
| Oath of office..... | 332 |
| Interested in contracts..... | 65 |
| Political privileges allowed..... | 52 |
| Railroad..... | 1288 |
| Salaries, computation of..... | 247 |
| Separating mails..... | 352 |
| Engraving on stamped envelopes prohibited..... | 152 |
| Enlisted men: | |
| Delivery of mail to..... | 582 |
| Returning uniforms..... | 485 |
| Envelopes: | |
| Contracts for four years..... | 96 |
| Double-letter..... | 149 |
| For executive departments, plain or printed..... | 96 |
| For sale to public, contract for four years..... | 98 |
| Letter-sheet..... | 149 |
| Office request..... | 152 |
| Official..... | 96 |
| Agency, roster of employees..... | 10 |
| Penalty clause on, commissions not allowable for cancellation of..... | 311 |
| Postal savings..... | 145, 485 |
| Third Assistant Postmaster General authorized to sign contracts for..... | 92 |
| Use of, who entitled to..... | 485-489 |
| Outlook..... | 453 |
| Penalty— | |
| Furnished for reply..... | 485, 489 |
| Matter inclosed by, not to be stopped on suspicion..... | 489 |
| Postal Savings System, special stamps instead of..... | 485 |
| Return, to be addressed before being sent out..... | 489 |
| Use of..... | 485-495 |
| By Government contractor..... | 489 |
| Officer not entitled to, after resignation..... | 489 |
| Supervision of..... | 13 |
| Who entitled to..... | 485 |
| Redemption of..... | 13, 163, 164, 168 |
| Registry. (See Registry service; Jacket envelopes.) | |
| Special-request (see Special-request envelopes)..... | 151-153 |
| Stamped (see Stamped envelopes; Stamps and other stamped paper)..... | 145, 148-150 |
| Agency..... | 150 |
| Delivery of, by contractor..... | 94 |
| Manufacture and distribution, supervision of..... | 13 |
| No printing on, except return request, etc..... | 152 |
| Packages of, limit of weight..... | 251 |
| Requisitions of..... | 13 |
| Sales of..... | 146 |
| Window..... | 453 |
| Equipment (see Mail bags; Mail equipment; Mail keys; Mail locks): | |
| Carrier for registry business..... | 1025 |
| Post office— | |
| Call and lock boxes..... | 363-372 |
| Carried by rural carriers to intermediate offices..... | 791 |
| Requests for additional..... | 358 |
| Report of..... | 1469 |
| Returned to the mails..... | 1272 |
| Rural carriers..... | 800, 801 |
| Errors in: | |
| Distribution of mail..... | 565 |
| Requisitions for stamped envelopes..... | 160 |
| Espionage law, enforcement of..... | 10 |
| Estimates of appropriations..... | 171-177 |
| Supervisions of preparation of, under Chief Clerk of department..... | 10 |
| Evidence: | |
| Agency, fraudulent schemes..... | 476, 1114 |
| Certified copy of statement of demand in balances due..... | 263 |
| Copies of quarterly returns of postmasters and money-order transcripts admitted as..... | 262 |
| False, as to second-class matter..... | 409 |
| Examination of: | |
| Domestic matter..... | 431-433 |
| Foreign matter..... | 620 |
| Excess postage charge, refund of..... | 456 |
| Excess revenue, account of stamped paper..... | 162 |
| Exchange offices (see Official Postal Guide): | |
| Customs duties..... | 632 |
| Dutiable mail at, treatment of..... | 632 |
| Foreign mails— | |
| Dispatch of..... | 623, 1021 |
| Money order..... | 1141-1143 |
| Receipt of..... | 624-627 |
| Registry business, records..... | 1020 |
| Undelivered, registered..... | 1008 |
| Fraudulent matter..... | 627 |
| Loss or damage to mail matter, reports from..... | 634 |
| Lottery matter..... | 626, 627 |
| Metric postal balances at..... | 99 |
| Money-order clerks, allowance for..... | 1081 |

INDEX.

| | Section. |
|---|----------------|
| Exchange offices—Continued. | |
| Obscene matter | 626 |
| Postmasters at, instruction of | 1014 |
| Registered mail | 1014-1019 |
| Regulations governing preparation and dispatch of mails | 623 |
| Scales for | 99 |
| Special address of mail | 623 |
| Undelivered registered mail | 1008 |
| Unmailable matter | 562 |
| Exchange of mails: | |
| At catcher offices | 556, 557 |
| Gratuitous | 1391 |
| Time for | 558 |
| Executive departments: | |
| Envelopes for | 96 |
| Fuel and ice, contracts for | 83-84 |
| Mail of, registered free | 869 |
| Executors, liability of | 275 |
| Exemption from examination of employees | 19 |
| Exigency purchases of supplies | 85 |
| Expenditures: | |
| Accounts— | |
| Of department | 10 |
| To show | 216, 221, 232 |
| Annual report | 75 |
| Chief Clerk to supervise | 10 |
| City Delivery Service | 658 |
| Estimate of, annual report | 75 |
| For supplies, accounts kept | 93 |
| In excess of appropriations forbidden | 184 |
| Postal Savings System audited by General Accounting Office | 228 |
| Postal service | 198-215 |
| Postmasters acting as disbursing officers | 206-215, 239 |
| Restrictions on | 184-192 |
| Rural service, postmaster not to make | 801 |
| Special-delivery service | 858 |
| Vouchers for | 238, 390 |
| Written orders required | 184 |
| Expense accounts, oaths on | 35 |
| Expenses: | |
| Advertising letters | 603-607 |
| Allowances for | 356-362 |
| Deducted from receipts | 206 |
| Government employee traveling on business of department | 61 |
| Experiment stations, agricultural, reports and bulletins of | 490-493 |
| Explosives: | |
| Not mailable | 460 |
| Treatment by railway postal clerks | 1557 |
| Ex-postmaster prohibited from handling mails | 509 |
| Express: | |
| Official matter, transportation of | 1298 |
| Private, conveyance of mail by | 1256, 1260 |
| Shipments under supervision of traffic manager | 10 |
| Express companies: | |
| Employees at money-order offices not to act as agent for | 1082 |
| Money orders issued by | 248 |
| Transportation of mail at rates paid by | 1272 |
| Extra editions | 398 |
| F. | |
| Facing slips: | |
| On packages and pouches | 547 |
| Preservation of, when errors are noted | 565 |
| Railway Mail Service; when and how used, size, etc. | 1550 |
| Stamped "Registered," when | 883 |
| Facsimile copies | 438 |
| Failure to: | |
| Account for postage due | 571 |
| Catch pouch | 556 |
| Deposit funds as required | 1600 |
| Render accounts | 82, 240, 1598 |
| False evidence as to second-class matter | 409 |
| False returns, postmaster's accounts | 223, 224, 1602 |
| Fees: | |
| Collect-on-delivery | 1072, 1074 |
| Copyright matter | 494 |
| Employees forbidden to receive | 56, 555, 761 |
| Insurance of mail | 1072, 1073 |
| Money-order system— | |
| Domestic | 1089 |
| New orders | 1095 |
| Not included in adjustment of salaries | 308 |
| International | 1144 |
| Notaries public, when not charged | 35 |
| Pension vouchers, authentication of | 329 |

INDEX.

| Fees—Continued. | Section. |
|--|------------------------------|
| Prohibited to— | |
| City carriers..... | 655 |
| Postal employees..... | 56 |
| Rural carriers..... | 761 |
| Registration..... | 494, 861, 863, 869, 993, 993 |
| Returning dead letters..... | 644, 645 |
| Special-delivery..... | 838, 849 |
| On rural routes..... | 781, 786 |
| Unclaimed matter, return of..... | 645 |
| Female employees, marriage of..... | 36 |
| Ferriage, mail carriers not exempt from payment of..... | 1634 |
| Ferryman delaying the mail..... | 1634 |
| Fictitious address: | |
| Delivery of mail to..... | 581 |
| Fraudulent use of..... | 1628 |
| Registration of mail to..... | 860 |
| Fictitious matter..... | 477 |
| Sent to Division of Dead Letters..... | 637, 640 |
| Treatment in Division of Dead Letters or division headquarters Railway Mail Service..... | 637 |
| Unmailable..... | 475 |
| Files in post offices, disposition or retention of..... | 104 |
| Finance: | |
| Clerk in post office, salary..... | 336, 337 |
| Division of— | |
| Duties..... | 13 |
| Superintendent, bond of..... | 13 |
| Finances of department, annual report..... | 75 |
| Financial condition shown by report of Comptroller General..... | 77, 228 |
| Financial data for information of Postmaster General and others..... | 16 |
| Financial operations of postal service, supervision and management..... | 13 |
| Financial statements, preparation by Comptroller, Bureau of Accounts..... | 16 |
| Fines (see Penalties): | |
| Compromise of..... | 10, 277, 278 |
| Customs duties..... | 632 |
| Deductions, and remissions..... | 12, 105, 1428-1431 |
| Disposition of..... | 271 |
| General service..... | 1430 |
| Remission of..... | 10, 12 |
| Revenue from..... | 106 |
| Fire, burglary, etc., claims for credit for losses by..... | 167, 168 |
| Firemen in post offices, salary..... | 336 |
| Firm: | |
| Dissolved, delivery of mail..... | 594, 596 |
| Post-office box, use of..... | 587 |
| Registered matter for..... | 986 |
| First Assistant Postmaster General: | |
| Appointment of, authority for..... | |
| Authorized to sign bonds and certain contracts..... | 68, 92 |
| Office of, duties..... | 11 |
| First-class matter..... | 380 |
| Foreign mail, limit of weight..... | 463 |
| Insufficiently prepaid..... | 387 |
| Misdirected..... | 530, 562, 969 |
| Rate of postage..... | 384 |
| Registered— | |
| Indemnity for lost..... | 1068 |
| Postmark on..... | 874 |
| Preparation for mailing..... | 860 |
| Fish in the mails..... | 463 |
| Flour in the mails..... | 462 |
| Foreign coins, acceptance of, by postmasters..... | 114, 147 |
| Foreign countries: | |
| Correspondence with..... | 12 |
| Transportation of domestic mails through..... | 1251 |
| Foreign Governments, delivery of mail to representatives of..... | 582 |
| Foreign mails: | |
| Address, change of..... | 622 |
| Addressed— | |
| For transmission by a particular route..... | 623, 1560 |
| Improperly to persons in the United States, treated same as domestic mail..... | 1559 |
| Admissible matter, dispatch of..... | 620 |
| Advertising nondelivered..... | 604 |
| Assistant superintendent at New York..... | 12 |
| Bags returned promptly..... | 1444 |
| Classification and rates of postage..... | 496-506 |
| Closed transit..... | 625 |
| Waybills accompanying..... | 624, 1563 |
| Commercial papers in..... | 498 |
| Compensation for transportation of..... | 1405 |
| Contractors, fines on..... | 1429 |
| Contracts— | |
| Discontinuance of..... | 1404 |
| General provisions..... | 1401-1408 |
| Limit of..... | 1403 |
| Copyright articles prohibited importation..... | 469, 621 |

INDEX.

Foreign mails—Continued.

| | Section. |
|---|------------------|
| Customs duties— | |
| Inquires regarding | 12 |
| Joint regulations adopted by Secretary of Treasury and Postmaster General | 632, 1005 |
| Mails from Canada | 1562 |
| Supposed liable to, mail on United States naval vessels | 632 |
| Deceased persons | 1006 |
| Dead mail matter, disposition of | 652, 653 |
| Delivery of | 628-631 |
| Division of, duties | 12 |
| Examination of | 620, 621, 632 |
| Exchange offices— | |
| Dispatch and receipt of | 623-627, 1021 |
| Money-order clerk, allowance for | 1081 |
| Files retained | 104 |
| First-class matter, limit of weight | 450 |
| Free matter in | 503 |
| Inquiries regarding | 12 |
| In transit, offenses against | 1636 |
| Letters delivered into and taken from post office by shipmasters | 1409, 1410 |
| Loss, rifling, etc., complaints of | 634 |
| Lottery matter, prohibited in | 506 |
| Mail matter carried out of mails on vessels | 1266 |
| Mail steamers, monthly schedules of sailings, preparation of | 12 |
| Making up of mails | 623 |
| Merchandise | 498 |
| Metric balances | 99 |
| Naval mails | 502, 633 |
| New York, assistant superintendent at | 12 |
| Ocean mail service | 1406 |
| Parcel post— | 504-506 |
| Packages— | |
| For transmission | 621 |
| Postage due on | 579 |
| Registered, but not insured | 1072 |
| Received | 630 |
| Supervision of | 12 |
| Payments for service | 12 |
| Postage— | |
| Due | 628, 629 |
| Rates of | 496-506 |
| Domestic, when applicable | 501 |
| Retaliatory postage on certain foreign matter | 500 |
| To countries— | |
| In Universal Postal Union | 498 |
| Not in Universal Postal Union | 498, 499, 505 |
| Special conventions | 501 |
| Remission of excess charges | 12 |
| Postal agencies | 1411-1413 |
| Postal and post-cards | 155, 498 |
| Postal conventions | 496-497 |
| Printed matter in | 498 |
| Rebuts | 629 |
| Recall of matter | 622 |
| Reforwarding of | 498 |
| Registered matter | 998-1021 |
| Addressee, deceased | 1006 |
| Correspondence— | |
| Of postmasters restricted | 109 |
| Customs duties, matter liable to | 632, 1005 |
| Delivery of | 1004-1009 |
| Dispatch of | 1002, 1015, 1021 |
| Exchange offices, treatment at | 1014-1021 |
| Fees for registration | 863 |
| Forwarding, recall, and return of | 1010-1013 |
| Inquiries concerning | 1000 |
| Losses, complaints regarding and indemnity for | 634, 1071 |
| Parcels | 998-1001 |
| Postage short paid | 1016, 1017 |
| Postmarking | 1018 |
| Preparation and dispatch | 998-1003 |
| Recall of | 1012, 1013 |
| Receipt and delivery of | 1004-1009 |
| Record of | 879, 1020 |
| Registered jacket envelopes | 1001, 1003 |
| Restrictions | 999 |
| Return of | 1010-1013 |
| Return receipts | 1000, 1019 |
| Specially held for delivery | 1007 |
| Undelivered | 1006 |
| At exchange offices | 1008 |
| Sacks, comparison with waybills | 624 |
| Scales for exchange offices | 99 |
| Sea post offices | 1416-1419 |
| Special-delivery stamps on articles mailed abroad | 837 |
| Specially addressed correspondence | 623 |

INDEX.

| | Section. | |
|--|--------------------|---------|
| Foreign mails—Continued. | | |
| Supervision of | 12 | |
| Transportation of | 1401-1419 | |
| By Postal Union countries of mails of other countries | 1414, 1415 | |
| Compensation for | 1405 | |
| Preparation of accounts | 12 | |
| Statements of amounts due | 12 | |
| On American-built vessels | 1407 | |
| Receipts from | 108 | |
| Through the United States | 1408 | |
| Treatment at— | | |
| Delivery offices | 628-631 | |
| Exchange offices of (<i>see</i> Exchange offices) | 623-627 | |
| Mailing offices | 620-622 | |
| Undeliverable or unclaimed matter | 629 | |
| Post and postal cards | 611, 612 | |
| Returned to sender | 12 | |
| Unmailable | 506, 620 | |
| Unpaid and short-paid matter | 498, 620 | |
| Vessels to deliver letters to post office before entry | 1265 | |
| Waybills | 624, 1563 | |
| Foreign publications, second-class matter | 397 | |
| Foreman, minimum salary | 336 | |
| Forfeitures: | | |
| And penalties, collection of | 16, 270 | |
| Compromises, remissions, etc. | 278 | |
| Enforcement under revenue laws | 1271 | |
| General Accounting Office to superintend | 228 | |
| Packages and parcels seized for violation of law | 1271 | |
| Forged obligations, uttering | 1604 | |
| Forged papers, transmission of | 1608 | |
| Forgery of: | | |
| Bonds, etc. | 1608 | |
| Mail locks and keys | 1619 | |
| Money orders | 1606 | |
| Securities of the United States | 1609 | |
| Forwarding of mail | | 575-579 |
| Collect-on-delivery parcels | 1072 | |
| Charge for | 575 | |
| Franked matter | 483 | |
| Missent matter | 566 | |
| Orders for | 576 | |
| Registered | 991-993 | |
| Requests for | 576 | |
| Special delivery | 847 | |
| Found in the mails, valuable matter | 641 | |
| Fourth Assistant Postmaster General: | | |
| Appointment of, authority for | 3 | |
| Authorized to sign bonds | 68 | |
| Office of, duties | 14 | |
| To control expenditures for post-route maps | 93 | |
| Fourth-class matter (<i>see</i> Parcel-post matter) | | 442-449 |
| Admissible and nonadmissible articles | 459-478 | |
| Carload rates | 1272 | |
| Classification of, Postmaster General authorized to reform | 444 | |
| Collect-on-delivery | 1072, 1074, 1075 | |
| Dead mail matter, treatment of | 636, 640, 649, 651 | |
| Delivery of | 458 | |
| Examination of | 453 | |
| Forwarding of | 575 | |
| Inclosing matter of higher class | 454 | |
| Insurance of | 1072, 1073 | |
| Liable to damage mails or injure persons, preparation and packing | 459-466 | |
| Limit of weight and size | 442, 443, 450 | |
| Parcels— | | |
| Closed against inspection | 453 | |
| Collected on star routes | 521 | |
| Containing two classes of matter, rate of postage | 447, 454, 455 | |
| Registered inadvertently | 1072 | |
| Repacking, careless or improper | 632 | |
| Permissible additions to | 447, 455 | |
| Places of mailing | 521 | |
| Postage collected on, report of | 452 | |
| Rates of postage and weights | 444, 445 | |
| Receipt to sender | 448 | |
| Received by Division of Dead Letters, disposition of | 651 | |
| Return card on | 457 | |
| Returned, prepayment of postage on | 614 | |
| Size, limit of | 442, 443, 450 | |
| Stamps not affixed | 452 | |
| Treatment in Division of Dead Letters and division headquarters Railway Mail Service | 649 | |
| Undeliverable | 614, 636 | |
| Weights and rates of postage | 444, 445, 450, 458 | |
| Wrapping or packing of | 453, 459-467 | |
| Zones | 442 | |

INDEX.

| | Section. |
|--|--------------------------|
| Fourth-class postmasters: | |
| Age limit | 292 |
| Appointment of | 292 |
| Classification of | 292 |
| Commissions of | 311 |
| Compensation of | 310, 311, 1204, |
| May transact other business | 1219 |
| Pay vouchers executed before | 326 |
| Pension vouchers executed before | 329 |
| State or municipal officer | 40 |
| Transfer to civil service | 292 |
| Two or more serving in same quarter | 311 |
| Fourth-class post offices: | |
| Assistant postmasters | 331 |
| Bonds of employees at | 354 |
| Changed to third class | 222 |
| Clerical help | 331, 350-352 |
| Establishment, discontinuance, and change of site, supervision of | 11 |
| Money-order reports of | 248 |
| Records and accounts of | 221 |
| Rent, light, and fuel, no allowance for | 357 |
| Fragile articles in the mails | 462 |
| Registered, delivery at catcher stations | 938 |
| Frank: | |
| Forgery or misuse of | 481 |
| Loans of prohibited | 484 |
| Franked matter | 479-495 |
| International mails | 503 |
| Members of Congress | 479-481, 484, 1298 |
| Franking privilege: | |
| Special grants to Mrs. Cleveland, Mrs. Harrison, and Mrs. Roosevelt | 482 |
| Supervision | 13 |
| Treatment of mail under | 483 |
| Fraternal societies, publications of | 395, 403, 412 |
| Fraud orders | 476, 1157 |
| Frauds, using mails to promote, penalty for | 1628 |
| Fraudulent claims for indemnity for losses in registered mails | 1069 |
| Fraudulent enterprises, delivery of mail to persons conducting | 476 |
| Fraudulent matter: | |
| Disposition of, at Division of Dead Letters | 651 |
| Exchange offices | 627 |
| Registered | 980 |
| Rulings of Solicitor | 474 |
| Unmailable | 469, 475 |
| Fraudulent payments | 258 |
| Fraudulent schemes: | |
| Consideration of cases | 10 |
| Money orders, payment of, withheld, when | 1114 |
| Unmailable matter relating to | 469 |
| Free county circulation | 417, 418 |
| Sample copies not entitled to | 421 |
| Free county matter. (See Second-class matter.) | |
| Free-in-county mailings, reports of | 226 |
| Free matter: | |
| Blind, publications for | 479-495, 503 |
| Census | 495 |
| Congressional | 487, 889 |
| International mails | 479, 480, 481, 484, 1298 |
| Registration of | 503 |
| Second-class matter, in county | 869 |
| Free transportation of railway postal clerks | 226, 417-418, 421 |
| Freight, matter shipped by, and mailed | 1279 |
| Freight shipments: | 308 |
| Postal cards, stamped envelopes, supplies, etc. | 10, 1298 |
| Second-class matter | 1299 |
| Freight trains, mails conveyed in | 1272 |
| Fruits in the mails | 463 |
| Fuel for executive departments, contracts for | 83, 84 |
| Funds (see Postal funds; Money-order funds): | |
| Disbursing postmasters, insufficient for needs of | 210 |
| Money-order | 1177-1206 |
| Received by rural carriers | 749 |
| Postal, treatment of | 13, 116, 126-136 |
| Public, care of | 109-112 |
| Transfer of | 1183, 1184 |
| Furniture: | |
| Post Office Department, care of | 10 |
| Post offices, allowances for | 11 |
| Record of | 219, 221 |
| G. | |
| Garage Quarters, Division of, duties of | 11 |
| General Accounting Office (see Comptroller General; Comptroller, Bureau of Accounts): | |
| Accounts— | |
| Corrections in | 221 |
| Failure to receive | 244 |
| Settlement of accounts | 230 |

INDEX.

| General Accounting Office—Continued. | Section. |
|---|---------------|
| Appointments and changes in department and service certified to..... | 339 |
| Audit of Post Office Department and postal accounts..... | 228 |
| Balances certified..... | 228, 253 |
| Claims, orders originating, to be certified to..... | 231 |
| Compromise of liabilities..... | 277, 278 |
| Correspondence..... | 324 |
| Regarding money-order statements, etc..... | 1083 |
| Credits to postmasters on account of redemption of stamped paper..... | 13 |
| Duties of..... | 17, 228 |
| False returns by postmasters, treatment by..... | 223 |
| Financial condition, annual report showing..... | 77 |
| Independent establishment..... | 17 |
| Mail contracts— | |
| Duplicata of..... | 1360 |
| Notified of subletting of..... | 1367 |
| Mail service by special carrier, certificate of service to be furnished..... | 1377 |
| Money order funds transferred, warrants countersigned..... | 1151 |
| Payments made on certification of..... | 202, 205 |
| Postmasters, change in, notice to be sent to..... | 360 |
| Quarterly settlement..... | 228 |
| Vouchers for expenditures to be submitted to..... | 238 |
| General delivery..... | 585 |
| Dead mail matter in..... | 639 |
| General Supply Committee: | |
| Disbursing officers not allowed on..... | 84 |
| Duties of..... | 84 |
| Purchases reported to..... | 84 |
| Germany, preference given to veterans of war with..... | 51 |
| Gift enterprises, unmailable..... | 473 |
| Gifts: | |
| Soliciting, forbidden..... | 57 |
| To superiors..... | 60 |
| Glass on post cards..... | 383 |
| Gold, shipment of, points in Alaska..... | 445 |
| Government: | |
| Monopoly of transportation of mails..... | 1256 |
| Officials: | |
| Foreign letters and packages for..... | 632 |
| Paper cashed with postal funds..... | 114 |
| Registered mail addressed to..... | 983 |
| Securities— | |
| Not reclaimed..... | 647 |
| Wa and Treasury savings..... | 166 |
| Telegrams..... | 169, 170 |
| “Green goods”..... | 1628 |
| Unmailable..... | 475 |
| Guide. (See Postal Guide; Parcel-post matter—Guide.) | |
| Gunpowder, treatment by railway postal clerks..... | 1557 |
| Guns in the mails..... | 462 |
| H. | |
| Hand stamp imprints..... | 441 |
| Harmful matter in the mails..... | 469 |
| Harrison, Mary Lord, franking privilege granted to..... | 482 |
| Hawaii: | |
| Branch offices, etc., established in..... | 287 |
| Dead-letter service in..... | 656 |
| Money orders issued or drawn on offices in, payment of..... | 1107 |
| Parcel-post rate to..... | 445 |
| Railway mail employees in, paid in cash..... | 210 |
| Unclaimed matter..... | 639 |
| Hectograph publications inadmissible as second-class matter..... | 402 |
| Held for postage matter..... | 528 |
| Not to be detained in transit by railway postal clerks..... | 1557 |
| Unmailable..... | 469 |
| Disposition of..... | 532 |
| Hides in the mails..... | 462 |
| Holiday service: | |
| Post offices..... | 322 |
| Rural routes..... | 739 |
| Special delivery..... | 321, 322, 842 |
| Temporary clerks..... | 345 |
| Holidays not counted in leave of departmental employees..... | 26 |
| Hooks forbidden in handling mail bags..... | 550, 1517 |
| Horse meat in the mails..... | 464 |
| Hospitals, mail for employees and inmates, registered..... | 988 |
| Hotel: | |
| Post-office box by, use of..... | 587 |
| Unclaimed matter bearing card of..... | 610 |
| Hotel matter: | |
| Registered..... | 986 |
| Sent to Division of Dead Letters or division headquarters Railway Mail Service..... | 637, 640 |
| Treatment in Division of Dead Letters..... | 637 |
| Hours of collection, City Delivery Service..... | 698 |

INDEX.

| | Section. |
|--|------------------------|
| Hours of service (see Holiday service; Sunday service): | |
| City carriers..... | 316, 320-322, 656 |
| Money-order business..... | 320-322 |
| Postal Savings System..... | 320-322 |
| Post Office Department..... | 25 |
| Post offices..... | 316, 320-322, 343 |
| Registry business..... | 320-322 |
| Special delivery..... | 642 |
| House of Representatives: | |
| Clerk of, franked matter..... | 479 |
| Undeliverable mail bearing card of Member of..... | 610 |
| Husband: | |
| Agent of wife, when..... | 576 |
| Can not control delivery of mail to wife..... | 583 |
| I. | |
| Ice for executive departments, contracts for..... | 93, 84 |
| Identification: | |
| Addressee unknown..... | 533 |
| Depositor, postal savings system..... | 1233, 1234, 1236 |
| Payee of money orders..... | 1087, 1108, 1159, 1162 |
| Registered matter..... | 936 |
| Stamps for, perforation of..... | 522 |
| Illegible matter, disposition of..... | 637 |
| Illustrations: | |
| On post or postal cards..... | 381, 383 |
| Restrictions on, in Government reports and documents..... | 105, 184 |
| Imitating securities..... | 1609 |
| Importations prohibited: | |
| Certain articles..... | 632 |
| Copyright matter..... | 631 |
| Employees to keep informed regarding..... | 632 |
| Lottery tickets..... | 626, 1631 |
| Obscene matter..... | 626, 1629 |
| Unmailable matter..... | 626 |
| Improper purposes, post-office boxes not to be rented for..... | 369 |
| Inadvertently opened letters bearing return cards..... | 610 |
| Incapacitated employees; civil pension roll prohibited..... | 43 |
| Incidental items at post offices, allowances for..... | 359-361 |
| Inclosures: | |
| Fourth-class matter..... | 447, 455 |
| Matter of higher class in that of a lower class..... | 454 |
| Second-class matter..... | 422-427, 454, 569 |
| Third-class matter..... | 441 |
| Indebtedness not settled by postmasters..... | 13 |
| Indecent matter: | |
| Treatment of..... | 10 |
| Unmailable..... | 469, 471 |
| Indemnity: | |
| Bond, mailing chutes..... | 696 |
| Losses..... | 13, 634, 635 |
| Collect-on-delivery matter..... | 13 |
| Insured matter..... | 13, 1072 |
| Registered matter..... | 13, 1068-1071 |
| Domestic..... | 1068-1070 |
| False claims..... | 1069 |
| Foreign..... | 1071 |
| Navy mail clerks..... | 167 |
| Payment of..... | 635 |
| Independent branch post offices and stations..... | 288 |
| Registered mail, treatment of..... | 864, 866, 947, 995 |
| Indorsement: | |
| Letters returned..... | 610 |
| Mail returned..... | 615 |
| Unofficial, forbidden..... | 555 |
| Infection, mail matter carrying..... | 460-461, 512 |
| Infernal machines not mailable..... | 460 |
| Inflammable materials not mailable..... | 460 |
| Information not to be given: | |
| By railway postal clerks..... | 1533 |
| To unauthorized persons concerning— | |
| Box holders, names of..... | 372 |
| Mail matter..... | 508 |
| Money orders..... | 508 |
| Registered matter..... | 508 |
| Informer, liability for costs..... | 272 |
| Initials, registration of mail to..... | 860 |
| Injunctions affecting mail..... | 598 |
| Injuring mail bags, etc..... | 1618 |
| Injury to employee, compensation..... | 41 |
| Ink, canceling: | |
| Uniform quality..... | 98 |
| Used in defacing stamps..... | 524 |
| Inquiry, letters of, to be acknowledged..... | 508 |
| Insane persons, registered matter for..... | 986 |
| Insects in the mails..... | 460, 466 |

INDEX.

| | Section. |
|--|-----------------------|
| Inspection: | |
| Board of..... | 93 |
| Unserviceable property and waste materials..... | 101 |
| Mail service..... | 1420-1427 |
| Matter closed against..... | 380, 453 |
| Of supplies..... | 93 |
| Inspectors. (See Post-office inspectors.) | |
| Instructions: | |
| Application to department for..... | 323 |
| To be preserved..... | 323 |
| Insufficiently paid matter..... | 379, 527-529, 569-574 |
| Drop letters..... | 388 |
| First class..... | 387 |
| Rural service..... | 773 |
| Insurance, parcel-post matter, domestic..... | 13, 1072 |
| Delivery of..... | 1072 |
| Fees..... | 1072, 1073 |
| Loss and damage to, reports of..... | 634 |
| Indemnity for..... | 13, 1075 |
| Postmark on..... | 525 |
| Service with Canada..... | 1076 |
| Supervision..... | 13 |
| Interest on balances due..... | 285 |
| Internal-revenue stamps..... | 165, 166 |
| Limit of weight..... | 451 |
| Supervision of distribution of..... | 14 |
| International mails (see Foreign mails): | |
| Classification of matter and rates of postage..... | 496-506 |
| Free matter..... | 503 |
| Parcel post..... | 504-506 |
| International reply coupons..... | 156 |
| Redemption of..... | 163 |
| Requisitions for..... | 157-160 |
| Interstate Commerce Commission: | |
| Empowered to fix rates and compensation for railroad service..... | 1272 |
| Operation of railroad service pending decision of..... | 1272 |
| Parcel-post changes..... | 444 |
| Representative in proceedings before..... | 10 |
| Intoxicants: | |
| Advertisements making matter unavailable..... | 10 |
| Not permitted in the mails nor to be carried..... | 460, 478, 1375 |
| Use by, prohibited— | |
| Carriers..... | 681 |
| Railway postal clerks..... | 1531 |
| Rural carriers..... | 741 |
| In transit, matter. (See Mail matter.) | |
| Inventory, after casualty..... | 168 |
| Investigations: | |
| In charge of post-office inspectors..... | 10 |
| Losses in the mails..... | 635 |
| Oaths to witnesses in..... | 38 |
| Invoices, supplies..... | 93 |
| Iron and brass lock pouch service..... | 882-893 |
| J. | |
| Janitors in post offices, salaries of..... | 336 |
| Japan, postal agency in..... | 1412 |
| Journals of department, Chief Clerk to keep..... | 10 |
| Judgments: | |
| Compromise of..... | 277, 278 |
| Postal suits..... | 266 |
| Returns of marshal to General Accounting Office, of proceedings on execution..... | 267 |
| Jury duty..... | 47 |
| Rural carriers and clerks in charge of rural stations..... | 742 |
| Justice, Department of to be furnished papers in suits against delinquents..... | 259 |
| K. | |
| Key-deposit funds: | |
| Liability of postmasters for..... | 374 |
| Losses..... | 167 |
| Transfer of, on change of postmasters..... | 138 |
| Key deposits..... | 373-375 |
| Regulation of..... | 13 |
| Rules as to..... | 375 |
| Keys (see Mail keys): | |
| Brass, care of..... | 893 |
| Lock boxes in post offices..... | 13 |
| Rotary-lock, care of..... | 931 |
| Rural boxes— | |
| Patrons..... | 822, 823 |
| United States collection..... | 828, 829 |
| L. | |
| Label cases and cord fasteners..... | 1445 |
| Labels, penalty, use of..... | 485-489 |

INDEX.

| | Section. |
|--|---------------------------------------|
| Laborers: | |
| Not to perform work of classified employees..... | 19 |
| Post Office Department, under supervision of Chief Clerk..... | 10 |
| Post offices— | |
| Hours of service..... | 348 |
| Salary..... | 337 |
| Lake Winnebaukee, N. H., pay of mail carrier on..... | 1380 |
| Land-grant roads, compensation..... | 1277 |
| Larceny: | |
| Mail locks or keys..... | 1619 |
| Mail matter..... | 1625 |
| Post-office property..... | 1617 |
| Lard in the mails..... | 463 |
| Laws (see Criminal laws): | |
| Penal— | |
| Applicable to Postal Savings System..... | 1638 |
| Liability of informer in action on..... | 272 |
| Violation of, money voluntarily paid..... | 273 |
| Violations of, reports of..... | 1589 |
| Lead-sealed sacks in lieu of rotary-lock pouches and sacks..... | 916 |
| Leases of post offices..... | 358 |
| And stations..... | 11 |
| Leaves of absence. (See Absence.) | |
| Legal process, mail matter not to be surrendered on service of..... | 1059 |
| Legal tender..... | 1086 |
| Letter balances, signing of contracts for..... | 92 |
| Letter boxes..... | 695-701 |
| Care of..... | 699 |
| Chutes attached to..... | 696 |
| Damaged and useless..... | 699 |
| First Assistant authorized to sign contracts..... | 92 |
| In depots..... | 1285 |
| Railway postal clerks to collect mail from..... | 1540 |
| Injury to..... | 1620 |
| Keys..... | 699 |
| List of..... | 699 |
| Location of..... | 697 |
| Locks for..... | 1456-1459 |
| Mailing chutes..... | 696 |
| On electric and cable cars..... | 1311 |
| Police protection..... | 701 |
| Private..... | 700 |
| Rural service..... | 813-827, 828, 829 |
| Time cards showing hours of collection..... | 698 |
| Letter carriers. (See City carriers; Rural carriers; Star-route service—carriers.) | |
| Letter drops at third and fourth class offices..... | 363 |
| Letter mail forwarded in locked pouches..... | 1564 |
| Letterpress copies..... | 438 |
| Letters (see First-class matter): | |
| Carried— | |
| By private express forbidden..... | 1260, 1261 |
| By private persons, when..... | 1256, 1257 |
| In foreign vessels to be deposited in post offices..... | 1409 |
| Out of the mails..... | 1258, 1261, 1262 |
| Separately, when..... | 1252, 1278 |
| Made up in separate packages..... | 542 |
| Nondelivered, advertising of..... | 603-607 |
| Nondutiable, stamping of..... | 632 |
| Of inquiry to be acknowledged..... | 508 |
| Opened through mistake..... | 599, 610 |
| Redirected, containing dutiable mail..... | 632 |
| Return request..... | 610 |
| Returned, indorsed as to reason..... | 610 |
| Ship..... | 390, 517, 518, 1381-1387 |
| Short paid, undelivered, bearing return card..... | 610 |
| Transient..... | 585 |
| Unclaimed, delivery to senders after return of..... | 601 |
| Under cover to postmasters..... | 578 |
| Under strap on catcher pouch..... | 544 |
| With valuable inclosures received from Division of Dead Letters, delivery to owners..... | 600 |
| Letter-sheet envelopes..... | 149 |
| Liability of: | |
| Department regarding registered mail..... | 990 |
| Executors, etc..... | 276 |
| Informer in action on penal statute..... | 272 |
| Sureties on official bonds..... | 70 |
| Libelous and indecent matter, unmailable..... | 469, 471, 474 |
| Liberty bonds in lieu of surety..... | 71 |
| Custody of..... | 10 |
| Liens on pay of mail contractor or subcontractor..... | 1369 |
| Limit of: | |
| Indemnity, registered mail losses— | |
| Domestic..... | 1070 |
| Foreign..... | 1071 |
| Size (see Size of mail)..... | 13, 442, 443, 450, 532, 602 |
| Weight (see Weight of mails)..... | 13, 442, 450, 451, 481, 496, 537, 602 |

INDEX.

| | Section. |
|--|--------------------|
| Liquids in the mails..... | 460, 462, 1557 |
| Undeliverable, disposition of..... | 649 |
| Liquors. (See Intoxicants.) | |
| List of money-order offices..... | 1092 |
| Lists of names of patrons, correction of..... | 508 |
| Lithographing on stamped envelopes prohibited..... | 152 |
| Live animals in the mails..... | 466, 1557 |
| Loans prohibited, public moneys..... | 1590 |
| Lobbies of post offices open..... | 320, 321 |
| Local mail for railroad and steamboat routes..... | 541 |
| Location of post offices..... | 317 |
| Lock boxes at post offices (see Boxes in post offices)..... | 363-372 |
| Use of..... | 587 |
| Locked-pouch mail, transportation of, by rural carrier..... | 791 |
| Locks (see Mail locks): | |
| Brass (see Brass-lock registry service)— | |
| Care of..... | 898 |
| Registry, authorized use of..... | 1450 |
| Defective, on pouches..... | 960, 1452, 1466 |
| Letter boxes..... | 1456-1459 |
| Rotary, care of..... | 931 |
| Loose matter in the mails..... | 544, 641, 1557 |
| Loss of Government property..... | 58 |
| Losses of mail matter..... | 203, 204, 634, 635 |
| Burglary, fire, etc., claims of postmasters..... | 10, 167, 168 |
| Collections from employees for..... | 635 |
| Direct settlement with losers for bidden..... | 534 |
| Discipline of employees for..... | 635 |
| Foreign..... | 634 |
| Insured parcels, reports regarding..... | 1072 |
| Investigation of..... | 10, 635 |
| Railway Mail Service..... | 1576 |
| Postmasters to avoid..... | 509, 510 |
| Registered matter— | |
| Cases involving, handled by Inspector in Charge..... | 634, 1056 |
| Indemnity— | |
| Claims for, consideration of..... | 13 |
| Domestic..... | 1068-1070 |
| Foreign..... | 1071 |
| Report to Chief Inspector..... | 634, 952 |
| Responsibility for..... | 635 |
| Safeguard against..... | 509, 510 |
| Losses of: | |
| Postal funds..... | 167, 168 |
| Postal savings stamps..... | 1224 |
| Lotteries: | |
| Advertisements in publications, treatment at offices in transit..... | 562 |
| Hearing and consideration of cases..... | 10 |
| Matter relating to— | |
| Prohibited in foreign mails..... | 506 |
| To be sent to Division of Dead Letters..... | 637 |
| Treatment— | |
| At exchange offices..... | 626, 627 |
| By railway postal clerks..... | 1557 |
| In transit..... | 562 |
| Unmailable..... | 473, 474 |
| Disposition of..... | 532 |
| Money orders, payment of, with old, when..... | 1114 |
| Official or employee shall not act as agent for..... | 327 |
| Rulings of Solicitor..... | 474 |
| Schemes regarding— | |
| Delivery of mail to persons conducting..... | 476 |
| U mailable..... | 469 |
| Tickets, importation of..... | 626, 1631 |
| Loungers in post offices..... | 318, 679 |
| Lump-sum appropriations..... | 173 |

M.

| | |
|--|-----------|
| Magazines received by Division of Dead Letters, sent to hospitals..... | 650 |
| Mail-bag repair shops..... | 1469-1470 |
| Leaves of absence for employees of..... | 46 |
| Management and supervision..... | 14 |
| Mail bags (see Mail equipment; Pouches): | |
| Application for..... | 1440 |
| Carried free on railroads..... | 1276 |
| Circulars in..... | 548 |
| Complaints regarding..... | 634 |
| Cord fasteners and label cases detached from..... | 1445 |
| Damaged in transit..... | 634, 1515 |
| Defective..... | 1442 |
| Depositories..... | 12, 1441 |
| Empty, returned to the mails..... | 1272 |
| Failure to catch..... | 556 |
| Foreign..... | 1444 |
| Freight, shipments of..... | 12 |

INDEX.

| | Section. |
|--|------------------|
| Mail bags—Continued. | |
| Hooks prohibited in handling..... | 550, 1517 |
| Improper use of..... | 1446 |
| Injury to..... | 1618 |
| Loan of..... | 1435 |
| Loose matter in..... | 544 |
| Manufactured at Atlanta (Ga.) penitentiary..... | 95 |
| Mutilated in depredations, to accompany report to nearest inspector..... | 1442 |
| Mutilation of, when permissible..... | 1437, 1452 |
| Opening, at receiving offices..... | 564 |
| Postmasters at head of star routes to order..... | 1371, 1438 |
| Public documents in..... | 1436 |
| Repair of..... | 1439, 1470 |
| Specifications and orders, preparation of..... | 14 |
| Styles of..... | 1432 |
| Surplus, disposition of..... | 1443, 1516 |
| Use of..... | 1433, 1434 |
| Waterproof coverings not furnished..... | 1432 |
| Weight of contents of, limit of..... | 546 |
| With defective keys passed unopened..... | 1466 |
| With defective locks..... | 1437 |
| Without locks..... | 1451 |
| Mail carriers (see City carriers; Rural carriers; Star-route service—carriers): | |
| Oaths of..... | 1425 |
| Vehicles claiming to be..... | 1632 |
| Mail cars. (See Railway post-office cars.) | |
| Mail catchers and cranes..... | 556 |
| Mail contracts. (See Contracts.) | |
| Mail cranes: | |
| Out of repair..... | 556 |
| Railroad service..... | 1295, 1376 |
| Mail equipment (see Equipment; Mail bags; Mail keys; Mail locks): | 1432-1470 |
| Depositories for..... | 1441 |
| Distribution of..... | 1441 |
| Files retained..... | 104 |
| Freight shipment of..... | 12 |
| Furnishing, repair, and distribution of..... | 14 |
| Injuring..... | 1618 |
| Issue of, to postmasters and other officials..... | 14 |
| Railway Mail Service, surplus..... | 1516 |
| Receipt and issue, record of..... | 14 |
| Second Assistant Postmaster General authorized to sign contracts..... | 92 |
| Shops..... | 14, 1469, 1470 |
| Specifications and orders, preparation of..... | 14 |
| Stealing..... | 1617 |
| Mailing chutes to letter boxes..... | 636 |
| Mailing clerks in post offices, salary of..... | 336, 337 |
| Mailing offices: | |
| Canceling and postmarking of mail at..... | 523-526 |
| Distribution and dispatch of mails at..... | 537-555, 620 |
| Foreign mails at..... | 620-622 |
| Receipt of mail at..... | 513-522 |
| Short-paid and unmailable matter at..... | 527-534 |
| Withdrawal and recall of mail at..... | 535, 536 |
| Mail keys (see Keys): | 1460-1468 |
| Application for..... | 1462 |
| Care of..... | 1464, 1512 |
| Defective locks, proof of..... | 1468 |
| Discontinued offices..... | 137, 1463 |
| Exchange forbidden..... | 1467 |
| Extra..... | 1465 |
| Found astray..... | 1463 |
| From discontinued offices..... | 1463, 1514 |
| Furnished to whom..... | 1461 |
| Letter boxes..... | 639 |
| Losses to be reported..... | 1464 |
| Not to be sent to department with locks..... | 1466 |
| Number, specific..... | 1463 |
| Railway Mail Service— | |
| Care of..... | 1512 |
| Defective and worn..... | 1513 |
| Disposition of, not received in regular manner..... | 1514 |
| When to be turned in..... | 1500 |
| Receipts for and record of..... | 1463 |
| Repair of, forbidden..... | 1466 |
| Rural carrier not to have..... | 798 |
| Safety chains, kept on..... | 1464 |
| Stealing or forging..... | 1619 |
| Transfer of, forbidden..... | 1467 |
| Worn and defective..... | 1466, 1513 |
| Mail letters..... | 1343-1345 |
| Mail locks (see Locks): | |
| Application for..... | 1449 |
| Brass registry (see Brass-lock registry service)— | |
| Surplus..... | 1455 |
| Use of..... | 1450 |

INDEX.

| Mail locks—Continued. | Section. |
|---|------------------------|
| Defective— | |
| Disposition of..... | 1453 |
| On pouches..... | 960, 1452 |
| Depositories..... | 1441 |
| Forging..... | 1619 |
| Improper use of..... | 1446 |
| Letter-box..... | 1456-1459 |
| Loss of..... | 1459 |
| Railway Mail Service, damaged..... | 1573 |
| Reclaimed, when in improper hands..... | 1458 |
| Repair of..... | 1457, 1470 |
| Requests for..... | 1449 |
| Return of, separate from keys..... | 1466 |
| Rotary..... | 928-931 |
| Rural carrier not to have..... | 798 |
| Specifications and orders, preparation of..... | 14 |
| Stealing..... | 1459, 1619 |
| Styles of..... | 1447 |
| Surplus double-star and rotary registry..... | 1454 |
| Use restricted..... | 1448 |
| Mail matter: | |
| Acceptance of, by railway postal clerks..... | 1264, 1536 |
| Access to..... | 509 |
| Address— | |
| Change of..... | 575, 576, 622 |
| Directions for delivery, etc., part of..... | 457 |
| Addressed— | |
| Foreign countries..... | 620-622 |
| In care of second person..... | 533 |
| Indefinitely, registration of..... | 860 |
| Not to post office, but to county and State..... | 1559 |
| Public officials by title..... | 533 |
| Several persons..... | 533 |
| Via a post office..... | 1559 |
| Without State when office is known..... | 1559 |
| Addressee unknown, identification required..... | 583 |
| Addressing, preparation, wrapping, etc..... | 434, 453, 459-467, 623 |
| Advertising..... | 603-607 |
| Articles liable to damage mail or injure employees..... | 459-466, 1557 |
| Bad order..... | 511, 1557 |
| Business sold..... | 597 |
| Carriage of— | |
| By foreign vessels..... | 1409-1410 |
| By sworn carrier..... | 1424 |
| Illegal, report of..... | 1267 |
| Out of mails..... | 1258, 1261, 1262 |
| On vessels..... | 1236 |
| Retarded on account of bulk..... | 1252 |
| Classification of..... | 376-456 |
| Dead..... | 637 |
| Domestic..... | 376-456 |
| Foreign..... | 496-506 |
| Closed against inspection..... | 380, 453 |
| Corporations..... | 583, 595, 596 |
| Deceased persons— | |
| Domestic..... | 592 |
| Foreign..... | 1006 |
| Registered..... | 986, 987, 1006 |
| Delayed— | |
| By casualty..... | 582 |
| On account of bulk..... | 1252 |
| Delivery of (<i>see</i> Delivery of mail)..... | 582-602 |
| By vessels..... | 1265 |
| Court, order of, to be obeyed..... | 598 |
| General directions..... | 583 |
| Relating to business which has been sold..... | 597 |
| To agent..... | 583, 593 |
| To carrier for addressees..... | 583, 588 |
| To receiver, assignee, etc..... | 596 |
| With valuable inclosures..... | 600 |
| Deposit of— | |
| In post offices by carriers stopping overnight..... | 561 |
| Not to be solicited..... | 515 |
| Desertion of, punishment for..... | 1635 |
| Destruction of, by postal employees..... | 1623, 1624 |
| Detention of— | |
| At request of addressee..... | 586, 609 |
| By postal employee..... | 1623, 1624 |
| Overnight in private house..... | 554 |
| Directions for transmission, part of address..... | 457 |
| Discontinued post offices..... | 575, 582, 1559 |
| Dispatch of— | |
| At exchange offices..... | 623 |
| At mailing offices..... | 537-554, 620 |
| Late at night..... | 1292 |
| To railway post offices..... | 552 |

INDEX.

| Mail matter—Continued. | Section. |
|--|------------------------------------|
| Dissolved firm..... | 594-596 |
| Distribution of— | |
| At mailing offices..... | 537-555 |
| Errors in..... | 565 |
| Diversion of..... | 515, 768, 1256 |
| Embezzlement of..... | 1625 |
| By postal employees..... | 1623 |
| Employees forbidden to place mail in clothing..... | 507 |
| Erroneously delivered or addressed..... | 575 |
| Examination of..... | 431-433, 620 |
| Exchange of— | |
| At catcher stations..... | 556, 557 |
| Gratuitous..... | 1391 |
| Fictitious. (See Fictitious address; Fictitious matter.) | |
| Foreign. (See Foreign mails.) | |
| Forwarding of (see Forwarding of mail)..... | 566, 575-579, 847 |
| Registered..... | 991-993 |
| With duo stamps affixed..... | 579 |
| Held at request of addressee..... | 586, 609 |
| Higher class inclosed in lower class..... | 454 |
| Indorsements, unofficial, prohibited..... | 555 |
| Infection carried by..... | 460, 461, 512 |
| Information concerning (see Information)..... | 372, 508, 1533 |
| In transit— | |
| Delay or damage..... | 634 |
| Delivery of— | |
| By railway postal clerks..... | 1567 |
| From distributing offices..... | 582 |
| Foreign..... | 1415, 1636 |
| Misdirected..... | 577 |
| Missent..... | 562, 634 |
| Not to be stopped on account of— | |
| Excess in weight or size..... | 1557 |
| Postage due..... | 563 |
| Registered..... | 956-967 |
| Treatment of, at post offices..... | 558-563 |
| Unmailable..... | 562 |
| Left in pouch..... | 536 |
| Liable to injure or destroy— | |
| Delivery of..... | 602 |
| Preparation and packing of..... | 459-467 |
| Report of from railway postal clerks..... | 1557 |
| Unmailable..... | 460 |
| Loose in pouch..... | 544 |
| Loose in the mails, disposition of..... | 544, 641, 1557 |
| Losses of and damage to (see Losses of mail matter)..... | 203-204, 634, 635 |
| In railway mails, investigation of..... | 1576 |
| Safeguarding against..... | 509-510 |
| Mailability of..... | 459, 474, 478 |
| Make-up and dispatch..... | 537-554 |
| Manuscript copy accompanying proof sheets..... | 435 |
| Misdirected (see Misdirected matter)..... | 469, 530, 562, 577, 969, 970, 1552 |
| Missent (see Missent matter)..... | 534, 562, 565-566, 902, 968, 1553 |
| Mutilated (see Mutilated matter)..... | 469, 511, 532, 1557 |
| Nixies..... | 1559 |
| Nondelivery, reason for..... | 615 |
| Obstructing..... | 1633 |
| Opened by (see Opening of mails)— | |
| Mistake on misdelivery..... | 575, 599 |
| Postal employees..... | 1625 |
| Outside newsdealer packages..... | 1538 |
| Ownership in dispute..... | 10, 583, 593-597 |
| Penalty privilege strictly limited..... | 488 |
| Postage on (see Postage; Rates of postage)— | |
| Insufficiently paid..... | 379, 527-529, 569-574 |
| Rates of..... | 384, 412, 435, 444 |
| Postmarking of..... | 525, 526 |
| Preparation for mailing..... | 434, 453, 459-467, 623 |
| Privacy of..... | 507, 509 |
| Protection of..... | 509, 510, 792, 1509, 1510 |
| Provisions applying to several classes of..... | 450-451 |
| Recall of— | |
| After dispatch..... | 536 |
| Foreign matter..... | 622, 1012, 1013 |
| Registered..... | 955 |
| Receipt of, by carriers..... | 1264 |
| Reforwarding..... | 498, 576 |
| Registered. (See Registered matter.) | |
| Retarded on account of bulk..... | 1252 |
| Returned— | |
| Indorsed as to reason..... | 610, 615 |
| Postage-due stamps affixed..... | 616 |
| Shall not be, by rural carriers..... | 776 |
| Sealed against inspection..... | 380 |
| Searching..... | 1268-1271 |
| Secreting..... | 1625 |

INDEX.

| Mail matter—Continued. | Section. |
|--|-----------------------------------|
| Seized, for violation of law..... | 651, 1269, 1271 |
| Shipments over \$100 in value..... | 632 |
| Short paid..... | 373, 527-529, 569-574 |
| Size. (See Size of mails.) | |
| Special-delivery. (See Special-delivery matter.) | |
| Stamped, may be delivered to nearest post office..... | 1256 |
| Stamps on, canceled or improper..... | 522 |
| Stealing..... | 1625 |
| Surrender of, prohibited on service of legal process..... | 1059 |
| Transfers: | |
| At stations and between stations..... | 1287, 1294 |
| At wrecks and washouts..... | 1280 |
| Transportation of (see Transportation of mails) | 1246-1586 |
| Domestic mail over foreign territory..... | 1251 |
| Out of mails..... | 1258, 1261, 1262, 1266-1271, 1298 |
| Treatment in post offices..... | 507-512 |
| At offices of delivery..... | 977-997 |
| At offices of mailing and in transit..... | 513-563 |
| At receiving offices..... | 564-619 |
| Undelivered. (See Undelivered matter.) | |
| Under strap of catcher pouch..... | 544 |
| Unmailable. (See Unmailable matter.) | |
| Unpaid..... | 527-529, 324, 698 |
| Unsealed (see Unsealed matter) | 607, 511, 975 |
| Weight of (see Weight of mails) | 450-451 |
| Withdrawal of— | |
| At mailing office, as unmailable, disposition of..... | 531 |
| By railway postal clerk..... | 1568 |
| By sender, before dispatch..... | 535 |
| Without address— | |
| Specific..... | 585 |
| Treatment of, by railway postal clerks..... | 1557 |
| Without stamps affixed..... | 452 |
| Wrapping..... | 484, 459-467 |
| Mail-messenger service | 1314-1325 |
| Advertisements for proposals..... | 12, 1315 |
| Authorization and management..... | 12, 1314 |
| Bidders, report on..... | 1316 |
| Bids for— | |
| Forwarded by postmasters..... | 1316 |
| Mistakes in..... | 1353 |
| Rejection of..... | 1317 |
| Catcher pouches, care of..... | 943 |
| Compensation— | |
| How payment is made..... | 1324 |
| Liens on..... | 1369 |
| No increase because of obstructions..... | 1353 |
| No increase for additional service..... | 1317 |
| Not allowed for unauthorized service..... | 5321 |
| Contractors, postmasters at third and fourth class offices or members of families..... | 1318 |
| Duties of postmasters in connection with..... | 1320 |
| Employment of, authority for..... | 1314 |
| Extension of, forbidden without authority..... | 1319 |
| Failures to be reported..... | 1319 |
| Files retained..... | 104 |
| Fines..... | 1430, 1431 |
| Gratuitous exchange of mails..... | 1391 |
| Messenger— | |
| Age of..... | 1321 |
| Assignment or subletting forbidden..... | 1321 |
| Assistant, employment of..... | 1321 |
| Death of..... | 1320 |
| Designation of..... | 1317 |
| Duties of..... | 1290-1292, 1320 |
| Oath of..... | 1321 |
| Postmasters, assistant postmasters, or clerks in post offices may become..... | 1318 |
| Registered mail, delivery to..... | 933 |
| Residence on route..... | 1321 |
| Resignation of..... | 1320, 1321 |
| Return of mail to post office overnight..... | 561 |
| Special or private, employed when..... | 1257 |
| Substitute, paid by regular messenger..... | 1323 |
| Pouches received and dispatched by, record of..... | 1325 |
| Temporary..... | 1323, 1397 |
| Transfer clerks to report regarding..... | 1572 |
| Mail route, official head of..... | 1371, 1438 |
| Mails: | |
| Access to, guarding of..... | 509 |
| Closing, time for..... | 513 |
| Delay of— | |
| By ferryman..... | 1634 |
| Prohibited, in search for dutiable articles..... | 632 |
| Desertion of..... | 1635 |
| Distribution or dispatch of, instructions to postmasters..... | 12 |

INDEX.

| | Section. |
|--|------------------|
| Mails—Continued. | |
| Exchange of— | |
| At catcher post offices..... | 556, 557 |
| Gratuitous..... | 1391 |
| Time for..... | 558 |
| Matter excluded from, authority for..... | 459 |
| Night, carrier stopping over, to deposit mail in post office..... | 561 |
| Night service. (See Night service.) | |
| Obstructing..... | 1633 |
| Opening of. (See Opening of mails.) | |
| Superintendent— | |
| And assistant superintendent of, in post offices, salaries..... | 336, 337 |
| Appointment, duties, etc..... | 340 |
| Mailsacks. (See Mail bags; Pouches.) | |
| Mail service. (See Electric and cable car service; Mail-messenger service; Pneumatic-tube service; | |
| Railroad service; Transportation of mails: | |
| Accounts, certification by administrative officer..... | 252 |
| Advertisement for proposals..... | 1342-1345 |
| Appropriations, restrictions on, where two services are involved..... | 1355 |
| Arrivals and departures, register of..... | 1420, 1421 |
| Boat service..... | 1378-1385 |
| Carriers— | |
| Oaths of..... | 1425 |
| Qualification of..... | 1372 |
| When postmasters to meet..... | 1374 |
| Catcher service..... | 1295, 1376 |
| Changes in..... | 1386-1390 |
| Compensation for— | |
| Additional service..... | 1387 |
| Adjustment of..... | 1272 |
| Contractors— | |
| Care of mail by..... | 1376 |
| Delinquencies— | |
| Explanation of..... | 1426 |
| Report of, by postmaster..... | 1423 |
| Duties of..... | 1376 |
| Additional..... | 1373 |
| Equipment, restriction on use of..... | 1398 |
| Extra trips..... | 1376 |
| Failure of— | |
| To commence service..... | 1358 |
| To perform service..... | 1359, 1397, 1398 |
| Inspectors transported by..... | 1376 |
| Liability for carriers..... | 1365, 1368, 1376 |
| Mistakes as to amount of service required, no extra pay allowed for..... | 1353 |
| Pay of, liens on..... | 1369 |
| Performance of service..... | 1376 |
| Personal supervision of service..... | 1355 |
| Residence on route..... | 1355 |
| Contracts..... | 1355-1363 |
| Assignment of..... | 1364-1369 |
| Combination to prevent bidding..... | 1357 |
| Continued in force..... | 1356 |
| Duplicate delivered to General Accounting Office..... | 1360 |
| Expiration, performance of service prohibited..... | 1400 |
| Failure of bidder to enter..... | 1358 |
| Made in name of United States..... | 1355 |
| New sureties on..... | 1362 |
| Payment..... | 1363 |
| Postmasters not to employ service after expiration of..... | 1400 |
| Responsibility for fulfillment of..... | 1364, 1365 |
| Second Assistant Postmaster General authorized to sign..... | 92 |
| Subletting..... | 1364-1369 |
| For less than contract price..... | 1366 |
| Manner of..... | 1367, 1368 |
| Sureties, new..... | 1362 |
| Term of..... | 1344 |
| Change in..... | 1361 |
| Limit of..... | 1356 |
| Offices established during..... | 1353 |
| Deductions, fines, and remissions..... | 1428-1431 |
| Delinquencies..... | 1423, 1426 |
| Discontinuance or curtailment of..... | 1394, 1395 |
| Exchange of mails..... | 1376, 1391 |
| Expedition of, compensation for..... | 1388, 1389 |
| Extra or emergency service..... | 1392 |
| Fines, general service..... | 1430 |
| Fraudulent payments..... | 258 |
| Inspection of..... | 1420-1427 |
| Intoxicating liquors denied transportation..... | 1375 |
| Liens on pay of contractor or subcontractor..... | 1369 |
| New service..... | 1272 |
| Postmaster General to furnish general information..... | 1424 |
| Proposals— | |
| Amounts, not to be divulged..... | 1352 |
| Award, suspension of..... | 1350 |

INDEX.

| | Section. |
|---|--------------------|
| Mail service—Continued. | |
| Proposals—Continued. | |
| Bond accompanying..... | 1346 |
| Sureties on..... | 1347 |
| Approved by postmaster..... | 1352 |
| Consolidated..... | 1354 |
| Delivery and opening of..... | 1349 |
| Destruction of those not accepted..... | 1351 |
| Forging..... | 1608 |
| Form of..... | 1348 |
| Record of..... | 1351 |
| Rejection of..... | 1350 |
| When not considered..... | 1350 |
| Withdrawal of..... | 1349 |
| Reports of..... | 1422 |
| Special, subjects of..... | 1424 |
| Route— | |
| Extension of service on..... | 1275, 1386 |
| Official head of..... | 1371 |
| Schedules..... | 1376 |
| Change of..... | 1390 |
| Special reports, subjects of..... | 1424 |
| Subcontractor, payments to..... | 1367, 1368 |
| Subcontracts..... | 1364-1369 |
| Supplies, transportation of, by mail contractor..... | 1376 |
| Temporary..... | 1396-1400 |
| Authority for..... | 1396 |
| Contractor fails to perform service..... | 1397, 1398 |
| Unnecessary service..... | 1393 |
| Mail trains, accidents to..... | 1511 |
| Mail transportation (see Mail service; Transportation of mails): | |
| Offenses in connection with..... | 1632-1639 |
| Second Assistant Postmaster General authorized to sign contracts for..... | 92 |
| Mail weighers, appointment of..... | 12 |
| Mail weighings, conduct of..... | 12 |
| Make-up and dispatch of mails..... | 537-554 |
| Malaria, specimens for testing, in the mails..... | 461 |
| Manuscript copy accompanying proof sheets..... | 435 |
| Maps (see Post-route maps; Rural-delivery service—maps): | |
| Marine Corps, postmasters to cooperate with recruiting officers..... | 49 |
| Marines: | |
| Delivery of mail for..... | 582 |
| Letters insufficiently prepaid..... | 389 |
| Preference shown, in appointments..... | 19, 21, 22, 667 |
| Married woman..... | 36 |
| Can not control delivery of mail to husband, and vice versa..... | 583 |
| Money orders, signature of, in payment of..... | 1108 |
| Postal Savings System, account of..... | 1235 |
| Marshal, returns of, to General Accounting Office, of proceedings on execution..... | 267 |
| Matter excluded from mails..... | 459 |
| Measuring fourth-class mail, method of..... | 443 |
| Meat and meat products in the mails..... | 463, 464 |
| Admissibility of, supervision over..... | 13 |
| Mechanics deemed part of clerical force..... | 336 |
| Medicinal preparations, packing of..... | 453 |
| Medicines in the mails..... | 460 |
| In undeliverable matter reaching Division of Dead Letters..... | 649 |
| Membership in organizations: | |
| Fees, not payable from Government appropriations..... | 185 |
| Not cause for removal..... | 44 |
| Members of Congress: | |
| Franking privilege of..... | 479-481, 484, 1298 |
| Not to be interested in public contracts..... | 63, 1613 |
| Receiving pay by, in matters affecting the United States..... | 1613, 1614 |
| Merchandise: | |
| Foreign mails..... | 498 |
| Proprietary articles, packing of..... | 453 |
| Samples of, undeliverable..... | 613 |
| Stamped in accordance with customs laws..... | 632 |
| Messenger service, special-delivery (see Mail-messenger service; Special-delivery service)..... | 830-858 |
| Messengers in post offices: | |
| Hours of service..... | 348 |
| Salary of..... | 337 |
| Metric postal balances at exchange offices..... | 99 |
| Mexico: | |
| Letter mail exchanged with..... | 1564 |
| Mail from, undelivered and unclaimed..... | 629 |
| Postage, rates of— | |
| Domestic schedule applies..... | 501 |
| Eighth zone rate for parcels..... | 445 |
| Parcel-post service..... | 445 |
| Second-class matter..... | 412, 419 |
| Registered jackets for..... | 905 |
| Registered mail, address to include State or Territory..... | 998 |
| Sealed packages from..... | 632 |
| Mica on post cards..... | 383 |
| Military posts, nixie matter for..... | 1559 |

INDEX.

| | Section. |
|--|--------------------|
| Militia duty..... | 47-50, 742 |
| Military service: | |
| Preference to veterans of..... | 19, 21, 22 |
| Reinstatement after..... | 45, 49, 51 |
| Ministers, foreign letters and packages for..... | 632 |
| Minors: | |
| Appointment of, as postmasters..... | 293 |
| General delivery by, use of..... | 585 |
| Mail addressed to..... | 591 |
| Not eligible for appointment as assistant postmaster..... | 331 |
| Registered matter addressed to..... | 986 |
| Rent of post-office boxes to..... | 369 |
| Misappropriation of postal funds or property..... | 1596 |
| Miscellaneous expenditures in post offices..... | 11 |
| Miscellaneous items in post offices..... | 359, 360 |
| Miscellaneous receipts, revenue from..... | 107 |
| Miscellaneous supplies, executive departments: | |
| Contracts for..... | 83, 84 |
| Schedule..... | 84 |
| Misdelivery of mail, opened by mistake on..... | 575 |
| Misdirected matter..... | 530, 577 |
| At offices in transit..... | 562 |
| Packages..... | 1552 |
| Registered..... | 969, 970 |
| Treatment of..... | 577 |
| Unmailable..... | 469 |
| Disposition of..... | 532 |
| Misdirected pouches reported same as missent packages..... | 565 |
| Missent matter: | |
| At offices in transit..... | 562, 634 |
| In Railway Mail Service, to be stamped..... | 1553 |
| Packages, how checked..... | 565 |
| Registered..... | 902, 968 |
| To be forwarded promptly..... | 600 |
| Missent pouches reported same as missent packages..... | 565 |
| Mistake, letter opened through..... | 575, 599 |
| Mistakes (see Errors)..... | 160, 565 |
| Money: | |
| Bonded employees to handle mail containing..... | 354 |
| Delivery of, by registered mail..... | 1043 |
| Due Post Office Department, proceedings in equity..... | 269 |
| Employees forbidden to borrow..... | 57 |
| Found loose in the mails..... | 641 |
| Registered..... | 974, 976 |
| Treatment by railway postal clerks..... | 1557 |
| In dead mail matter..... | 648 |
| In rural-delivery boxes for payment of postage..... | 773 |
| Money-order business, character of..... | 1086 |
| Stolen from the mails..... | 203, 204 |
| Recovered, revenue from..... | 137 |
| Transfer of, between depositaries..... | 122 |
| Voluntarily paid for violation of penal law..... | 273 |
| Money-order accounts..... | 248-250, 1177-1206 |
| Adjustment of daily..... | 1203 |
| Kept separately..... | 216 |
| Money-order blanks..... | 1101-1104 |
| Contract for four years..... | 90 |
| Estimates, proposals, contracts, etc..... | 97 |
| Requisition for..... | 362 |
| Money-order business: | |
| Commissions to postmasters— | |
| First and second class offices, not allowed..... | 231, 308 |
| Third and fourth class offices..... | 308, 1204 |
| Correspondence..... | 1083 |
| Hours of..... | 320-322 |
| Money tendered, character of..... | 1086 |
| Power of attorney..... | 1112 |
| Revenue from..... | 106 |
| Rural carriers..... | 1209-1217 |
| Acceptance by..... | 770 |
| Record of..... | 790 |
| Rural stations..... | 1207, 1208 |
| Money-order funds..... | 1177-1206 |
| Application for additional..... | 1106 |
| Cash kept separately at direct-accounting offices..... | 1179 |
| Considered money in the Treasury..... | 1177 |
| Depositaries for..... | 1197-1201 |
| Deposits of— | |
| Certificate of..... | 1199 |
| Temporary..... | 1189, 1190 |
| To be used same as regular funds..... | 1201 |
| With Treasurer of United States..... | 1196 |
| Drafts and credits with Treasurer of United States..... | 1185-1188 |
| Losses of..... | 167-168 |
| Payments..... | 1180 |
| Post-office stations..... | 1188 |

INDEX.

| | Section. |
|--|-----------------|
| Money order funds—Continued. | |
| Public funds, regulations as to care of, applies to | 1178 |
| Remittances | 1192-1195 |
| Registration of | 873 |
| Unauthorized checks used in | 1200 |
| Reserves | 1195 |
| Separate from other funds. | 1179 |
| Surplus— | |
| Deposit of | 1191-1195 |
| Loss in transit | 1192 |
| Remittance of | 1201 |
| Transfers of | 1180-1184 |
| Postal funds to | 1182 |
| Record of | 1184 |
| To postal account | 1183, 1184 |
| Warrant, from postal revenue to | 1181 |
| Money-order offices: | |
| Change of postmasters at | 1205, 1206 |
| Clerk-hire, allowance for | 1081 |
| Establishment of | 1073 |
| International | 1139 |
| List of | 1092 |
| Performance of duty during absence of postmaster | 303-306 |
| Postal employees not to act as agent for express company, banker, etc. | 1082 |
| Postmasters, outgoing | 250 |
| Superintendent and assistant superintendent, salaries | 336, 337 |
| Money Orders, Division of, duties | 13 |
| Money orders: | |
| Domestic— | |
| Advices | 1098 |
| At paying offices | 1116-1120 |
| Defects in | 1116 |
| Missing | 1117 |
| To be filed | 1119 |
| Amount, limit of | 1089 |
| Application for— | |
| Abbreviations used | 1092 |
| Form of | 1090, 1091 |
| Number on | 1092 |
| Checks not acceptable | 1086 |
| Counterfeiting | 1606 |
| Coupons | 1092, 1116-1120 |
| At paying offices | 1116-1120 |
| Lost | 1108 |
| To be filed | 1119 |
| Date | 1092 |
| Drawing of, precautions in | 1093, 1095 |
| Drawn on branch post offices, but not on stations | 1093 |
| Drawn to correct errors | 1089 |
| Duplicate— | |
| Application and issue | 1124-1132 |
| Indemnity for | 1125 |
| Issued only by department | 1131 |
| Payment and repayment of | 1133-1134 |
| Error in drawing and issue of | 1085 |
| Fees | 1089 |
| New orders | 1095 |
| Not included in adjustment of salaries of postmasters | 308 |
| Forgery of | 1606 |
| Forms | 1101-1104 |
| Blank | 1103 |
| "Not issued" | 1104 |
| Safety of | 1102 |
| Theft of | 1102 |
| In dead mail matter | 648 |
| Information concerning, not to be given | 508 |
| Invalid— | |
| Advices of | 1120 |
| Lost | 1130 |
| Payable by warrant | 1135, 1136 |
| Irregular, treatment of | 1095 |
| Issue of | 1084-1104 |
| At branch offices and stations | 1085 |
| By express companies | 243 |
| Errors in | 1085 |
| Limitations | 1089 |
| Instructions for | 1092 |
| On credit | 1607 |
| Record of | 1084 |
| Without payment | 1607 |
| Lost— | |
| Invalid | 1126 |
| Recovery of | 1129 |
| Valid | 1124-1132 |
| Offices upon which orders may be drawn | 1084 |
| Paid orders to be stamped and recorded | 1109 |

INDEX.

| | |
|--|-----------------------------|
| Money orders—Continued. | |
| Domestic—Continued. | |
| Payable at— | Section. |
| Branch offices..... | 1084, 1085 |
| Offices of issue..... | 1085 |
| Payable to— | |
| One person or firm..... | 1093 |
| Remitter..... | 1084 |
| Payee— | |
| Assignment by..... | 1112 |
| Death of..... | 1112, 1125 |
| Designation by business name, official title, etc..... | 1093 |
| Identification..... | 1108 |
| By signature..... | 1088 |
| Waiver of, forbidden..... | 1087 |
| Name of, difference in..... | 1108 |
| Order presented by..... | 1112 |
| Other than person named..... | 1111, 1112 |
| Signature of..... | 1088, 1108 |
| Society or corporation..... | 1108 |
| Stamped, when authorized..... | 1108 |
| Substitution of name written in error..... | 1112 |
| Payment of..... | 1105-1120 |
| Alterations or discrepancies..... | 1108 |
| Amount— | |
| Discrepancies in..... | 1108 |
| Expressed improperly..... | 1108 |
| Larger or lesser, paid..... | 1108 |
| Omission of..... | 1108 |
| Application of regulations as to..... | 1105 |
| At any office..... | 1107 |
| At offices other than those drawn upon..... | 1107 |
| By issue of new order..... | 1115 |
| Change in place of..... | 1096 |
| Request for..... | 1097 |
| Department not responsible after..... | 1110 |
| Double, precautions against..... | 1034 |
| Fraudulent schemes..... | 1114 |
| Hawaii, issued or drawn on offices in..... | 1107 |
| Indorsement— | |
| Bank..... | 1112 |
| More than one, invalidates..... | 1111, 1130 |
| Issuing postmasters to be notified..... | 1107 |
| Lotteries..... | 1114 |
| Married woman, signature of..... | 1108 |
| Name of paying officer misspelled..... | 1107 |
| Officer or agent, signature of..... | 1108 |
| Order issued on Sunday..... | 1108 |
| Order presented by first indorsee..... | 1112 |
| Precautions..... | 1108 |
| Against double..... | 1134 |
| Prompt..... | 1106 |
| Refused, when..... | 1112-1116 |
| Remitter's name omitted..... | 1108 |
| Responsibility for wrong..... | 1108 |
| Stamped improperly or stamp omitted..... | 1108 |
| Titles, use of..... | 1108 |
| To banks..... | 1112 |
| To others than persons named..... | 1112 |
| To remitter..... | 1112 |
| Withheld..... | 1113, 1114 |
| Postmaster— | |
| Advances of private funds..... | 1185 |
| Signature of..... | 1100 |
| Promissory notes not acceptable..... | 1086 |
| Recall of..... | 1095 |
| Receipt to be retained by remitter..... | 1092 |
| Records of..... | 1094, 1123, 1134, 1177-1206 |
| Repayments of..... | 1121-1123 |
| On account of error in issue..... | 1095 |
| Rural carrier, purchase and payment through..... | 1209-1217 |
| Stamps, dating..... | 1099 |
| Stations, not drawn on..... | 1093 |
| Stub..... | 1092 |
| Transfer of orders..... | 1111 |
| Unpaid for— | |
| Issuing..... | 1607 |
| Permanent record..... | 228 |
| International— | |
| Action taken, noted on application of remitter..... | 1158 |
| Advices..... | 1148-1153, 1163-1171 |
| Corrected through exchange offices..... | 1165 |
| Dispatch of..... | 1152 |
| Duplicate..... | 1155 |
| In case of error..... | 1153, 1154 |
| Missing..... | 1155, 1163 |

INDEX.

| | Section. |
|--|-----------------|
| Money orders—Continued | |
| International—Continued | |
| Returned when order repaid | 1166 |
| Special envelopes for | 1152 |
| Value in United States money to be entered in | 1169 |
| Applications— | |
| Forms of | 1145 |
| Particulars required | 1147 |
| Postmasters prohibited from filing | 1146 |
| Canceled orders | 1148 |
| Direct and indirect exchanges | 1141-1143 |
| Duplicate | 1174-1176 |
| Errors in | 1153, 1154 |
| Correction of, after certification | 1154 |
| Fees charged | 1144 |
| Forgery of | 1606 |
| Form of order | 1148 |
| Fraud orders affecting | 1157 |
| Indirect exchanges | 1141-1143, 1151 |
| Invalid | 1171, 1176 |
| Issue of | 1144-1158 |
| Care in writing and spelling | 1150 |
| Cautions in | 1149 |
| Language used in | 1150 |
| Lost, duplicates of | 1174, 1175 |
| Orders and advices, disposition of | 1167 |
| Payment of | 1159-1171 |
| Advices— | |
| At paying offices | 1163-1171 |
| Missing | 1163 |
| Not certified | 1164 |
| Card order not certified | 1164 |
| Care exercised in | 1159 |
| Designation of office of | 1151 |
| Domestic regulations apply generally | 1159 |
| Double | 1155 |
| Identification of payee | 1159, 1162 |
| Indorsee or attorney | 1162 |
| Inquiries and complaints regarding | 1155, 1156 |
| Irregularities not affecting | 1161 |
| Notation on paid orders | 1169 |
| Responsibility for | 1159 |
| To indorsees, attorney, etc. | 1162 |
| Withholding of, reasons for | 1160 |
| Reissue of foreign, in United States | 1168 |
| Repayment of | 1172, 1173 |
| Advice returned | 1166 |
| Unclaimed | 1170 |
| Value in United States money indorsed on advice | 1169 |
| Money-order system: | |
| Domestic | 1077-1217 |
| Accounts— | |
| Audit and settlement of | 16 |
| To be kept separate | 216, 232 |
| Balance from preceding statement | 249 |
| Blanks— | |
| Contract for four years | 90 |
| Estimates, proposals, contracts, etc. | 97 |
| Requisition on for | 362 |
| Branch offices and stations | 248, 1085 |
| Correspondence with Post Office Department regarding | 1083 |
| Direction of | 13 |
| Establishment of service | 1677 |
| Exchange offices, clerk-hire allowance for | 1081 |
| Express orders | 248 |
| Files retained | 104 |
| Hours of service in post offices | 320 |
| Management of | 13 |
| Navy mails | 1079 |
| Records, accounts, and statements | 1202-1204 |
| Destruction of | 251 |
| Reports of postmasters | 243 |
| "No business" | 249 |
| Special, instructions for rendering | 243 |
| International | 1137-1176 |
| Conventions | 13, 1137 |
| Domestic regulations apply | 1138 |
| Establishment of | 1137 |
| Exchange offices | 1141-1143 |
| Expenses | 1137 |
| Interpreter, services of, when required | 1147 |
| Notice to public | 1140 |
| Postmaster, compensation of | 1204 |
| Table of rates | 1144 |
| Monopoly of mail transportation by Government | 1256 |
| Motion-picture films in the mails | 460 |
| Motorcycles in rural delivery service | 800 |

INDEX.

| | Section. |
|--|------------------|
| Motor-vehicle service: | |
| Secretary of War authorized to deliver machines to Postmaster General | 100 |
| Unserviceable property and waste materials | 101 |
| Mounted carrier, delivery of mail by | 688 |
| Municipal offices, restrictions regarding postal employes holding | 40 |
| Murder, matter inciting | 470 |
| Musical compositions in mails from Canada, treatment by railway postal clerks | 1562 |
| Mutilated coin and paper currency: | |
| Acceptance by postmasters | 147 |
| Free registration of | 871, 872 |
| Postage on | 392 |
| Mutilated matter: | |
| Treatment of | 511, 1557 |
| Unavailable | 469 |
| Disposition of | 532 |
| Mutilation of mail bags | 1437, 1442, 1452 |
| N. | |
| Name: | |
| And address of sender on mail, supervision of the requirements as to | 13, 457 |
| Business, mail addressed to | 596 |
| Correction of lists of names | 508 |
| Of box holders not to be disclosed | 372 |
| Post office, change of | 289 |
| Two addressees having same | 583, 593 |
| National Guard duty | 48 |
| Naturalization, Bureau, mail of, transmitted free | 487, 869 |
| Naval mail. (See Navy mail clerks; Navy mails.) | |
| Naval posts, nixie matter for | 1559 |
| Naval service, preference to veterans of | 19, 21, 22 |
| Naval vessels: | |
| Mail to and from officers and crews of | 502, 582 |
| Parcel-post rate to | 445 |
| Registered jackets and envelopes for | 905, 948 |
| Navy mail clerks (see Naval vessels; Navy mails): | |
| Appointment of | |
| Bond of | |
| Compensation of | |
| Duties of | 633 |
| Governed by Postal Laws and Regulations | |
| Losses of funds and stamped paper | 167 |
| Oath of | 633 |
| Registered mail, handled by | 948-950 |
| Navy mails: | |
| Customs duties, mail supposed liable to | 632, 1005 |
| Money order service | 1079 |
| Registered matter | 948-950 |
| Supervision of service | 12 |
| Witnessing of | 932 |
| Navy recruiting officers, postmasters to cooperate with | 49 |
| Negotiable paper in dead mail matter | 648 |
| Newfoundland, domestic postage rates apply | 501 |
| News agents, second-class matter | 428-430 |
| Newspapers: | |
| Carried outside of mails | 1263 |
| Definition | 417 |
| Detention or destruction of, by postal employes | 1624 |
| Examination of, by customs officers | 632 |
| Postage | 220 |
| Statement as to stockholders | 411 |
| Weekly, rate on | 417 |
| Newspaper wrappers: | |
| Agencies | 150 |
| Damaged | 164 |
| Excess revenue from | 162 |
| Losses | 167-168 |
| Manufacture and distribution, supervision of | 13 |
| Packages of, limit of weight | 451 |
| Redemption of | 163, 164 |
| Requisitions for | 157-160 |
| Consideration of | 13 |
| Sales— | |
| Errors in | 163 |
| Fraction of a cent | 146, 163 |
| Unusual | 146, 308 |
| Third Assistant Postmaster General authorized to sign contracts for | 92 |
| New York: | |
| Dead-letter branch at | 636 |
| Dutiable articles for delivery to addressees at | 632 |
| Foreign mails, assistant superintendent | 12 |
| Night: | |
| Return of mail to post office by— | |
| City carrier | 694 |
| Mail messenger | 561 |
| Rural carrier | 777 |

INDEX.

| | Section. |
|---|---------------|
| Night—Continued. | |
| Service— | |
| In post offices..... | 320 |
| On railroads, arrival and dispatch of mails..... | 1291, 1292 |
| Nixies..... | 614 |
| Treatment of..... | 1559 |
| Nondelivered matter. (See Undelivered matter.) | |
| Nondelivery of mail, reason for..... | 615 |
| Nonmailable sealed matter, disposition of, by Division of Dead Letters..... | 651 |
| Notaries public, fee, when not charged..... | 35 |
| Nursery stock in the mails..... | 467 |
| Supervision of..... | 13 |
| O. | |
| Oaths: | |
| Accounts— | |
| Expense..... | 35 |
| Postal..... | 233 |
| Settlement of..... | 233, 235 |
| Bidder on mail contract..... | 1346 |
| Fees of notaries public, when not charged..... | 35 |
| Mail carriers..... | 1425 |
| Of office..... | 32-38 |
| Assistant postmasters, clerks, and employees..... | 332 |
| City carriers..... | 671 |
| Mail messenger..... | 1321 |
| Must be taken by all persons handling mail..... | 331 |
| Navy mail clerk..... | 633 |
| Omission to take..... | 37 |
| Postal employee..... | 332 |
| Postmasters..... | 295-299 |
| Rural carriers..... | 719 |
| Of pensioners, rural carriers empowered to administer..... | 36 |
| On pension vouchers..... | 325 |
| Surety on mail contract..... | 1347 |
| Quarterly returns of postmasters..... | 239 |
| When waived..... | 246 |
| Witnesses in investigations..... | 38 |
| Obligation or other security defined..... | 1609 |
| Obscene matter..... | 470, 471, 474 |
| Aiding in trade in..... | 1630 |
| Disposition of..... | 532 |
| Exchange offices..... | 626 |
| Importing and transporting..... | 626, 1629 |
| Prohibited in foreign mails..... | 505 |
| Rulings of Solicitor..... | 474 |
| To be sent to Division of Dead Letters..... | 637 |
| Treatment of..... | 10 |
| Unmailable..... | 469, 470, 532 |
| Obstructing the mails, punishment for..... | 1633 |
| Ocean mail service (see Foreign mails)..... | 1406 |
| Postal agencies..... | 1411-1413 |
| Offenses against the postal service..... | 1587-1639 |
| Foreign mail in transit..... | 1536 |
| Preliminary proceedings..... | 1588 |
| Transportation of the mails..... | 1632-1639 |
| Offenses against the United States: | |
| Accessory after the fact..... | 1626 |
| Conspiring to commit..... | 1611 |
| Office hours in post offices (see Hours of service)..... | 316, 320, 321 |
| Office request envelopes..... | 152 |
| Officers: | |
| Acting, extra compensation prohibited..... | 187 |
| Clerks and employees of department, payment of salaries..... | 10 |
| In arrears, salary not to be paid..... | 280 |
| Interested in claims..... | 1615 |
| Mail addressed to, by titles..... | 583 |
| Mail transmitted free under penalty privilege..... | 485-489 |
| Of department— | |
| Acting, authority for..... | 4 |
| Appointment of, authority for..... | 3 |
| May be inspectors..... | 4 |
| Roster of, keeping of..... | 10 |
| Reserve Corps..... | 50 |
| Searches by, for mailable matter transported in violation of law..... | 1268 |
| United States— | |
| Conspiracy to prevent, from performing duty..... | 1639 |
| Falsely pretending to be..... | 1612 |
| Offices, holding two, forbidden..... | 39, 40 |
| Official bonds (see Bonds)..... | 67-73 |
| Official envelopes (see Envelopes)..... | 96 |
| Agency, roster of employees, keeping of..... | 10 |
| Use of, who entitled to..... | 485 |
| Official matter..... | 485-489 |
| Postal Service..... | 451 |
| Published or circulated by order of Congress, limit of weight and size..... | 450, 451 |
| Registered..... | 869, 870 |

INDEX.

| | Section. |
|--|-----------------------------------|
| Official matter—Continued. | |
| Return to office of mailing | 610 |
| To postmasters, record and receipt same as other registered matter | 977 |
| Transportation of, by railroad or express company | 1298 |
| Unclaimed, disposition of | 610 |
| Underpaid, at Washington | 570 |
| Official Postal Guide. (See Postal Guide.) | |
| Officials, unlawful carriage of mails by | 1262 |
| Official telegrams | 169, 170 |
| Oils in the mails | 462 |
| Old files in post offices, disposition of | 104 |
| Opening of mails: | |
| At intermediate offices | 558 |
| At receiving offices | 564-568 |
| By mistake on misdelivery | 575, 599 |
| By postal employees | 1625 |
| In Division of Dead Letters | 646 |
| Open-market purchases | 83, 85, 93 |
| Opinions on questions of law given by Solicitor | 10 |
| Order book of department, Chief Clerk to keep | 10 |
| Orders for allowances to bear true dates | 62 |
| Organization of: | |
| Department | 9-17 |
| Post offices | 330-355 |
| Organizations, membership in, not cause for removal | 44 |
| "Original purchaser" | 164 |
| Orphans of deceased soldiers and sailors, preference given | 21 |
| Outlook envelopes | 453 |
| "Outsides:" | |
| Carriage of matter out of mails | 1258, 1261, 1262, 1266-1271, 1298 |
| Newsdealers' packages | 1538 |
| Overcharge in postage | 456, 569 |
| Overtime: | |
| City carriers | 678-679 |
| Clerks in post offices | 348 |
| Ownership, etc., of publications, semiannual statements of | 411 |
| Ownership of mail matter, disputed | 583, 593-596 |
| Determination by Solicitor | 10 |
| P. | |
| Packages (see Parcel-post matter): | |
| Examination of, must be wrapped to permit | 453 |
| Missent | 1552, 1553 |
| How checked | 565 |
| Second-class matter | 418, 434, 453, 520, 584 |
| Unlawfully containing letters to be forfeited to United States | 1271 |
| Packets of letters: | |
| Carriage by private express | 1256, 1260, 1261 |
| Carriage by private person | 1257, 1258 |
| Definition | 1256 |
| Packing of matter liable to injure the mails | 459-467 |
| Panama, Republic of: | |
| Postage, rates of— | |
| Domestic schedule applies | 501 |
| Parcel-post service | 445 |
| Second-class matter | 412, 419 |
| Registered jackets for | 905 |
| Sealed packages from | 632 |
| Second-class matter | 412, 419 |
| Pan American Union, mail matter of | 485 |
| Paper, waste, disposition of (see Waste paper) | 104 |
| Parcel-post matter: | |
| Domestic (see Fourth-class matter; Packages) | 442-447 |
| Admissibility of, supervision of | 13 |
| Articles admissible and nonadmissible | 459-478 |
| Baby chicks | 466 |
| Classification of, Postmaster General authorized to re-form | 444 |
| Collect-on-delivery | 13, 1072, 1074, 1075 |
| Dead mail matter, treatment of | 649, 651 |
| Forwarding of | 575 |
| Inclosing matter of higher class | 454 |
| Insurance | 13, 1072, 1073, 1075, 1076 |
| Liable to damage mails or injure persons | 459-468 |
| Parcels— | |
| Closed against inspection | 453 |
| Collected on star routes | 521 |
| Containing two classes of matter, rate of postage | 447, 454, 455 |
| Examination of | 453, 1074 |
| Fragile | 462, 463 |
| Inadvertently registered | 1072 |
| Repacking, careless or improper | 632 |
| Return card on | 457 |
| Returned, postage on | 649 |
| Wrapping or packing of | 453, 459-467 |
| Perishable | 403, 549, 613 |
| Places of mailing | 521 |

INDEX.

| | Section. |
|--|-----------------------|
| Parcel-post matter—Continued. | |
| Domestic—Continued. | |
| Rates of postage, table of..... | 444, 445 |
| Size, limit of..... | 442, 443, 450 |
| Stamps not affixed..... | 452 |
| Supplies..... | 449 |
| Undeliverable..... | 613, 614, 641 |
| Sales of..... | 649 |
| Time limit for holding..... | 649 |
| To be listed..... | 640 |
| Unmailable, destruction of..... | 613 |
| Units of area..... | 442 |
| Weights..... | 444, 445, 450, 458 |
| Wrapping and packing..... | 453, 459-467 |
| Zone keys— | |
| Distribution of..... | 14 |
| Topographer to issue..... | 197 |
| Zones..... | 442 |
| International. | 12, 504-506 |
| Customs duties..... | 632 |
| Equipment separate..... | 1003 |
| For transmission..... | 621 |
| Postage due on..... | 630 |
| Registered..... | 998-1021 |
| Sealed or unsealed..... | 632 |
| Test regarding..... | 632 |
| Undeliverable..... | 530 |
| Undelivered..... | 1006 |
| Without customs declarations, received at exchange offices..... | 623 |
| Pardon, applications for..... | 10 |
| Partial copies of publications..... | 419 |
| Partnerships, mail addressed to..... | 593 |
| Passengers, rural carriers forbidden to carry..... | 741 |
| Pastes in the mails..... | 462 |
| Patrons: | |
| Boxes, rural service..... | 813-827 |
| Courteous treatment of..... | 325 |
| List of names of— | |
| Correction of..... | 508 |
| In rural service— | |
| Furnishing of, forbidden..... | 741 |
| Kept by carriers..... | 741, 745 |
| Payments: | |
| Application of, after new bond..... | 255 |
| By postmasters..... | 205 |
| Authorized for quarter, to be made before rendering account..... | 215 |
| Quarterly report by General Accounting Office to Postmaster General..... | 223 |
| Certificate of General Accounting Office for..... | 202 |
| Check used for making..... | 196, 207 |
| Fraudulent..... | 258 |
| How made..... | 193-205 |
| In advance, prohibited..... | 186 |
| Less paid than stated in receipt..... | 1597 |
| Not to exceed value of article..... | 186 |
| When made..... | 215 |
| Pay rolls of department..... | 196 |
| Penal laws: | |
| Liability of informer in action on..... | 272 |
| Reports of violations..... | 1589 |
| Violation of, money voluntarily paid..... | 273 |
| Penalties (see Fines) | 1593-1639 |
| And forfeitures, recovery of..... | 271 |
| Balances, failure to pay..... | 118 |
| Bids, combination to prevent..... | 1357 |
| Carriage of letters out of mail..... | 1256, 1259-1262, 1266 |
| Carriers' uniform, unlawful wearing..... | 672 |
| Census matter..... | 487 |
| Clause on official envelopes, commission not allowed for cancellation..... | 311 |
| Compromises, remissions, etc..... | 10, 17, 277-278 |
| Customs duties..... | 632 |
| Electric railway company, refusal to perform mail service..... | 1300 |
| False swearing, sureties on bonds..... | 1347 |
| Forgery. (See Forgery.) | |
| Frank, misuse of..... | 485 |
| Fraudulent pension vouchers..... | 329 |
| Labels, use of..... | 489 |
| Official envelopes, misuse of..... | 485 |
| Penalty envelopes, misuse of..... | 485 |
| Perjury, mail contract..... | 1347 |
| Political activity..... | 55 |
| Postage due, failure to collect..... | 571 |
| Railroad company refusal to perform mail service..... | 1272 |
| Railway post-office cars and equipment, failure of maintenance..... | 1272 |
| Recovery of..... | 270 |
| Registered matter, fraudulent claims for indemnity..... | 1069 |
| Registry fee, unlawful avoidance of payment..... | 869 |
| Revenue from..... | 107 |

INDEX.

| | Section. |
|--|-----------------------|
| Penalties—Continued. | |
| Shipmaster, failure of— | |
| Delivery of letters..... | 1265, 1381 |
| Deposit of letters in post offices..... | 1409 |
| Stamps or stamped paper, unlawful sale of..... | 146 |
| Unlawful carriage of mail..... | 1256, 1259-1262, 1266 |
| Unlawful promotions, demotions, and dismissals..... | 22 |
| Penalty envelopes and labels (<i>see</i> Envelopes)..... | 485-496 |
| Pensioners: | |
| Oaths of, rural carriers empowered to administer..... | 36 |
| Penalty envelopes furnished for return of vouchers..... | 485 |
| Pension mail: | |
| Delivery of..... | 590 |
| Registered..... | 986 |
| Rural service..... | 767 |
| Pension roll for civil employees..... | 43 |
| Pension terms, definition of..... | 329 |
| Pension vouchers..... | 329 |
| Pepper in the mails..... | 462 |
| Per diem allowances..... | 61 |
| Inspectors..... | 28 |
| Railway Mail Service, superintendents, etc..... | 1479 |
| Perforation of stamps for identification..... | 522 |
| Periodical publications. (<i>See</i> Second-class matter.) | |
| Periodicals: | |
| Admissibility to second-class mails..... | 13, 393-402 |
| Advertisements in..... | 401, 411, 425 |
| Free county matter..... | 417 |
| Received by Division of Dead Letters, sent to hospitals..... | 650 |
| Reprint of..... | 414 |
| Subscriptions to, required by Departments..... | 186 |
| Perishable matter..... | 462, 463, 549 |
| Undeliverable..... | 613 |
| Reaching Division of Dead Letters..... | 649 |
| Perquisites, extra, forbidden..... | 188 |
| "Personal" mail..... | 583 |
| Persons, injury to private..... | 59 |
| Petition to Congress, right of..... | 44 |
| Philippines: | |
| Dead-letter service in..... | 636 |
| Limit of weight..... | 450 |
| Losses in the mails, complaints regarding..... | 634 |
| Money orders drawn on domestic forms..... | 1084 |
| Parcel-post rate to..... | 445 |
| Registered jackets for..... | 905 |
| Resident Commissioners from, allowed franking privilege..... | 479 |
| Stamped envelopes and postal cards, to and from..... | 155 |
| Unclaimed matter..... | 639 |
| Photographs and pictures in dead mail matter..... | 648 |
| Pistols in the mails..... | 462 |
| Plank roads, post roads..... | 1331 |
| Plants in the mails..... | 446, 467, 468 |
| Pneumatic-tube service..... | 1326-1329 |
| Advertisement and contract..... | 1326 |
| Appropriation..... | 1327 |
| Authorization and management..... | 11 |
| Provisions relating to contract service apply..... | 1329 |
| Service in New York and Brooklyn..... | 1328 |
| Pockets, employees forbidden to place mail in..... | 507 |
| Poisons in the mails..... | 460, 1557 |
| Police protection, letter boxes..... | 701 |
| Political conduct..... | 52-55 |
| Political contributions..... | 53-55 |
| Political privileges allowed officers and employees..... | 52 |
| Porto Rico: | |
| Branch offices, etc., established at San Juan..... | 287 |
| Dead-letter service in..... | 636 |
| Railway mail employees in, paid in cash..... | 210 |
| Unclaimed matter..... | 639 |
| Portraits on stamps..... | 144 |
| Positions: | |
| Additional, that may be held by postal employees..... | 40 |
| Holding two, forbidden..... | 39-40 |
| Possessions of the United States, meaning of term..... | 377 |
| Postage: | |
| Amount of, in doubt, rural service..... | 771 |
| Collection of— | |
| Supervision..... | 13 |
| Unlawful rate..... | 1603 |
| Copyright matter..... | 494 |
| Deficiency in..... | 379, 569-574, 983 |
| Foreign mails..... | 498, 620 |
| Double..... | 573 |
| Due matter— | |
| Collection of..... | 571 |
| Foreign mails, at delivery office..... | 628 |
| Forwarding of..... | 579 |

INDEX.

| | Section. |
|---|-------------------------|
| Postage—Continued. | |
| Due matter—Continued. | |
| Not to be stopped in transit..... | 563 |
| Postage-due bill accompanying..... | 574, 579 |
| Rural Delivery Service..... | 766 |
| Due stamps..... | 142 |
| Advertised matter, use on..... | 607 |
| Affixed to matter returned..... | 616 |
| Collection of, by..... | 569-574 |
| City carriers..... | 69 |
| Rural carriers..... | 766 |
| Credit for on undeliverable matter..... | 225 |
| Parcel-post packages, foreign mails..... | 579 |
| Redemption of..... | 163, 164 |
| Requisitions for..... | 157-160 |
| Special-delivery matter..... | 835 |
| Supply exhausted..... | 574 |
| Unclaimed matter bearing..... | 640 |
| Used, appeal to department..... | 571 |
| Use of..... | 574 |
| Excess, refund of..... | 456 |
| To and from foreign countries..... | 12 |
| Extra, not charged on mail collected or delivered by carrier..... | 655 |
| Foreign correspondence, payment for..... | 10 |
| Overcharges..... | 456 |
| Appeal in case of..... | 569 |
| Prepayment of..... | 378 |
| Foreign mails..... | 498 |
| In money on second, third, and fourth class matter mailed without stamps affixed..... | 452 |
| On second, third, and fourth class matter returned..... | 614 |
| Rated on matter when received for mailing..... | 510 |
| Rates of (<i>see</i> Rates of postage)..... | 384, 412, 435, 444 |
| Double, charged..... | 390, 573 |
| Foreign mails, not in Postal Union..... | 499 |
| Transit matter..... | 12 |
| Rating up and search for matter improperly rated..... | 569 |
| Return, pledge to pay..... | 983 |
| Returned parcels..... | 649 |
| Second-class matter— | |
| Collected on, reports of..... | 226 |
| Postmasters' reports, examination of..... | * 13 |
| Undeliverable..... | 617-619 |
| Senders' pledge..... | 575 |
| Special-delivery matter..... | 835 |
| Stamps. (<i>See</i> Stamps.) | |
| Under-paid matter addressed to— | |
| Officials at Washington..... | 570 |
| Postmasters..... | 572 |
| Postal accounts (<i>see</i> Accounts): | |
| Oaths on..... | 233 |
| Postmaster General to prescribe form..... | 233 |
| Quarterly, directions for rendering..... | 239 |
| Returns of, certified copies of..... | 236 |
| Transfers with money-order account..... | 1183, 1184 |
| Postal agencies..... | 1411-1413 |
| Postal cards (<i>see</i> Post cards)..... | 145, 146, 154, 155, 381 |
| Agencies..... | 150 |
| Damaged..... | 163, 164, 168 |
| Delivery of, by contractors..... | 94 |
| Double..... | 154, 155, 611 |
| Foreign mails..... | 155 |
| Freight shipment of..... | 10 |
| Losses..... | 167, 168 |
| Manufacture and distribution, supervision of..... | 13 |
| Misdirected, unmailable, and unclaimed..... | 611 |
| Official correspondence, not to be used for..... | 145 |
| "Original purchaser," redemption from..... | 163 |
| Packages of, limit of weight..... | 451 |
| Portraits on..... | 144 |
| Printing, writing, advertisements, or unauthorized additions on..... | 381 |
| Rate of postage..... | 386 |
| Redemption of..... | 163-164 |
| Requisitions for..... | 13, 157-160 |
| Sale of..... | 145-147 |
| Third Assistant Postmaster General authorized to sign contracts for..... | 92 |
| Undeliverable..... | 611, 612 |
| Unlawful pledging or sale of..... | 146 |
| Postal cars. (<i>See</i> Railway post-office cars.) | |
| Postal conventions with foreign countries..... | 12, 496, 497, 1014 |
| Preparation of..... | 12 |
| Postal employees (<i>see</i> Employees): | |
| Conduct of..... | 57 |
| Contracts, interested in..... | 65 |
| Forbidden to receive fees from the public..... | 56, 655, 761 |
| In classified service..... | 338 |
| Salaries, computation of..... | 247 |

INDEX.

| | Section. |
|---|---|
| Postal funds (<i>see</i> Accounts; Postal accounts; Public funds): | |
| Care of..... | 109, 110, 124, 125 |
| Change of postmaster..... | 137, 138 |
| Depositaries..... | 119, 121, 136 |
| Deposits— | |
| Account of..... | 126-128 |
| Certificates of..... | 128 |
| Account of..... | 128 |
| Character of..... | 114 |
| Credits for..... | 117 |
| In banks..... | 124, 125 |
| Failure to make..... | 118 |
| Receipts for..... | 117 |
| Record of..... | 129 |
| Treatment of, by depositaries..... | 116, 126-136 |
| Disbursements, how made..... | 198-205 |
| Government paper cashed with..... | 114 |
| Losses of..... | 167, 168 |
| Misappropriation of..... | 1596 |
| Receipts, etc., reports to comptroller..... | 136 |
| Remittances— | |
| Amount to be remitted..... | 123 |
| Discrepancies in..... | 131 |
| Drafts in..... | 116 |
| Errors in..... | 130, 131, 132 |
| In currency..... | 131 |
| Not to be sent to department or to General Accounting Office..... | 120 |
| Preparation of..... | 115 |
| Registration of..... | 873 |
| Rural carrier not to retain overnight..... | 777 |
| Surplus— | |
| Deposit of..... | 111, 113, 114, 117-119, 121-129, 135, 136 |
| Remittances of..... | 115, 120, 123, 130-136 |
| Transfers— | |
| Between depositaries..... | 122 |
| With money-order account..... | 1180-1184 |
| Postal Guide: | |
| File to be retained..... | 104, 323 |
| Nixie matter must be verified with..... | 1539 |
| Preparation, publication, and distribution, supervision of..... | 10 |
| Publication, payment for..... | 10 |
| Rural carriers accorded access to..... | 743 |
| Postal handbook, employees not to issue..... | 57 |
| Postal Laws and Regulations: | |
| Authority for promulgation of..... | 8 |
| Compliance with, required..... | 323 |
| Rural carriers accorded access to..... | 743 |
| Postal notes..... | 1080 |
| Postal revenues (<i>see</i> Revenue; Receipts): | |
| Collection and distribution..... | 13 |
| Receipts at post offices, part of..... | 217 |
| Postal savings: | |
| Accounts..... | 1237-1245 |
| Administrative examination..... | 13 |
| Audit and settlement of..... | 16 |
| Numbering..... | 1221 |
| Opening of..... | 1220 |
| Privacy of..... | 1241 |
| Records— | |
| Day's transactions and proving balances..... | 1223 |
| Transfer, between offices..... | 1239 |
| Bonds..... | 1236 |
| Cards and stamps..... | 1228 |
| Depositaries..... | 1218, 1238, 1239 |
| Depositors..... | 1220, 1221 |
| Application..... | 1221, 1222 |
| Change in name of..... | 1235 |
| Death or disability of..... | 1234, 1235 |
| Identification..... | 1233, 1234, 1236 |
| In foreign countries..... | 1245 |
| Deposits— | |
| Amount of, not to be disclosed..... | 1241 |
| Certificates of..... | 1223, 1224 |
| Loss or destruction of..... | 1226 |
| Payment..... | 1233, 1234 |
| In banks..... | 1229, 1238 |
| Apportionment..... | 1231 |
| Interest on..... | 1223, 1227, 1236 |
| Withdrawal of..... | 1234 |
| Legal proceedings affecting..... | 1240 |
| Made through representative or by mail..... | 1222 |
| Maximum and minimum amounts of..... | 1220 |
| Money acceptable for..... | 1223 |
| Repayments..... | 1244 |
| Withdrawals of..... | 1232-1234 |
| Division of duties..... | 13 |
| Envelopes, for official correspondence..... | 145 |

INDEX.

| | Section. |
|--|------------------|
| Postal savings—Continued. | |
| Funds— | |
| Court action as to ownership of..... | 1240 |
| Daily summary..... | 1237 |
| Safe-keeping of..... | 1229, 1230, 1243 |
| Separate from other funds..... | 1242 |
| Statutes relating to accounts for postal funds applicable..... | 228 |
| Losses..... | 167, 168, 1226 |
| Stamped envelopes..... | 145, 485 |
| Stamps..... | 1224, 1228 |
| Supplies..... | 1224 |
| System— | |
| Compensation to postmasters at fourth-class offices..... | 1219 |
| Correspondence regarding..... | 1245 |
| Criminal statutes applicable to..... | 1638 |
| Errors, correction of..... | 1225 |
| Establishment of, authority for..... | 1218 |
| Expenditures, audited by General Accounting Office for department..... | 228 |
| Hours of service in post offices..... | 320-322 |
| Miscellaneous provisions..... | 1240 |
| Placards in post offices..... | 1218 |
| Postmasters and postal employees to transact business of..... | 1219 |
| Postmaster's monthly report of transactions..... | 1237 |
| Records, accounts, reports, etc..... | 1237-1245 |
| Regulations of the..... | 1220-1245 |
| Report of free registrations..... | 1067 |
| Supervision of..... | 13 |
| Trustees, Board of..... | 1218 |
| Postal Service: | |
| Accounts, audit and settlement of..... | 16 |
| Definition..... | 1639 |
| Under direction of Postmaster General..... | 10 |
| Postal stations: | |
| Accounting for excess revenue..... | 162 |
| Meaning of term..... | 288 |
| Rural-delivery..... | 803-812 |
| Postal suits (<i>see</i> Suits): | |
| Judgment in..... | 266 |
| Warrant of attachment..... | 268 |
| Postal Union: | |
| Charges for transit matter..... | 1415 |
| Conventions, postmasters at United States exchange offices to possess copies of..... | 1014 |
| Countries, transportation of mail of other..... | 1414, 1415 |
| Post cards (<i>see</i> Postal cards)..... | 382, 383 |
| In foreign mails..... | 155, 498 |
| Mica on..... | 383 |
| Under cover of sealed envelopes, rates of postage..... | 383 |
| Unpaid, misdirected, unmailable, and unclaimed..... | 611, 612 |
| Postmarking: | |
| And dating— | |
| Pension vouchers..... | 329 |
| Stamps..... | 526 |
| Not to be used for canceling purposes..... | 1547 |
| Matter deposited in railway postal cars..... | 1548 |
| Registered matter at exchange offices..... | 1018 |
| Returns of unclaimed matter..... | 640 |
| Postmarks on mail matter..... | 525, 526 |
| Registered jacket envelopes..... | 904 |
| Registered matter..... | 874 |
| Illegible..... | 967 |
| Postmaster General: | |
| Appointment of, authority for..... | 2 |
| Authorized to | |
| Fix rates for official telegrams..... | 169 |
| Negotiate conventions..... | 496 |
| Reform classification, fourth-class matter (parcel post)..... | 444 |
| Transfer money-order funds..... | 1180, 1181 |
| Duties of..... | 6-8 |
| Office of— | |
| Matters assigned to..... | 10 |
| Organization of..... | 10 |
| Term of office..... | 2 |
| Postmasters..... | 330-355 |
| Absence of..... | 11, 300-306, 330 |
| Accounts..... | 216-225 |
| Deficiency in..... | 255, 256 |
| Failure to render..... | 240 |
| False returns of..... | 223, 224, 1602 |
| Outgoing and incoming..... | 242 |
| Stamp..... | 161-162, 220 |
| Acting..... | 300-306 |
| Compensation of..... | 315 |
| Advertising purposes, position not to be used for..... | 326 |
| Appointment of..... | 11, 292-294 |
| Alien..... | 293 |
| Bond and oath to accompany notice of..... | 296 |

INDEX.

| | Section, |
|--|------------------------|
| Postmasters—Continued. | |
| Appointment of—Continued. | |
| Disability for..... | 293 |
| Minor not eligible..... | 293 |
| Appointments, Division of, duties..... | 11 |
| Assistant..... | 331-336 |
| Balances due..... | 118, 245 |
| Bond, illegally approving..... | 1637 |
| Bonds..... | 70-73 |
| And commissions of..... | 295-299 |
| First and Fourth Assistant Postmasters General authorized to sign..... | 68 |
| Liability for Treasury savings funds..... | 166 |
| New, when required..... | 299 |
| Sureties on proposal, to be approved personally by..... | 1352 |
| Care of— | |
| Catcher pouches by..... | 943 |
| Mails by..... | 509, 510 |
| Public funds by..... | 109, 110, 124, 125 |
| Public property..... | 328 |
| Carriers' uniforms, inspection of..... | 677 |
| Change of— | |
| Disposal of public funds and property on..... | 137, 138 |
| Money-order offices..... | 250, 1205, 1206 |
| Classification of..... | 307-315 |
| Commissions..... | 297, 298 |
| Compensation of..... | 307-315 |
| Annual adjustment..... | 11 |
| Money-order fees not included in..... | 968 |
| Fixed by Postmaster General..... | 223 |
| Compromise of liabilities of..... | 277, 278 |
| Conduct of— | |
| Toward patrons..... | 325 |
| Contagious disease in family of..... | 512 |
| Contractors, ineligible for appointment as..... | 293, 1254, 1296, 1318 |
| Correspondence with department to receive prompt attention..... | 324 |
| Credit for— | |
| Claims for, on account of losses, consideration of..... | 10 |
| Postage-due stamps on undelivered matter..... | 11, 225 |
| Stamped paper redeemed..... | 13, 163, 164 |
| Not to take, until authorized..... | 164 |
| Customs collections, failure to make prompt return of..... | 632 |
| Death of— | |
| Or removal, assistant to conduct business..... | 300-302 |
| Delinquent, General Accounting Office to report..... | 334 |
| Delivery service by, supervision of..... | 228 |
| Depositories of public funds..... | 657 |
| Depository, list of..... | 113, 116, 119, 126-132 |
| Depository officer to make returns of deposits of..... | 121 |
| Disbursing..... | 136 |
| Funds sufficient for needs of..... | 206-215, 239 |
| Payments authorized for quarter to be made before rendering account..... | 210 |
| Railway postal clerks, duty regarding payments to..... | 215 |
| Distribution and dispatch of mails, instructions to..... | 210 |
| Division of mail, credit not to be taken by..... | 12 |
| Duties— | |
| Assistant..... | 515 |
| Mail messenger service..... | 331 |
| Not to be assumed until receipt of commission..... | 1324 |
| Required to— | |
| Cooperate with recruiting officers of Army, Navy, and Marine Corps..... | 298 |
| Investigate unusual sales of stamps..... | 49 |
| Meet mail carrier, when..... | 308 |
| Report carriage of matter out of the mails..... | 1374 |
| Serve until successor takes charge..... | 1267 |
| Visit branch offices and stations frequently..... | 298 |
| Two or more serving in same quarter..... | 330 |
| Eligibility for appointment..... | 293 |
| Ex-postmaster prohibited from handling mails..... | 509 |
| Fourth-class (see Fourth-class postmasters)— | |
| Commissions of..... | 311 |
| Compensation of..... | 310 |
| Deduction of..... | 311 |
| On account of money-order business..... | 1204 |
| May transact other business..... | 326 |
| Pension vouchers executed before..... | 329 |
| State and municipal officers..... | 40 |
| Two or more serving in same quarter..... | 311 |
| In doubt, instructions from department to be sought when..... | 323, 474 |
| Instruction of..... | 11 |
| Insufficiently prepaid matter addressed to..... | 572 |
| Leave of absence of..... | 11, 303-306, 330 |
| Letters received under cover to..... | 578 |
| Liability— | |
| For key-deposit funds..... | 374 |
| For losses chargeable to unbonded employee..... | 354 |
| Not affected by taking bonds from clerks..... | 355 |
| Mail-messenger service, bids for..... | 1316 |
| Mails, care of..... | 509, 510 |

INDEX.

| | Section. |
|--|---------------------------|
| Postmasters—Continued. | |
| Money-order business— | |
| Advances from private funds..... | 1185 |
| Not to act as witnesses..... | 1108 |
| Money-order funds, accountability of, received at stations..... | 1085 |
| Money-order offices— | |
| Change of, at..... | 250, 1205, 1206 |
| Compensation of, at..... | 1204 |
| Performance of duty during absence of, at..... | 300-306 |
| Remittances for credit..... | 1194 |
| Reports of..... | 243 |
| Signature of, at..... | 1100 |
| Outgoing, money-order accounts of..... | 250 |
| Payments by..... | 205 |
| Personal attention to offices..... | 330 |
| Postal savings funds, care of..... | 1229 |
| Presidential (<i>see</i> Presidential postmasters)— | |
| Appointment of..... | 292 |
| Submission of cases by Postmaster General..... | 10 |
| Compensation of..... | 307-315 |
| Readjustment of..... | 309 |
| Prohibited from giving— | |
| Information to unauthorized persons..... | 372, 508 |
| Opinions to public..... | 474 |
| Public funds and property, charged with care of..... | 109, 110, 124, 125 |
| Publicity of ownership of publications, action regarding..... | 411 |
| Qualifications of..... | 292-294 |
| Quarterly returns..... | 239 |
| Copies admitted as evidence..... | 262 |
| Registered matter— | |
| Correspondence regarding..... | 1009, 1056 |
| Discretion exercised in delivery of..... | 986 |
| Examination of matter registered by carriers..... | 1037 |
| Registrations by carriers..... | 1022, 1055 |
| Reports annually..... | 1067 |
| Responsibility for..... | 989 |
| Removal of..... | 118, 292-294, 300-302 |
| For neglect to render accounts..... | 240 |
| Residence of..... | 294 |
| Resignation of..... | 300-306 |
| A abandonment of office treated as..... | 301 |
| Rural carrier subordinate to..... | 722 |
| Rural route, inspection by..... | 721 |
| Rural service— | |
| Expenditure not to be made by..... | 801 |
| Regulations, familiarity with..... | 721 |
| Safeguarding the mails..... | 509, 510, 792, 1509, 1510 |
| Salaries— | |
| And commissions allowed, not to retain more than..... | 237 |
| To be full compensation for responsibility, risk, etc..... | 314 |
| Withdrawn, when..... | 313 |
| Salary, refund of excess..... | 308 |
| Signature— | |
| Of acting..... | 302 |
| Signing of papers not requiring..... | 302 |
| Stamped paper, sales of, legitimacy of..... | 13 |
| Supervision of offices..... | 330 |
| Supplies— | |
| Correspondence with, contractors regarding..... | 93 |
| Purchase of..... | 10 |
| Sureties, release of..... | 69 |
| Surety companies, may negotiate premium rates with..... | 354 |
| Third-class, compensation, on account of money-order business..... | 308, 1204 |
| Treasury savings funds, remittance of..... | 166 |
| Two or more serving during same quarter..... | 309 |
| Vacancies in office of..... | 300-306 |
| Witnesses, summoned as..... | 508 |
| Post-office and Garage Quarters, duties of Division of..... | 11 |
| Post-office cars. (<i>See</i> Railway post-office cars.) | |
| Post Office Department: | |
| Accounts, audit and settlement of..... | 17, 228, 233 |
| Buildings. (<i>See</i> Buildings.) | |
| Establishment of, authority for..... | 2 |
| Organization of..... | 9-17 |
| Superintendence and government under office of Postmaster General..... | 10 |
| Post-office inspectors: | |
| Advances to..... | 202 |
| Appointment of, authority for..... | 27 |
| Authorized to search, detain, or make seizures..... | 1268-1271 |
| Bonds of..... | 29 |
| Commissions— | |
| Carriage on railroads on presentation of..... | 1279, 1376 |
| Disposition of..... | 31 |
| Exhibition of..... | 31, 509 |
| Department officers may be..... | 4 |
| Division headquarters, authority for appointment of clerks at..... | 27 |
| Division of, duties..... | 10 |

INDEX.

| | Section. |
|--|-----------------------------|
| Post-offices inspectors—Continued. | |
| Divisions, territory comprising..... | 31 |
| Duties of..... | 30, 31 |
| Employees of postal service subordinate to..... | 31 |
| Entering post offices..... | 31 |
| Expenses of..... | 28 |
| Grades..... | 28 |
| Mail for, delivery of..... | 582 |
| Old files in post offices, examination of, before disposition of..... | 104 |
| Opening and examining mail..... | 31 |
| Per diem allowance..... | 28 |
| Placed in charge of post offices in case of vacancies..... | 301 |
| Presence on train not to be reported..... | 1532 |
| Promotion..... | 28 |
| Railway postal clerks to give every assistance..... | 1532 |
| Roster of..... | 10 |
| Salaries..... | 28 |
| Transportation of..... | 1279, 1304, 1376 |
| Travel expenses..... | 28 |
| Post-office Service, duties of Division of..... | 11 |
| Post offices: | |
| Advertisements posted in..... | 319 |
| Allowances..... | 356-362 |
| Miscellaneous items..... | 359-361 |
| Separating service..... | 350-352 |
| Appointments in..... | 339 |
| Boxes, call and lock (<i>see</i> Boxes in post offices)..... | 363-372 |
| Use of..... | 587 |
| Branch. (<i>See</i> Branch offices.) | |
| Breaking into..... | 1616 |
| Bulletin boards in..... | 319 |
| Care of..... | 318 |
| Clerks in. (<i>See</i> Clerks in post offices.) | |
| Closing of, authority for..... | 320-322 |
| Conducting, without authority..... | 286 |
| Consolidation of..... | 11 |
| City Delivery Service..... | 654 |
| Delivery district not affected by State boundaries..... | 294 |
| Devices for test, installation prohibited..... | 362 |
| Disbursements for expenditures of..... | 208, 209 |
| Discontinuance of..... | 11, 290 |
| Discontinued— | |
| Mail addressed to..... | 582 |
| Forwarding of..... | 575 |
| Mail keys of..... | 137, 1463 |
| Nixie matter for..... | 1559 |
| Public funds and property, disposal of..... | 137 |
| Registry records and reports of..... | 1066 |
| Election notices not to be placed in..... | 319 |
| Employees— | |
| In classified service..... | 336, 337 |
| Oath of office..... | 332 |
| Salaries of, payment of..... | 208, 209 |
| Equipment in— | |
| Requests for additional..... | 358 |
| Establishment of, authority for..... | 1, 11, 286 |
| Expenditures, miscellaneous..... | 11 |
| Files retained..... | 104, 323 |
| Foreign mails received in..... | 628-631 |
| Exchange offices..... | 623-627 |
| Treatment at mailing offices..... | 620-622 |
| Fourth-class— | |
| Advanced to third class..... | 222 |
| Date of effect of order..... | 312 |
| Establishment, discontinuance, and change of site, supervision of..... | 14 |
| Money-order reports of..... | 248 |
| Furniture, record of..... | 219, 221 |
| Holiday service in..... | 322 |
| Hours of service in..... | 316, 320-322, 348, 656, 842 |
| Leases of..... | 358 |
| Lobbies open..... | 320 |
| On Sunday permissible..... | 321 |
| Location of..... | 317 |
| Loungers in..... | 318, 679 |
| Management of, supervision of..... | 11 |
| Money-order, establishment of..... | 1078 |
| Name changed..... | 11, 289 |
| New bond required when..... | 299 |
| New, mail addressed from department to..... | 1559 |
| Night service..... | 320 |
| Office hours..... | 316, 320-322, 348, 656, 842 |
| Opening of mail received at..... | 564-568 |
| Organization of..... | 330-355 |
| Postmasters, supervision by..... | 330 |

INDEX.

| Post offices—Continued. | Section. |
|---|-------------------|
| Presidential— | |
| Location, change of site, and discontinuance, supervision..... | 11 |
| Money-order reports of..... | 248 |
| Property in, stealing of..... | 1617 |
| Provisions relating to..... | 316-330 |
| Records and accounts of..... | 216-226 |
| Registered mail, exchange of, with stations..... | 864, 945-947 |
| Rent, light, and fuel for..... | 11, 356, 357 |
| Robberies at, reports of..... | 328 |
| Rural carriers, room for..... | 746 |
| Rural routes, record of special delivery on..... | 787 |
| Site, change of..... | 11, 317 |
| Smoking in..... | 318 |
| Stationery for..... | 362 |
| Stations (<i>see</i> Branch offices; Stations of post offices)— | |
| Money-order funds for..... | 1188 |
| Transfers of funds not made at..... | 1183 |
| Transfers of mail at..... | 1287, 1294 |
| Summer resort..... | 291 |
| Sunday service..... | 321 |
| Supervisory employees, limitation in number of..... | 336 |
| Supplies for..... | 356-362 |
| Terminal, registered matter at..... | 964, 965 |
| Third class— | |
| Assistant postmasters at..... | 331 |
| Clerk hire at..... | 331, 349 |
| Time for closing mails..... | 513 |
| Unauthorized persons excluded from mail rooms of..... | 509 |
| Undeliverable matter received..... | 580, 581 |
| Unmailable matter, returns of..... | 533 |
| Waste paper to be examined to prevent loss of mail..... | 510 |
| Weather Bureau reports posted in..... | 319 |
| Window service..... | 320 |
| Winter resort..... | 291 |
| Post roads: | |
| Definition of..... | 1246 |
| Establishment of..... | 1246 |
| Authority for..... | 1247 |
| Mail transportation on..... | 1246-1255 |
| Discontinuance of..... | 1253 |
| Terminus of, change in..... | 1248 |
| Post-route maps (<i>see</i> Maps)..... | 197 |
| Contracts for four-year term..... | 92 |
| Expenses under Fourth Assistant Postmaster General..... | 93 |
| Making and distribution, supervision..... | 14 |
| Proposals for printing..... | 85 |
| Sale of..... | 10 |
| Account of..... | 197 |
| Supervision of..... | 10, 14 |
| Pouches (<i>see</i> Rotary-lock pouches and sacks; Mail bags): | |
| Address slips on..... | 564 |
| Catcher, care of..... | 943 |
| Closed service defined..... | 1272 |
| Complaints regarding..... | 634 |
| Dispatched, record of..... | 551 |
| Distribution of..... | 12 |
| Emergency or irregular..... | 559, 1537 |
| Failure to catch..... | 556 |
| Locked, on star routes..... | 553 |
| Mail matter loose in..... | 544, 566 |
| Missent and misdirected..... | 565, 1552 |
| Notice of changes in list..... | 1284 |
| Not made up..... | 559 |
| Opening of— | |
| At receiving offices..... | 564 |
| In transit to advance mails..... | 559 |
| Passed by another office..... | 959 |
| Railway Mail Service, received and dispatched, list of..... | 1537 |
| Record of— | |
| Mail-messengers service..... | 1325 |
| Post office..... | 568 |
| Railroad companies to keep..... | 1282 |
| Rural service, delivery by..... | 791-799 |
| Special, to be used on mail cranes..... | 556 |
| Pouching of registered matter..... | 882-893, 932, 964 |
| Pound rate of postage on second-class matter (<i>see</i> Second-class matter): | |
| Sample copies..... | 421 |
| Second-class matter mailed by news agents..... | 428-430, 520 |
| Powders in the mails..... | 462 |
| Power of attorney in money-order business..... | 1112 |
| Precanceled stamps, supervision..... | 13 |
| Prepayment of postage: | |
| In money on matter mailed without stamps affixed..... | 452 |
| On second, third, and fourth class matter returned..... | 614 |
| President, reports to..... | 81 |

INDEX.

| | Section. |
|---|-----------------------------------|
| Presidential postmasters: | |
| Appointment of..... | 292-294 |
| Submission of cases by Postmaster General..... | 10 |
| Compensation of..... | 307-315 |
| Readjustment of..... | 309 |
| Presidential post offices: | |
| Location, change of site, and discontinuance of, supervision..... | 11 |
| Money-order reports..... | 248 |
| Registered matter— | |
| Slip system of delivery..... | 982 |
| Special reports..... | 1062, 1063 |
| Pretending to be United States officer..... | 1612 |
| Printed matter: | |
| Definition of..... | 437, 438 |
| In foreign mails..... | 498 |
| Of no value, disposition of, in Division of Dead Letters..... | 650 |
| Postage on..... | 435 |
| Unclaimed, disposition of..... | 104, 612 |
| Weight, limit of..... | 451 |
| Printers in post offices..... | 336 |
| Printing and binding..... | 105 |
| Appropriation not to be exceeded..... | 105 |
| Requisitions on Public Printer, Chief Clerk to supervise..... | 10 |
| Restrictions on..... | 105, 184 |
| Printing on stamped envelopes..... | 148, 152 |
| Priority of— | |
| Sureties on bonds..... | 276 |
| United States over other creditors..... | 274 |
| Prisoner's mail..... | 583 |
| Delivery of registered matter..... | 988 |
| Privacy of mail matter..... | 507, 509 |
| Private express, conveyance of mail by..... | 1256, 1259, 1260 |
| Private mailing cards (<i>see</i> Post cards)..... | 382, 383, 386, 498 |
| Private mail receptacles, City Delivery Service..... | 700 |
| Private matter, use of frank on, prohibited..... | 484 |
| Private person, conveyance of mail by..... | 552, 1257 |
| Probationary period, postal employees..... | 338 |
| Proceedings in equity for money due Post Office Department..... | 269 |
| Prohibited matter..... | 626, 632 |
| Promissory notes not accepted in payment of money orders..... | 1086 |
| Promotion: | |
| City carriers..... | 661 |
| Clerks in post offices..... | 337 |
| Department employees, preparation of orders..... | 10 |
| Penalty for unlawful..... | 22 |
| Proof sheets, correction of and postage on..... | 435 |
| Property: | |
| Government, loss or damage to..... | 58 |
| Private, damage to..... | 39 |
| Public, care of..... | 104, 109, 110, 328 |
| Proposals (<i>see</i> Mail service): | |
| Combination to prevent..... | 1357 |
| Torging of..... | 1608 |
| For supplies..... | 83, 93 |
| Advertisements for..... | 83, 93 |
| Bidders to be notified of opening..... | 88 |
| Committee to examine..... | 89 |
| Proprietary articles of merchandise, packing of..... | 453 |
| Publications (<i>see</i> Periodicals; Second-class matter): | |
| Admissibility to second-class matter..... | 13, 393-410 |
| For public distribution, mailing of..... | 184 |
| Mailing of, before entry to second class..... | 403 |
| Partial copies..... | 419 |
| Report as to ownership, circulation, etc..... | 411 |
| Reprint of..... | 414 |
| Public documents: | |
| Compliments not permissible on..... | 486 |
| Limit of weight..... | 450, 451 |
| Public funds (<i>see</i> Postal funds): | |
| Advance payments prohibited..... | 186 |
| Banker receiving unauthorized deposit..... | 1601 |
| Care of..... | 109, 110, 111, 112, 124, 125, 328 |
| Conversion to personal use..... | 1599 |
| Disbursing officer using unlawfully..... | 1601 |
| Disposal of, on change of postmaster..... | 137, 138 |
| Embezzling..... | 1593 |
| Other than..... | 1594 |
| Exchange of, in hands of disbursing officer..... | 112 |
| Failure to— | |
| Deposit..... | 1600 |
| Keep..... | 1599 |
| Produce on demand..... | 1596 |
| Remit..... | 1596 |
| Render account..... | 1598 |
| Loan of..... | 1599 |
| Misappropriation of..... | 1596 |
| Payment not to exceed value of article..... | 186 |

INDEX.

| | Section. |
|---|------------------------------|
| Public funds—Continued. | |
| Receipting for larger sums than are paid..... | 1597 |
| Remittances to depositories..... | 114, 115, 117, 120, 121, 123 |
| Special deposits in banks..... | 125 |
| Temporary deposits in banks..... | 124, 125 |
| Publicity law as to ownership, etc., of publications..... | 411 |
| Public officials, mail matter addressed to, by title..... | 533 |
| Public Printer: | |
| Duty of, in mailing Government publications..... | 184 |
| Mail of, registered free..... | 369 |
| Postal conventions, copy of, sent to..... | 497 |
| Public property: | |
| Care of..... | 104, 109, 110, 328 |
| Disposal of, on change of postmasters..... | 137, 138 |
| Department— | |
| Care of..... | 10 |
| Record and report..... | 103 |
| Stealing..... | 1617 |
| Stolen, receiving..... | 1595 |
| Publisher: | |
| Notice to, regarding undeliverable second-class matter..... | 617-619 |
| Statement as to ownership, etc., of publication to be filed by..... | 411 |
| Purchasing Agent: | |
| Appointment of..... | 3, 93 |
| Attached to office of Postmaster General..... | 10 |
| Bond of..... | 93 |
| Duties of..... | 10, 93 |
| Records kept by..... | 93 |

Q.

| | |
|--|----------|
| Qualification of postmasters..... | 292-294 |
| Quarantine: | |
| Leave of absence on account of..... | 26 |
| Plant, etc..... | 467 |
| Rural service..... | 780 |
| Quarterly report: | |
| Condition of business..... | 81 |
| Money disbursed by postmasters..... | 228 |
| Postage collected on second-class matter..... | 226 |
| Quarterly returns: | |
| Copies of, certified..... | 236 |
| Admitted as evidence..... | 262 |
| Directions for rendering..... | 239 |
| Neglect to render..... | 82, 240 |
| No change in, where new bond given..... | 243 |
| Of accounts..... | 233 |
| Report made, even where no business..... | 241 |
| Time of rendering..... | 239, 240 |
| Quarterly settlement, General Accounting Office to make..... | 228 |
| Quarters for railway postal clerks at transfer stations..... | 1218 |
| Queen bees in the mails..... | 466 |

R.

| | |
|--|------------------|
| Radio service under supervision of Division of Air Mail Service..... | 12 |
| Railroad companies: | |
| Facilities for protection of mail to be furnished by..... | 1272 |
| Penalty of, for refusal to perform mail service..... | 1272 |
| Receipt and delivery of mail by..... | 1286-1295 |
| Rules and regulations of, to be observed by railway postal clerks..... | 1534 |
| Time-tables furnished by..... | 1283 |
| Railroad depots, letter boxes at..... | 1285, 1540 |
| Railroad routes, inland transportation by, appropriations available..... | 1272 |
| Railroad service..... | 1272-1299 |
| Agent of company..... | 1286 |
| Arrival of mail late at night..... | 1291 |
| Authorization and management..... | 12, 1272, 1273 |
| Cars to be accessible..... | 1293 |
| Classes of..... | 1272 |
| Companies to keep record of pouches..... | 1282 |
| Compensation of..... | 12, 1272 |
| Adjustment of..... | 1272 |
| Deductions, for what made and how..... | 1272 |
| Initial and terminal rates and allowances..... | 1272, 1273 |
| Land-grant roads..... | 1272, 1273, 1277 |
| Payments, monthly..... | 1273 |
| Rate of, basis of..... | 1272, 1273 |
| Separate, for side, terminal or transfer service..... | 1273 |
| Contracts— | |
| Special..... | 1272 |
| Without advertising..... | 1274 |
| Cranes, mail..... | 1295 |
| Delayed train, when messenger can not wait for..... | 1290 |
| Delivery of mails in advance..... | 1289 |
| Discontinuance of..... | 1273 |
| Dispatch of mail late at night..... | 1292 |

INDEX.

| Railroad service—Continued. | Section. |
|--|------------|
| Employee of railroad handling mail matter..... | 1288 |
| Establishment recommended by Railway Mail Service..... | 1275 |
| Failure to perform service..... | 1428 |
| Files retained..... | 104 |
| Fines..... | 1430, 1431 |
| Free transportation of mail equipment, supplies, and inspectors..... | 1279, 1376 |
| Land-grant rates..... | 1272 |
| Letter boxes in depots..... | 1285 |
| Mail cranes..... | 556, 1295 |
| Mail matter, care of..... | 1290-1292 |
| Mail to be carried on, prohibited, without authority of department..... | 1275 |
| New service..... | 1275 |
| Official matter..... | 1298 |
| Operation of, pending decision of Interstate Commerce Commission..... | 1272 |
| Operations of companies, data regarding..... | 1297 |
| Performance of, reports of..... | 12, 1427 |
| Pouches of, list changes in..... | 1284 |
| Receipt and delivery of mail..... | 1286-1295 |
| Routes— | |
| Classification of..... | 1273 |
| Extension of..... | 1275 |
| Having no railway post-office service, registered matter on..... | 936 |
| Local mail for..... | 541 |
| Registered matter, dispatch of, by..... | 937 |
| Separately operated..... | 1273 |
| Side service..... | 1286, 1292 |
| Space basis of compensation established..... | 1273 |
| Statements of amounts due..... | 12 |
| Storage space..... | 1272 |
| Temporary..... | 1296 |
| Time-tables furnished by companies..... | 1283 |
| Trains— | |
| Connecting, transfers..... | 1287 |
| Delayed, when messenger can not wait..... | 1290 |
| Must stop for exchange of mails..... | 1295 |
| Not to leave when mail is being loaded..... | 1294 |
| To carry mails, Postmaster General to decide..... | 1272 |
| Service, notices of, change in..... | 1283 |
| Transfer stations— | |
| Quarters for clerks at..... | 1281 |
| Responsibility for mails at..... | 1294 |
| Transportation of mail by other means than, when rates exceed maximum..... | 1278 |
| Wrecks and washouts..... | 1280 |
| Railroad time used in postal service..... | 1422 |
| Railroad transportation. (<i>See</i> Railroad service.) | |
| Railway Adjustment, Division of, duties..... | 12 |
| Railway Mail Service: | |
| Assigned to bureau of Second Assistant..... | 12 |
| Assistant general superintendent, duties..... | 12 |
| Assistant superintendents, per diem allowance to..... | 1479 |
| Circular mail..... | 1545 |
| Properly tied..... | 1544 |
| Clerks. (<i>See</i> Railway postal clerks.) | |
| Chief clerks, duties of..... | 1477 |
| Delivery of mail from cars..... | 1564-1567 |
| Direct packages..... | 1545 |
| Division of— | |
| Assistant superintendent, duties of..... | 1476 |
| Duties of..... | 12 |
| Superintendent, duties of..... | 1475 |
| Divisions of..... | 1474 |
| Errors in distribution and dispatch..... | 1552 |
| Facing slips, when and how used, size, etc..... | 1550 |
| Files retained..... | 104 |
| Foreign and dutiable matter..... | 1560-1563 |
| General Superintendent, duties of..... | 1473 |
| Irregularities in handling of mails, report of..... | 1551 |
| Letter packages, tying of..... | 1544 |
| Losses of mail, investigation of..... | 1576 |
| Mail equipment, surplus..... | 1516 |
| Mail keys, supplies, etc., when to be turned in..... | 1500 |
| Mail matter to be carried in mail bags..... | 1549 |
| Mail worked, count of..... | 1555 |
| Maps, post route..... | 197 |
| Miscellaneous expenditures, preparation of cases..... | 12 |
| Missent matter to be stamped..... | 1553 |
| Nixies..... | 1559 |
| Officers..... | 1472 |
| Authority for appointment of..... | 1471 |
| Clerks and subordinates, payment of salaries of..... | 210 |
| Traveling expenses of..... | 1479 |
| Official notices, where posted..... | 1522 |
| Organization and supervision..... | 1471-1500 |
| Postmarking mail..... | 1548 |

INDEX.

Railway Mail Service—Continued.

| | Section. |
|--|------------------|
| Pouches— | |
| Examination to be made of..... | 1543 |
| Handled by transfer clerks..... | 1569 |
| Slips to be removed when opened..... | 1542 |
| Quarters for railway postal clerks at transfer stations..... | 1281 |
| Railway post offices..... | 1501-1579 |
| Records, old, disposition of..... | 104 |
| Registered matter in..... | 1577-1579 |
| Records of, inspection and disposition of..... | 104, 1066 |
| Registry forms used in..... | 1065 |
| Regulations, interpretation of..... | 1523 |
| Schedules and guides, changes and errors in..... | 1521 |
| Schemes, mail to be distributed by..... | 1541 |
| Second-class matter..... | 1538, 1539, 1546 |
| Stationery for..... | 362 |
| Stations where trains do not stop, delivery of mail at..... | 1565 |
| Superintendents and assistant superintendents, roster of..... | 10 |
| Supervision of..... | 12 |
| Supervisory officer, presence of, on train to be reported..... | 1532 |
| Supplies, record of..... | 362 |
| Terminal railway postoffices..... | 1478 |
| Train accidents to..... | 1511 |
| Transfer clerks (<i>see</i> Railway postal clerks)..... | 1506, 1568 |
| Transfer service..... | 1568-1575 |
| Transmission of mail, irregularities in, special reports..... | 1551 |
| Transportation of employees..... | 1279 |
| Trip reports..... | 1556 |
| Undeliverable matter..... | 636-643 |
| Unmailable matter, treatment of, in..... | 1557 |
| Weather reports treated as first-class matter..... | 391 |
| Railway postal clerks (<i>see</i> Railway Mail Service): | |
| Absence, leave of— | |
| Annual..... | 1489, 1490 |
| Sick..... | 1489 |
| Without pay..... | 1490 |
| Without permission..... | 1490 |
| Accidents to mail trains..... | 1511 |
| Address on mail matter, change of, forbidden..... | 1554, 1559 |
| Animals in mails, treatment by..... | 1557 |
| Appointment of..... | 1481 |
| Authority for..... | 1471 |
| Preparation of regulations..... | 12 |
| Probationary..... | 1481 |
| Under civil-service rules..... | 1482 |
| Arrest on civil process, exempt from..... | 1498 |
| Arrivals and departures, records of..... | 1556 |
| Assault of..... | 1622 |
| Assignment of..... | 1477, 1486 |
| Assistant chief clerks..... | 1477 |
| Badge..... | 1494 |
| Bonds of..... | 1485 |
| Business, must not engage in other..... | 1526 |
| Care of— | |
| Government and railroad property..... | 1512-1519, 1574 |
| Mails..... | 1509, 1510 |
| Case examinations..... | 1495 |
| Chief clerk, duties of..... | 1477 |
| Classes..... | 1481 |
| Compensatory time..... | 1481 |
| Conduct of..... | 1530 |
| Correspondence and official communications..... | 1504, 1524 |
| Deadheading..... | 1481, 1506 |
| Death of..... | 41, 210 |
| Debts of..... | 1499 |
| Delivery of mail in transit..... | 1567 |
| Discharged on account of character..... | 1492 |
| Distribution from one sack completed before opening another..... | 1542 |
| Efficiency, factors determining..... | 1484 |
| Emergency assignments..... | 1486 |
| Equipment, supplies, etc., care of..... | 1512-1519 |
| Errors in distribution and dispatch..... | 1552 |
| Foreign and dutiable matter, treatment of, by..... | 632, 1560-1563 |
| Free transportation of..... | 1376 |
| Freight not to be carried by..... | 1526 |
| Grades of..... | 1481 |
| Hours of service..... | 1481, 1508 |
| Illness while on run..... | 1507 |
| Information concerning mail matter..... | 1533 |
| Injuries..... | 41 |
| Instructions of..... | 1520-1524 |
| Intoxicating liquors, use of, by..... | 1531 |
| Letter boxes at railroad depots, collection of mail by..... | 1285, 1540 |
| Letter cases and paper racks properly labeled..... | 1520 |
| Letters and circulars made up in packages..... | 1544 |

INDEX.

| | Section. |
|---|------------------|
| Railway postal clerks—Continued. | |
| Mail locks and keys | 1512-1514 |
| Mail matter accepted by | 1264, 1536 |
| Matter liable to injure the mails, report of | 1557 |
| Militia duty, exempt from | 47-50 |
| Missent matter | 1553 |
| Money found loose in the mails | 1557 |
| Night duty | 1508 |
| Offenses | 1496 |
| On duty during entire trip | 1528 |
| Order books at terminals to be examined | 1522 |
| Post-office inspectors given assistance by | 1532 |
| Pouches, examination of | 1543 |
| Promotion of | 1484 |
| Quarters for, at transfer stations | 1281 |
| Registered matter | 1577-1579 |
| Delivery of— | |
| At junctions and terminals | 964 |
| To railroad companies or mail carriers forbidden | 966 |
| Pouching of | 944 |
| Record of | 956-958 |
| Safe guarding | 1510 |
| To be called for by | 935 |
| Transfer of | 1579 |
| Registry clerk, duty of | 1578 |
| Registry regulations to be followed by | 1577 |
| Regulations, construction of | 1523 |
| Reinstatement of | 1493 |
| Residence of | 1488 |
| Resignation of | 1491 |
| Government property to be turned in | 1500 |
| Transfer, suspension, or removal | 210 |
| Restoration of, reduced | 1484 |
| Retransfers | 1493 |
| Rotary locks, surplus of | 929 |
| Rules and regulations of railroad companies to be observed by | 1534 |
| Runs not to be extended without authority | 1487 |
| Salaries | 1481 |
| Authority for payment | 12 |
| Payment of | 210 |
| Schedules and guides, changes and errors in | 1521 |
| Schemes | 1520, 1541 |
| Second-class matter, receipt and delivery of | 1538, 1539, 1546 |
| Sick leave | 1489 |
| Smoking by | 1527 |
| Stamps or stamped paper— | |
| Cancellation of | 1547 |
| Misdirected or damaged, treatment by | 970-972 |
| Supply of, for sale | 1529 |
| Substitutes— | |
| Employment of, restriction | 1492 |
| For clerks absent on other than annual leave | 343 |
| Pay of | 1481 |
| Travel expenses | 1480 |
| Sunday and holiday service | 1481 |
| Telegrams from | 1525 |
| Terminal— | |
| Daily reports | 1573 |
| Errors of | 1552 |
| Governed by general instructions | 1575 |
| Mail-messenger service, reports regarding | 1572 |
| Order books at, to be examined | 1522 |
| Time of, at disposal of department | 1526 |
| To receive and deposit mail matter presented to them | 1264 |
| Transfer | 1568 |
| Care of Government and railroad property | 1574 |
| Daily reports | 1573 |
| Delivery of mail to parties addressed | 1571 |
| Duties of | 1506, 1568 |
| Governed by general instructions to railway postal clerks | 1575 |
| Guarding the mails | 1570 |
| Mail-messenger service, reports regarding | 1572 |
| Pouches handled by | 1569 |
| Quarters for, at transfer stations | 1281 |
| Transfers | 1484 |
| Preference in | 1483 |
| Transportation, of | 1279, 1376 |
| Travel allowances | 12, 1480 |
| Trip reports | 1556 |
| Twine, economy in use of | 1519 |
| Uniforms of | 1494 |
| Unmailable matter | 1557 |
| Vacancies in force | 1482 |
| Veterans of Civil, Spanish, and World Wars | 1493 |
| Waste paper | 1519 |
| Witnesses in United States courts, subpoenaed as | 1497 |

INDEX.

| | Section. |
|--|-----------------------|
| Railway post-office cars (<i>see</i> Railway post offices)..... | 1501 |
| Absence from..... | 1505 |
| Accessibility of..... | 1293, 1322 |
| Admission to..... | 1506, 1586 |
| Apartment..... | 1580-1581 |
| Appropriations made available..... | 1272 |
| Care of..... | 1503, 1584 |
| Clerk in charge of..... | 1504 |
| Construction and maintenance..... | 1272, 1580-1586 |
| Requirements with respect to operation..... | 1583 |
| Delivery of mail from..... | 1564-1567 |
| Designated as railway post offices..... | 1501 |
| Doors, locking of..... | 1505 |
| Drinking-water containers..... | 1584 |
| Entering unlawfully..... | 1622 |
| Examination of..... | 1502 |
| Failure to provide and properly equip..... | 1272 |
| Fuel and apartment..... | 1580-1581 |
| Heating..... | 1581 |
| Inspection..... | 1582 |
| Lights..... | 1503, 1585 |
| Loading of..... | 1293 |
| Matter deposited in..... | 1535-1540 |
| Cancellation of stamps on..... | 1547 |
| Postmarking of..... | 1548 |
| Pouches received and dispatched, list of..... | 1537 |
| Sanitation..... | 1584 |
| Service— | |
| Authorization of and allowances for..... | 12 |
| Compensation..... | 1301 |
| Adjustment..... | 12 |
| Discontinuance of..... | 1273 |
| Establishment..... | 12 |
| Reports— | |
| Amounts due..... | 12 |
| Increase or diminution of service..... | 79 |
| Scope of..... | 1272 |
| Size..... | 1272, 1273 |
| Space required..... | 1272, 1273 |
| Style, character, and equipment of..... | 1272, 1273, 1580-1586 |
| Toilet facilities..... | 1584 |
| Wooden cars not acceptable..... | 1272 |
| Railway post offices (<i>see</i> Railway post-office cars)..... | 1501-1579 |
| Classification of..... | 1481 |
| Delivery of mail to..... | 1535 |
| Dispatch of first class matter to..... | 552 |
| Distribution of letters containing dutiable articles..... | 632 |
| Night lines..... | 1508 |
| Pouches or sacks for..... | 921 |
| Registered jacket envelopes for..... | 904 |
| Terminal..... | 1478 |
| Railway stations, cancellation of stamps at..... | 514 |
| Rates for Government telegrams..... | 169-170 |
| Rates of postage..... | 384, 412, 435, 444 |
| Airplane mail..... | 385 |
| Congressional Record mailed at Washington..... | 440 |
| Domestic, where applicable..... | 377 |
| Drop letters..... | 384 |
| Double charge..... | 573 |
| First-class matter..... | 334 |
| Foreign mail matter..... | 498-502 |
| Fourth-class matter (parcel post)..... | 444, 445 |
| Matter for the blind..... | 439 |
| Mutilated coin and paper currency..... | 392 |
| Postal cards..... | 386 |
| Post cards under cover of sealed envelopes..... | 383 |
| Second-class matter..... | 412-421, 619 |
| Seeds, bulbs, plants, etc..... | 446 |
| Ship letters..... | 390 |
| Third-class matter..... | 435-441 |
| Transit matter..... | 12 |
| "Rebuts"..... | 629 |
| Recall of mail after dispatch..... | 536 |
| Foreign mail..... | 622 |
| Registered..... | 955 |
| Receipt of mail, railroad service..... | 1286-1295 |
| Receipt or dispatch of mails, irregularities in..... | 565 |
| Receipts (<i>see</i> Revenue): | |
| Box rents..... | 370 |
| Deduction of salaries and expenses from..... | 206 |
| For larger sums than are paid..... | 1597 |
| Miscellaneous..... | 107 |
| Post-office, are part of postal revenues..... | 217 |
| Special-delivery matter delivered..... | 844 |
| Receiver, mail matter of corporation in hands of..... | 593-596 |
| Reclassification laws, supervision and administration of..... | 10 |

INDEX.

| Records: | Section. |
|--|---------------------------|
| At post offices..... | 216-226 |
| False entry or report by postmasters..... | 1602 |
| Money-order..... | 1177-1204 |
| Destruction of..... | 251 |
| Old, disposition of..... | 104 |
| Public, forging of..... | 1608 |
| Purchasing Agent, open to inspection..... | 93 |
| To be preserved..... | 323 |
| Recruiting officers, Army, Navy, and Marine Corps, cooperation of postmaster required..... | 47 |
| Redemption of stamped paper..... | 13, 163, 164, 168 |
| Reduction of clerks..... | 337 |
| Reforwarding of matter..... | 576 |
| Foreign mails..... | 498 |
| Refused matter: | |
| Disposition of..... | 619, 637 |
| Publisher to be notified..... | 617, 618 |
| Registered..... | 981, 994 |
| Registered jacket envelopes for railway post offices..... | 904 |
| Registered Mails, Division of, duties of..... | 13 |
| Registered matter (<i>see</i> Registry service; Registry business; Registrations): | |
| Accepted erroneously..... | 986 |
| Address— | |
| Correction of, before dispatch..... | 875 |
| Vague or indefinite..... | 860 |
| Addressee, name of, not to be changed..... | 986 |
| Backstamping of..... | 567 |
| Box holder, delivery to..... | 1044 |
| Brass or iron lock pouches..... | 882-893, 977 |
| Bulky articles at catcher stations, delivery of..... | 938 |
| Care in handling, by railway postal clerks..... | 1510 |
| Carriers..... | 1022-1055 |
| Change in address by..... | 1024 |
| Delivery by..... | 1043-1055 |
| Receipt for, at post offices..... | 1045 |
| Returns, checking of..... | 1047 |
| Catcher pouches inclosing..... | 942, 943 |
| Checking of..... | 1036, 1047, 1061 |
| City carrier— | |
| Accepted by, for delivery to..... | 1036 |
| Delivery by..... | 986, 988, 1043-1046, 1047 |
| City packages not to include..... | 883 |
| Coin or heavy articles, envelopes for..... | 860 |
| County of address on..... | 874, 876 |
| Coupons to be signed and returned..... | 977 |
| Currency for redemption..... | 871, 872 |
| Damaged..... | 909, 957 |
| Dead or insane person, addressed to..... | 986, 987, 1006 |
| Delays, inquiries regarding..... | 634 |
| Delivery of..... | 986 |
| Asylum employees or inmates..... | 988 |
| At junctions and terminals..... | 964 |
| Hospital employees or inmates..... | 988 |
| Liability of department ceases on..... | 990 |
| Mail messenger or carrier..... | 933 |
| On service of legal papers..... | 1059 |
| Postmaster to exercise discretion..... | 986 |
| Prisoners..... | 988 |
| Restrictions as to..... | 986 |
| Slip system of delivery record..... | 982 |
| Specially held..... | 994 |
| Special system..... | 982 |
| Telegraphic orders prohibited..... | 986 |
| Theatrical companies, members of..... | 988 |
| Delivery offices, treatment at..... | 977-997 |
| Dispatch of..... | 932-944, 1041 |
| Billing of..... | 878-881 |
| Certification of..... | 932 |
| From offices on routes having railway post-office service..... | 934 |
| In jackets, sacks, and pouches..... | 894-931 |
| Iron or brass lock pouches..... | 882-893, 977 |
| Division of Dead Letters, sent to..... | 996 |
| Errors in..... | 977 |
| Examination on receipt..... | 957 |
| Exceptional treatment of..... | 1057 |
| Exchange between post offices and stations..... | 864, 945-947 |
| Facing slips stamped "Registered"..... | 883 |
| Fee..... | 861, 863, 993 |
| Copyright matter..... | 494 |
| Government officials..... | 983 |
| Fictitious address..... | 860 |
| Files retained..... | 104 |
| Foreign mails..... | 998-1021 |
| Addressee deceased..... | 1006 |
| Correspondence regarding..... | 13 |
| Of postmasters restricted..... | 1009 |
| Customs duties, matter liable to..... | 632, 1005 |

INDEX.

| | Section. |
|--|-----------------------------|
| Registered matter—Continued. | |
| Foreign mails—Continued. | |
| Delivery of..... | 1004-1009 |
| Dispatch of..... | 1002, 1015, 1021 |
| Exchange offices, treatment at..... | 1014-1021 |
| Fees for registration..... | 863 |
| Forwarding, recall, and return of..... | 1010-1013 |
| Inquiries concerning..... | 1000 |
| Losses, complaints regarding and indemnity for..... | 634, 1071 |
| Parcels..... | 998-1001 |
| Postage, short-paid..... | 1016, 1017 |
| Postmarking..... | 1018 |
| Preparation and dispatch..... | 998-1003 |
| Recall of..... | 1012, 1013 |
| Receipt and delivery..... | 1004-1009 |
| Record of..... | 879, 1020 |
| Registered jacket envelopes..... | 1001, 1003 |
| Restrictions..... | 999 |
| Return receipts..... | 1000, 1019 |
| Specially held for delivery..... | 1007 |
| Undelivered..... | 1006 |
| At exchange offices..... | 1008 |
| Forwarding of..... | 991-993 |
| Postage required..... | 981 |
| Found in ordinary mail..... | 993 |
| Fragile matter at catcher stations, delivery of..... | 938 |
| Fraud orders..... | 980 |
| Free matter..... | 869 |
| Hotels..... | 984 |
| Identification of applicants for..... | 986 |
| Independent branch offices and stations..... | 864, 866, 945-947, 995 |
| Information concerning..... | 508 |
| Inquiries regarding..... | 954 |
| In transit..... | 956-967 |
| Iron-lock pouches..... | 882-893, 977 |
| Kept separate from ordinary matter..... | 1058 |
| Legal process, not to be surrendered on service of..... | 1059 |
| Liability of department ceases on delivery of..... | 990 |
| Losses— | |
| Caused by failure to prepare properly, responsibility for..... | 907 |
| Complaints regarding..... | 634 |
| Depredations, or wrong delivery, cases handled by inspector in charge..... | 1056 |
| Indemnity..... | 13 |
| Domestic..... | 1068-1070 |
| Foreign..... | 1071 |
| Inquiries regarding..... | 954 |
| Report to inspector in charge..... | 952, 954 |
| Responsibility for..... | 1023 |
| Stamped paper, reports regarding..... | 164, 952 |
| Manifold bills not accompanied with article described..... | 978 |
| Manifold registry dispatch bill..... | 881 |
| Minor, addressed to..... | 986 |
| Misdirected..... | 969-970 |
| Missent..... | 902, 968 |
| Money-order funds..... | 873 |
| Money or other articles found loose in sacks..... | 974, 976 |
| Money packages, delivery of..... | 1043 |
| Navy mail clerks handling..... | 948-950 |
| Notices bearing delivery or forwarding orders, filing of..... | 984 |
| Notices to addressees..... | 984 |
| Numbering..... | 865, 866, 1030 |
| Officer, public or corporation, addressed to..... | 986 |
| Offices on routes having railway post-office service..... | 934 |
| Official..... | 869, 870, 977 |
| Official matter to postmaster, record and receipt for..... | 977 |
| Orders, standing, to be complied with until countermanded..... | 986 |
| Ordinary mails, registration of matter found in..... | 862 |
| Pension letters..... | 986 |
| Postage short paid..... | 983 |
| Postal funds..... | 873 |
| Postmark on..... | 874 |
| Illegible..... | 967 |
| Pouch— | |
| Care in conveying..... | 964 |
| Mail found loose in..... | 974 |
| Passed by another office..... | 959 |
| With defective lock..... | 960 |
| Pouching of, by railway postal clerks..... | 882-893, 932, 935, 944, 964 |
| Preference over ordinary matter..... | 977 |
| Preparation— | |
| For dispatch..... | 874-877, 932 |
| For mailing..... | 860 |
| Presidential offices, slip system of delivery..... | 982 |
| Railroad routes— | |
| Dispatch on..... | 937 |
| Having no railway post-office service..... | 936 |
| Railway Mail Service..... | 1577-1579 |

INDEX.

Registered matter—Continued.

| | Section. |
|---|--|
| Railway postal clerks— | |
| Delivery of— | |
| At junctions and terminals..... | 964 |
| To railroad companies or mail carriers forbidden..... | 966 |
| Record of..... | 956-958 |
| Recall of..... | 955 |
| Receipts..... | 963, 1026 |
| By totals forbidden..... | 934 |
| Duplicate card..... | 951 |
| Given when matter is accepted..... | 867 |
| Hand-to-hand..... | 900, 934, 961 |
| Impracticable to obtain..... | 933, 973 |
| Manifold bills..... | 978 |
| Coupon, failure to return..... | 951 |
| Missing..... | 1027 |
| Package or coupon..... | 934, 953 |
| Registered package— | |
| Duplicates..... | 951 |
| Failure to return..... | 951 |
| Return..... | 877, 985 |
| Agent authorized to sign..... | 985 |
| Article unaccompanied with..... | 985 |
| Foreign mails..... | 1000 |
| Indorsements..... | 860, 867 |
| Loose in the mails..... | 877 |
| Sent to interior offices..... | 1019 |
| Window, numbering of..... | 865 |
| Received— | |
| In bad order..... | 973 |
| Irregularly..... | 978 |
| Records..... | 878-881, 955, 956, 978, 993, 1036, 1062-1067 |
| Access to, by unauthorized person, forbidden..... | 1023 |
| On opening of pouches..... | 977 |
| Taken into court..... | 1059 |
| Witnessing of..... | 963 |
| Refused..... | 994-996 |
| Registry mark..... | 874 |
| Remailed after delivery..... | 902 |
| Reregistration for forwarding or return..... | 993 |
| Responsibility of postmasters and postal employees for..... | 989 |
| Return of..... | 994-997 |
| Postage required for..... | 981 |
| Return registers, transfer of..... | 964 |
| Returns, checking of..... | 1047 |
| Revenue, accounts to show..... | 232 |
| Routing of..... | 932-944 |
| Rural boxes, registration matter found in..... | 1032 |
| Rural carriers..... | 1022-1055 |
| Delivery by..... | 1049 |
| Carrier attached to another office..... | 1042 |
| In transit..... | 1054 |
| Exchange of mail..... | 1053 |
| How carried..... | 1041 |
| Intermediate offices..... | 1051, 1052 |
| Numbering of..... | 1030 |
| Telephone, permitted to use..... | 1050 |
| Rural routes, record of, on..... | 790 |
| Rural stations, delivery from..... | 1055 |
| Sackjacket tags, numbering of..... | 906 |
| Short paid..... | 983 |
| Signature, unknown, to be verified..... | 986 |
| Special delivery..... | 841, 846, 1048 |
| Mail dispatched with..... | 883 |
| Rural routes..... | 788 |
| Special envelopes..... | 870 |
| Stamps or stamped paper— | |
| Losses of, reports regarding..... | 952 |
| Packages of, misdirected or damaged..... | 970-972 |
| Star routes, dispatch on..... | 939-941 |
| Stations..... | 864-866 |
| Registration for local delivery..... | 979 |
| Where trains do not stop..... | 1565 |
| Steamboat routes— | |
| Dispatch of, by..... | 937 |
| Having no railway post-office service..... | 936 |
| Tags detached in transit..... | 957 |
| Terminal offices, postmasters to receive and receipt..... | 964, 935 |
| Tied with ordinary mail..... | 883 |
| Tracers for..... | 954 |
| Transit..... | 956-967 |
| Delivery direct..... | 961 |
| Treatment at office of mailing and in transit..... | 874-976 |
| Two or more pieces not to be registered as one..... | 863 |
| Unaddressed..... | 969 |
| Undeliverable..... | 645, 981 |

INDEX.

| | Section. |
|---|------------------------|
| Registered matter—Continued. | |
| Undelivered | 994-997 |
| At exchange offices | 1008 |
| By carriers | 984, 1047 |
| Return of, to mailing office | 907 |
| Unmailable | 1035 |
| Unofficial | 861 |
| Unsealed | 975 |
| Valuable matter | 861, 1043 |
| When mail becomes | 868, 1033 |
| Withdrawal or recall of | 955 |
| Registrations (<i>see</i> Registry business; Registry service; Registered matter): | |
| Admissible matter | 861 |
| Applications for | 861 |
| By carriers— | |
| City, rural, and village | 1022-1055 |
| Treatment of, at post offices | 1036-1042 |
| Free | 869, 870 |
| Currency for redemption | 871, 872 |
| Mark of | 874 |
| Matter found in ordinary mails | 862 |
| Reports, annual | 1067 |
| Resealed matter prohibited | 860 |
| Two or more pieces as one prohibited | 863 |
| Unofficial matter | 861 |
| Registry business (<i>see</i> Registry service; Registered matter; Registrations): | |
| Blanks | 1064 |
| Books and forms, special | 1063 |
| Exchange offices | 1014-1019 |
| Railway Mail Service, forms used in | 1065 |
| Records— | |
| And reports | 1062-1067 |
| Presidential offices, special | 1062 |
| Property of Government and treated as files of post offices | 1066 |
| Rendered | 1067 |
| Registry clerk in Railway Mail Service, duty of | 1578 |
| Registry return receipts. (<i>See</i> Registered matter; Receipts.) | |
| Registry service (<i>see</i> Registered matter; Registry business; Registration) | 859-1071 |
| Airplane | 861 |
| Billing and recording | 878-881 |
| Branches and stations | 864, 866, 945-947, 995 |
| Brass-lock | 882-893, 1450 |
| Carriers— | |
| City, rural, and village | 1022-1055 |
| Equipment for | 1025 |
| Registration books | 1039 |
| Correspondence regarding | 1009, 1056 |
| County, name of, when omitted | 876 |
| Dispatch bills, manifold | 881 |
| Equipment | 894, 923, 1025 |
| Lightest possible | 895 |
| Establishment, authority for | 859 |
| Foreign mails | 998-1021 |
| Exchange offices | 1014-1021 |
| Hours of service in post offices | 320-322 |
| Iron lock | 882-893 |
| Jacket envelopes— | |
| Damaged | 909 |
| Foreign mails | 1001, 1003 |
| For railway post offices | 904, 911 |
| General provisions | 894-902 |
| Losses caused by failure to prepare properly, responsibility for | 907 |
| Mail for same office, in same envelope and on same bill | 904 |
| Matter found without cover in | 976 |
| Misdirected or unaddressed | 908 |
| Not to be delayed in transit | 910 |
| Numbering of | 865, 906 |
| Opening of | 977 |
| Postmark on | 904 |
| Records, etc., of | 909 |
| Regulations governing | 903-911 |
| Separate, for foreign and domestic mail | 905 |
| Special delivery | 904 |
| United States naval vessels | 905, 948 |
| Use of | 903 |
| Jackets, split paper | 915 |
| Lead-sealed sacks | 916 |
| Locks and keys, care of | 893 |
| Management | 13 |
| Manifold bills | 963 |
| Receipts— | |
| Hand-to-hand | 900, 934, 961 |
| Package | 882 |
| Not accompanied with article described | 978 |
| Written, not stamped | 1060 |

INDEX.

| | Section. |
|---|--|
| Registry service—Continued. | |
| Records..... | 878-881, 955, 956, 978, 993, 1036, 1062-1067 |
| Access to, by unauthorized person, forbidden..... | 1023 |
| On opening of pouches..... | 977 |
| Witnessing of..... | 963 |
| Rotary-lock pouches (see Rotary-lock pouches and sacks)— | |
| General provisions..... | 894-902 |
| Special provisions..... | 917-931 |
| Sacks, lead-sealed, Navy mail..... | 950 |
| Special delivery..... | 788, 841, 846, 1048 |
| State pouches, sacks, and jackets..... | 912-915 |
| Stations and branches..... | 864, 866, 945-947, 995 |
| Superintendent and assistant superintendent in post offices..... | 336, 337 |
| Through exchanges, establishment and control..... | 13 |
| Transfer stations, instructions for..... | 962 |
| Regulation, screen, and other wagon service. (See Wagon service.) | |
| Regulations, instructions, and orders must be preserved..... | 323 |
| Regulations of department, authority for promulgation of..... | 8 |
| Reinstatements..... | 51 |
| After military service..... | 45, 49, 51 |
| Remittances: | |
| Government funds, registration of..... | 873 |
| Money-order funds..... | 1192-1195 |
| Postal funds..... | 134 |
| Deficiency in..... | 131 |
| Errors in..... | 132 |
| To depositaries..... | 114, 115, 117, 120, 121, 123 |
| Removals: | |
| City carriers..... | 669 |
| From classified service..... | 44, 341 |
| From department, preparation of orders for..... | 10 |
| Postmaster..... | 240, 292-294, 300-302 |
| Assistant to conduct business..... | 334 |
| Renewal of official bonds..... | 70 |
| Rent: | |
| Authorization for allowance..... | 11 |
| Boxes in post offices..... | 369 |
| Light, and fuel, allowance for..... | 11, 356, 357 |
| Of department buildings— | |
| Estimate of appropriation..... | 177 |
| Payments..... | 10 |
| Repairs: | |
| Mail bags..... | 1439, 1470 |
| Mail locks..... | 1457, 1470 |
| Reply coupons, international..... | 156 |
| Redemption of..... | 163 |
| Requisition for..... | 157-160 |
| Reply postal cards..... | 154, 155, 611 |
| Reports: | |
| Agricultural colleges, etc..... | 490-493 |
| Annual, when made..... | 80 |
| Disbursing clerk to Postmaster General..... | 194 |
| Failure to make..... | 82, 240 |
| Money-order..... | 1202-1204 |
| Registry..... | 1062-1067 |
| Revenue..... | 75, 232 |
| Semiannual, as to ownership, circulation, etc., of publications..... | 411 |
| Statistical, compilation of..... | 16 |
| To Congress..... | 75-82, 103, 167 |
| The President..... | 81 |
| Representatives in Congress: | |
| Franked matter..... | 479-481, 484, 1298 |
| Not to be interested in public contracts..... | 62 |
| Receiving pay in matters affecting United States..... | 1613, 1614 |
| Reprints of publications..... | 414 |
| Reptiles in the mails..... | 460 |
| Requisitions: | |
| By telegraph, objectionable..... | 158 |
| Special request envelopes..... | 151 |
| Stamp supplies..... | 157-160 |
| Supplies..... | 362 |
| Residence of postmaster..... | 294 |
| Resident Commissioners from the Philippines to the United States, franked matter..... | 479 |
| Resignations: | |
| Acceptance of, preparation of orders..... | 10 |
| City carriers..... | 669 |
| Officer of department..... | 5 |
| Penalty envelopes, officers not entitled to use, after..... | 489 |
| Postmaster..... | 300-306 |
| Railway postal clerks..... | 210, 1491 |
| Rural carriers..... | 757 |
| Resort offices, nixie matter for..... | 1559 |
| Restrictions on expenditures..... | 184-192 |
| Retirement: | |
| Classified employees..... | 42 |
| Supervision and administration of laws..... | 10 |

INDEX.

| | Section. |
|---|---|
| Return and disposal of unclaimed matter | 608-616, 638-640 |
| Foreign mails, fee..... | 498 |
| Return cards: | |
| Fourth-class matter..... | 457 |
| Letters..... | 610 |
| Special-request envelopes..... | 152 |
| Return penalty envelopes to be addressed before being sent out | 489 |
| Return postage | 426, 983 |
| Return receipt, parcels insured | 1072 |
| Return request letters | 609, 610 |
| Returns of accounts, depositories | 136 |
| Returns to Division of Dead Letters or to division headquarters Railway Mail Service | 637-646 |
| Revenue (see Receipts): | |
| Accounts of postal service to show..... | 216-226, 232 |
| Appropriations out of..... | 179 |
| At post offices..... | 217 |
| Collection and distribution..... | 13 |
| Deposit of, in Treasury..... | 106 |
| Disposition of..... | 113 |
| Estimate of, annual report..... | 75 |
| Excess, from stamped paper..... | 162 |
| Expenditure and, report by Secretary of Treasury..... | 223, 224, 409 |
| False returns..... | 133, 135 |
| Payments into Treasury..... | 133, 135 |
| Postal— | |
| Deposit of surplus funds..... | 111, 113, 114, 117-119, 121-129, 135, 136 |
| Remittances..... | 115, 120, 123, 130-136 |
| Sources of..... | 106-108 |
| Stamps, internal..... | 165 |
| Revolvers in the mails..... | 460 |
| Rewards, claims for..... | 10 |
| Rifling of mail..... | 203, 204, 1625 |
| Road duty..... | 47 |
| Rural carriers and clerks in charge of stations..... | 742 |
| Robbery: | |
| Assaulting mail custodian with intent toward..... | 1627 |
| Of post office, report of..... | 328 |
| Roosevelt, Edith Carow, franking privilege granted to..... | 482 |
| Roster of officers, clerks, and employees..... | 10 |
| Rotary-lock pouches and sacks..... | 894-902, 917-931 |
| Bills..... | 899 |
| Card slide labels, return of used..... | 927, 1518 |
| Connections missed..... | 921 |
| Damaged in transit..... | 920 |
| Discrepancies..... | 922-926 |
| In number received..... | 926 |
| Of irregularities, failure to report..... | 924 |
| Examination of..... | 901 |
| General provisions..... | 894-902 |
| Hand-to-hand delivery of registered mail in..... | 919 |
| Inspection to insure proper locking..... | 898 |
| Labeled wrongly..... | 921 |
| Labeling and locking..... | 898 |
| Lead-sealed sacks in lieu of..... | 916 |
| Matter found without cover, in..... | 976 |
| Missent..... | 902, 921 |
| Opening of, at receiving offices..... | 922 |
| Pouch-bill coupons, when to be returned..... | 923 |
| Pouch bills at receiving offices..... | 925 |
| Receipts for..... | 918 |
| Record of dispatch..... | 880 |
| Return of..... | 930 |
| Special provisions..... | 917-931 |
| Surplus..... | 929 |
| " T " series..... | 897 |
| Rotary locks (see Mail locks): | |
| Care of..... | 931 |
| Disposition of..... | 929 |
| Keys for, care of..... | 931 |
| Numbering of..... | 922 |
| Requisitions for..... | 928 |
| Surplus..... | 929 |
| Routes. (See Railroad service; Star-route service.) | |
| Rules and regulations, Postal Service, promulgation of..... | 8, 10 |
| Rulings of the Solicitor..... | 474, 583, 591-593 |
| Rural carriers: | |
| Absence— | |
| Leave of..... | 734-739 |
| Without pay..... | 735 |
| Without permission..... | 736 |
| Acceptance of mail..... | 770, 1072 |
| Accounting for excess revenue..... | 162 |
| Appearance..... | 740 |
| Appointment..... | 718 |
| And discipline..... | 14 |
| Assaulting..... | 1627 |

INDEX.

| Rural carriers—Continued. | Section. |
|---|-----------|
| Automobiles | 800 |
| Bicycles not permitted | 800 |
| Bond | 720 |
| Boxes— | |
| Examined by, when | 764 |
| Signals on | 764 |
| Cancellation of mail en route | 775 |
| Carriage of matter | 755 |
| Civil-service board, member of | 734 |
| Collection of mail | 772 |
| Compensation | 724 |
| Conduct of | 740 |
| Conveyance provided by | 800 |
| Deceased | 728 |
| Delayed mails, waiting for | 752 |
| Delinquencies of | 735 |
| Delivery of mail— | |
| Fee for carriage out of the mail paid by patron | 755 |
| Fees for, forbidden | 761 |
| Detection of | 796 |
| Dinner, stop for | 752 |
| Duties of | 732 |
| Employment outside of service, restrictions | 755 |
| Equipment | 800, 801 |
| Examinations | 718 |
| Express business | 755 |
| Funds received | 749, 1212 |
| Holiday service | 739 |
| Husband or wife of, ineligible for postmastership | 283 |
| Injured, while on duty | 735 |
| Intermediate offices, stop at, when | 709 |
| Intoxicants, use of, by | 741 |
| Jury and road duty | 742 |
| Leave of absence | 734-736 |
| Without pay | 735 |
| Without permission | 736 |
| Mail locks and keys not to be in possession of | 798 |
| Mail matter— | |
| Acceptance of | 770 |
| Accountable for | 760 |
| Assortment of, before starting on trips | 759 |
| Cancellation en route | 775 |
| Carriage of | 755 |
| Collection of | 772 |
| Delayed, waiting for | 752 |
| Delivery of— | |
| Fee for carriage out of the mail paid by patron | 755 |
| Fees for, forbidden | 761 |
| Diversion of | 768 |
| Hand exchange | 774 |
| Handled, report of | 790 |
| Locked pouch, transportation of | 791 |
| Postage | 771 |
| Receipt and deposit of | 1264 |
| Undelivered | 777 |
| Unidentified | 778 |
| Weight in doubt | 771 |
| 742 | 742 |
| Militia duty | |
| Money-order business— | |
| Acceptance by | 770 |
| Purchases and payment of orders | 1209-1217 |
| Motor cycles | 800 |
| Neatness and courtesy required | 740 |
| Oath | 719 |
| Office work not required of | 723 |
| Passengers forbidden | 741 |
| Patrons, roster of | 741, 745 |
| Pensioners, empowered to administer oaths | 86 |
| Pension vouchers, execution before | 329 |
| Position not transferable or salable | 731 |
| Postal Laws and Regulations and Postal Guide, access to | 743 |
| Post office, room for | 746 |
| Pouches— | |
| Delivery of | 791-799 |
| Not to be opened by | 798 |
| Return of, undelivered | 795 |
| Transportation of | 791 |
| Prohibited from— | |
| Carrying passengers | 741 |
| Circulating petitions for changes in postal service | 741 |
| Deviating from routes | 748 |
| Exhibiting mail to unauthorized person | 761 |
| Furnishing list of patrons | 741 |
| Leaving mail on top of boxes | 760 |
| Retaining mail overnight | 777 |
| Returning mail | 776 |

INDEX.

| | Section. |
|---|---------------|
| Rural carriers—Continued. | |
| Prohibited from—Continued. | |
| Soliciting gifts..... | 57 |
| Writing to the department..... | 743 |
| Punctuality and regularity required..... | 793 |
| Receipt and deposit of mail presented to them..... | 1264 |
| Registered mail..... | 1022-1055 |
| Delivery of..... | 1049 |
| By carrier attached to another office..... | 1042 |
| In transit..... | 1054 |
| Exchange of..... | 1053 |
| How carried..... | 1041 |
| Intermediate offices..... | 1051, 1052 |
| Numbering of..... | 1030 |
| Telephone to be used in connection with..... | 1050 |
| Registrations— | |
| Authorization for..... | 1031 |
| Books and receipts, numbering of..... | 1030 |
| En route for delivery en route..... | 1029 |
| Registry business..... | 1022-1055 |
| Acceptance by..... | 770 |
| Report annually..... | 790 |
| Report for duty— | |
| Regardless of weather..... | 750 |
| Schedules..... | 752 |
| Reports of mails handled..... | 790 |
| Resignations..... | 757 |
| Room in post office for..... | 746 |
| Route of passage not to be obstructed..... | 756 |
| Salaries— | |
| Deductions for failure to perform service..... | 738 |
| How and when paid..... | 724, 729 |
| Vouchers..... | 726 |
| Schedules..... | 752 |
| Separation service..... | 723, 758 |
| Sickness, leave without pay on account of..... | 735 |
| Special rules proposed by postmasters..... | 744 |
| Stamps— | |
| Cancellation of, en route..... | 775 |
| Record of..... | 790 |
| Supplies..... | 802 |
| Statistics..... | 790 |
| Subordinate to postmasters..... | 722 |
| Substitute— | |
| Can not serve as, while on leave of absence..... | 737 |
| Salary..... | 725 |
| Vouchers..... | 726, 728 |
| Serving more than one route..... | 757 |
| Temporary, salary..... | 725, 729 |
| Sunday and holiday service..... | 739 |
| Supplies— | |
| Money order..... | 1210 |
| Postal, sale by..... | 770 |
| Temporary, salary..... | 725, 729 |
| Vouchers..... | 726, 727, 728 |
| Transfers..... | 730 |
| Transportation of locked-pouch matter..... | 791 |
| Trip reports..... | 753 |
| Undelivered mail..... | 777 |
| Unidentified mail..... | 778 |
| Weight of matter in doubt..... | 771 |
| Witness for Government..... | 734 |
| Rural delivery service: | |
| Admissible matter to be prepaid and carried in the mails..... | 755 |
| Boxes— | |
| Collection..... | 774 |
| Patrons..... | 813, 827 |
| Approval of..... | 815 |
| Change in construction..... | 813 |
| Depreciations to be reported..... | 821 |
| Dimensions..... | 813 |
| Erection of..... | 816 |
| Examination of, not required..... | 764 |
| Inscription on..... | 814 |
| Location of..... | 816, 819 |
| Locks and keys..... | 822, 823 |
| Manufacture or sale of, by employees forbidden..... | 820 |
| Money deposited in, for payment of postage..... | 773 |
| Numbering of..... | 825-827 |
| Registration of matter found in..... | 1032 |
| Sale and purchase..... | 815 |
| Served by two routes..... | 825 |
| Several families may use same box..... | 817 |
| Specifications and requirements..... | 813 |
| Unstamped matter found in..... | 773 |
| Use and removal of boxes of approved style..... | 813 |
| Used for mail only..... | 773 |
| Withdrawal of service..... | 818 |

INDEX.

| | Section. |
|---|-----------|
| Rural delivery service—Continued. | |
| Boxes—Continued. | |
| United States collection | 828, 829 |
| At points of exchange | 774 |
| Carriers. (See Rural carriers.) | |
| Closed pouches | 798 |
| Conduct of | 14 |
| Constant service required | 751 |
| Contagious diseases | 780 |
| Conveyances used in | 800 |
| Corporation lines | 717 |
| Delivery and collection of mail | 758, 799 |
| Delivery offices, registry blanks for | 1064 |
| Delivery of mail to addressee or authorized person only | 763 |
| Diversion of mail | 768 |
| Efficiency of, postmasters required to be informed as to | 721 |
| Establishment | 716, 717 |
| New service | 14, 716 |
| Expenditures for, postmaster not to make | 801 |
| Files retained | 104 |
| Holidays | 739 |
| Horseback | 750 |
| Inadmissible matter | 755 |
| Information furnished by postmaster | 508 |
| Insufficiently paid matter | 773 |
| Intermediate offices | 769 |
| Intersecting routes, collection or hand exchange | 774 |
| Letters mailed on route, rate of postage | 384 |
| Loop routes | 754 |
| Mail matter— | |
| Addressed to box and route number merely | 762 |
| Diversion of | 768 |
| In transit, delivery of | 799 |
| Protection of | 792 |
| Returnable to box numbers | 762 |
| Sorting of | 759 |
| Undelivered | 777 |
| Maps | 197 |
| Making and distribution | 14 |
| Report of disbursing clerk as to sale of | 193 |
| Money-order business in | 1209-1217 |
| Office delivery | 765 |
| Parcel-post matter, rate of postage on | 444 |
| Partial service | 750 |
| Patronage requisite | 716 |
| Patrons, roster of | 745 |
| Pension mail | 767 |
| Performance of, records kept by postmasters | 797 |
| Postage-due mail | 765 |
| Registration of matter found in rural boxes | 1032 |
| Roads— | |
| In good condition | 716 |
| Obstruction in, to be reported by postmaster | 747 |
| Routes— | |
| Deviation from, prohibited | 748 |
| Change of, petition for | 741 |
| Extension of | 716, 721 |
| Inspection semiannually | 721 |
| Loop | 754 |
| New, reports regarding | 824 |
| Parcels insured on | 1072 |
| Stamps canceled on | 331, 775 |
| Triweekly service | 748 |
| Two on one road | 779 |
| Separation of mail at distributing offices | 758 |
| Service restricted | 717 |
| Special-delivery service | 731-739 |
| Stamps canceled on routes and at stations, credit allowed postmasters | 311, 775 |
| Stations | 803-812 |
| Business | 805 |
| Canceling of stamps | 809 |
| Clerk in charge | 803 |
| Correspondence, requisitions, etc | 810 |
| Monthly reports of business transacted | 812 |
| Not exempt from jury and road duty | 742 |
| Registered matter | 1022-1071 |
| Registration equipment | 1025 |
| Supervision of carriers | 804 |
| Establishment of | 803 |
| Function | 805 |
| Handling of mail at | 808 |
| Money-order business, conduct of | 1208 |
| Open, when | 807 |
| Receipt and dispatch of mails | 806 |

INDEX.

| | |
|--|--------------|
| Rural delivery service—Continued. | |
| Stations—Continued. | |
| Registered mail— | Section. |
| Delivery from..... | 1055 |
| For dispatch..... | 1040 |
| Supplies..... | 811 |
| Statistics..... | 790 |
| Supervision..... | 14 |
| Supply of intermediate offices..... | 791-799 |
| Suspension or interruption in..... | 751 |
| Undeliverable mail..... | 762, 777-778 |
| Rural Mails, Division of, duties of..... | 14 |

S.

| | |
|--|-----------------|
| Sack jacket tags, numbering of..... | 906 |
| Sacks. (See Mail bags.) | |
| Safes, combinations to be changed..... | 110 |
| Safety chains for mail keys..... | 1462-1464 |
| Safety of money-order forms..... | 1102 |
| Sailors: | |
| Delivery of mail for..... | 582 |
| Letters from, insufficiently prepaid..... | 389 |
| Preference shown..... | 19, 21, 22, 667 |
| Registered matter in care of consul addressed to..... | 933 |
| Salaries (see Compensation): | |
| And commissions allowed, postmaster not to retain more than..... | 237 |
| And expenses, deduction of, from receipts..... | 206 |
| Computation of..... | 247 |
| Cover all risks of postmasters..... | 314 |
| Department— | |
| Disbursement of..... | 196 |
| Estimates of appropriations..... | 171-177 |
| Requisitions on Treasury..... | 195 |
| Withdrawn by postmasters, when..... | 313 |
| Sale of useless materials of department..... | 101 |
| Salves in the mails..... | 462 |
| Sample copies..... | 421 |
| Samples: | |
| Merchandise, undeliverable..... | 613 |
| Paper, fourth-class..... | 438 |
| Printed matter, third-class..... | 438 |
| San Francisco: | |
| Dead-letter branch at..... | 636 |
| Dutiable articles for delivery to addressees at..... | 632 |
| Santa Claus letters..... | 581 |
| Scales: | |
| Contracts for..... | 92 |
| Metric, at exchange offices..... | 99 |
| Schedules of supplies for department..... | 84 |
| Schedule time, mail not to be delivered to carrier before..... | 554 |
| Schemes used by postmasters in dispatch of mails..... | 539, 540 |
| School, unclaimed letters bearing card of..... | 610 |
| Screen-wagon service. (See Wagon service.) | |
| Scurrilous matter..... | 470, 471 |
| Sent to Division of Dead Letters..... | 637 |
| Treatment of..... | 10 |
| Unmailable, disposition of..... | 582 |
| Sealed matter: | |
| Customs duties..... | 632 |
| Nonmailable, disposition by Division of Dead Letters..... | 651 |
| Not to be opened, except on warrant..... | 507 |
| Treatment of, when not easily examined..... | 453 |
| Seal of department, custody of..... | 7, 10 |
| Sea post clerks: | |
| Appointments of..... | 1418 |
| Bonds of..... | 1419 |
| Compensation of..... | 1418 |
| Sea post service..... | 1416-1419 |
| Dutiable matter in..... | 632 |
| Establishment of..... | 1417 |
| Supervision of..... | 12 |
| Searches, mailable matter unlawfully transported..... | 1268-1271 |
| Seattle, dutiable articles for delivery to addressees at..... | 632 |
| Second Assistant Postmaster General: | |
| Appointment of, authority for..... | 3 |
| Authorized to sign certain contracts..... | 92 |
| Duties of..... | 12 |
| Second-class matter: | |
| Acceptance by postmasters, conditional..... | 404 |
| Accounting for postage..... | 226, 404, 415 |
| Additions to, permitted or prohibited..... | 422-427 |
| Admissibility of..... | 13, 393-410 |
| Publications, who shall decide..... | 405 |

INDEX.

Second-class matter—Continued.

| | Section. |
|--|---------------------------|
| Admission— | |
| Applications for..... | 403-411 |
| General provisions..... | 398-402 |
| Rules governing, violation of..... | 432 |
| Advertisements..... | 395, 411, 425 |
| Advertising purposes..... | 394, 401 |
| Advertising sheets..... | 401 |
| Benevolent or fraternal societies, publications of..... | 395, 403, 412 |
| Bills, receipts, etc., accompanying..... | 427 |
| Binding of..... | 394 |
| Boards of health, etc., publications of..... | 395 |
| Canada, Cuba, Mexico, and Panama..... | 412, 419 |
| Carried outside the mails..... | 1263 |
| Certificate required when received from publisher at depots..... | 1539 |
| Change in title or frequency, removal of office, or discontinuance of publication..... | 406 |
| Change of address or indorsement on, forbidden..... | 1554, 1559 |
| Character of contents..... | 394 |
| Circulation of..... | 394, 397, 400, 401, 411 |
| Clubbing arrangements..... | 400 |
| Club subscribers..... | 584 |
| Collection of postage, how reported..... | 311 |
| Conditional permit..... | 404 |
| Definition of..... | 393 |
| Deposit of third-class postage..... | 404 |
| Detention of matter not entitled to second-class rate..... | 433 |
| Discontinuance..... | 406 |
| Discrepancies in weight or number of sacks..... | 1537 |
| Editorials, paid, to be marked "Advertisement"..... | 411 |
| Educational publications, suspension of, during vacation..... | 398 |
| Entry— | |
| Application for..... | 403-411 |
| Cancellation of certificate of..... | 410 |
| Evidence of, required from news agents..... | 430 |
| False evidence to secure..... | 409 |
| Mailing of, before entry..... | 403 |
| Notice of..... | 405 |
| Examination..... | 453 |
| At mailing office..... | 431-433 |
| By customs officers..... | 632 |
| Reports of..... | 432 |
| Extra editions..... | 398 |
| False evidence..... | 409 |
| Foreign publications..... | 397, 403 |
| Formation..... | 394 |
| Forwarding..... | 575 |
| Fraternal society publications..... | 395 |
| Free county matter— | |
| Regulations respecting..... | 417, 418, 421 |
| Reports of..... | 226 |
| Freight shipments..... | 1299 |
| Hectograph publications..... | 402 |
| Inclosures— | |
| Illegal..... | 424 |
| Of a higher class..... | 454 |
| Permitted or prohibited..... | 426, 427, 431, 432, 569 |
| Indicia in publications..... | 404 |
| Institutions of learning, publications of..... | 395, 403 |
| Issue, regularity of..... | 394, 398 |
| Legitimate list of subscribers..... | 394, 400 |
| Mailing, preparation for and place of..... | 418, 434, 520, 1538, 1539 |
| News agents..... | 428-430, 520 |
| Packages outside the mails..... | 1538 |
| Newspapers and periodicals defined..... | 417 |
| Office of publication..... | 394, 395, 399, 416 |
| Of no value, disposition of..... | 650 |
| Packages of, for club subscribers..... | 584 |
| Partial copies of publications..... | 419 |
| Places of, and preparations for mailing..... | 520 |
| Postage on..... | 412-421 |
| Application pending..... | 404 |
| Back numbers and reprints..... | 414 |
| Collected..... | 13, 226 |
| Collection of..... | 415 |
| Commission of fourth-class postmasters..... | 311 |
| Rates of..... | 412-421, 619 |
| At letter-carrier offices..... | 417, 418 |
| Pound rate..... | 417 |
| Transient publications..... | 419, 421 |
| When sent by— | |
| Other than publisher or news agent..... | 419 |
| Publishers to other than subscribers..... | 419 |
| Reports..... | 226 |
| Return, pledge to furnish..... | 426 |
| Premiums..... | 400 |
| Printer sending to publisher..... | 415 |

INDEX.

| Second-class matter—Continued. | Section. |
|---|-------------------------|
| Publicity of ownership, sworn statement regarding..... | 411 |
| Railway Mail Service, treatment in..... | 1538, 1539, 1546 |
| Record of— | |
| In department..... | 407 |
| In post offices..... | 408 |
| Registered— | |
| Postmark on..... | 874 |
| Preparation of..... | 860 |
| Remailing..... | 614 |
| Reprints..... | 414 |
| Returned, prepayment of postage on..... | 614 |
| Sample copies..... | 421, 520 |
| Seeds in the mails..... | 446, 453 |
| Separate delivery..... | 584 |
| Separations..... | 418, 520 |
| Single sheets..... | 413 |
| Societies, professional, scientific, etc., publications of..... | 395, 403 |
| State departments of agriculture, boards of health, etc., periodicals of..... | 396 |
| Stencil publications..... | 402 |
| Subscribers, legitimate list of..... | 400 |
| Subscriptions— | |
| Expired..... | 400 |
| List of..... | 394, 395, 400 |
| Nominal rate..... | 401 |
| Price..... | 394, 395, 400 |
| Supplements..... | 422, 425 |
| Suspension of publication..... | 398, 406 |
| Sworn statement of ownership, circulation, etc..... | 411 |
| Title, change in..... | 406 |
| Trade-unions, publications of..... | 395 |
| Trains, mailings made direct to..... | 1538, 1539 |
| Transient publications..... | 419, 420, 421 |
| Undeliverable..... | 617, 619 |
| Disposition of, as waste paper..... | 104, 619 |
| Unsold publications not to be returned to publishers at pound rate..... | 430 |
| Weighting..... | 520 |
| Weight, limit of..... | 450, 451 |
| Wrapping and folding and preparation for mailing..... | 418, 434, 453, 520, 584 |
| Second-class offices, assistant postmasters' salary..... | 333 |
| Secretary of— | |
| Agriculture, sending seeds free in the mails..... | 480 |
| Senate, franked matter..... | 479 |
| State, copies of postal conventions sent to..... | 497 |
| Treasury, contract for certain supplies..... | 84 |
| Secretary to postmaster, first-class office, salary..... | 336 |
| Secreting mail..... | 1625 |
| Securities of the United States: | |
| Advertisements on..... | 1609 |
| Counterfeiting, forging, or imitating..... | 1609 |
| Secreting tools and materials for printing..... | 1604 |
| Seeds in the mails..... | 446 |
| Bulbs and plants, rate of postage..... | 446 |
| Free..... | 480 |
| In sealed transparent envelopes..... | 453 |
| Seized matter, for violation of law, disposition of..... | 651 |
| Senate, Secretary of, franked matter..... | 479 |
| Senators: | |
| Franked matter..... | 479 |
| Official correspondence..... | 491 |
| Senders of mail, name and address on envelope or wrapper, supervision..... | 13 |
| Separating offices. (See Distributing offices.) | |
| Separation of mail: | |
| Allowance for service..... | 11,350-352 |
| Distributing offices, rural mail..... | 758 |
| Sacks, when used..... | 546 |
| Second-class matter..... | 418, 520 |
| Service by rural carriers..... | 723 |
| Separators, salaries of..... | 336, 337 |
| Service property, supply contracts..... | 83-105 |
| Service stars, letter carriers..... | 676 |
| Services, purchases and contracts for..... | 83 |
| Settlements of losses, postmasters not to make..... | 634 |
| Shanghai, China, postal agency at..... | 1412 |
| Sharp instruments in the mails..... | 462 |
| Ship letters..... | 390 |
| Carriage of— | |
| Compensation..... | 1383 |
| Fees..... | 1384, 1387 |
| When not allowed..... | 1385, 1387 |
| Definition of..... | 1382 |
| Foreign letters loose on regular steamers not included in..... | 1382 |
| Shipmaster— | |
| Certificate of, showing letters carried..... | 1384 |
| Delivery of, by..... | 1381 |
| Payment of..... | 1384, 1387 |
| Treatment of..... | 517, 518 |

INDEX.

| | Section. |
|---|------------------------------|
| Shortage in stamp supplies received..... | 159 |
| Short-paid matter..... | 379, 527-529, 569-574 |
| Foreign mail..... | 498, 620, 628 |
| Registered..... | 983 |
| Undelivered, bearing return card..... | 610 |
| Sick leave | |
| Clerks in department..... | 26 |
| Post-office employes..... | 342 |
| Railway postal clerks..... | 1489 |
| Sickness: | |
| Leave without pay on account of, rural carriers..... | 735 |
| Or absence of officer of department, action in case of..... | 5 |
| Side service: | |
| Electric lines..... | 1307 |
| Railroads..... | 1286, 1292 |
| Signagraph, use of, in issuing checks..... | 210 |
| Signature: | |
| On money orders..... | 1100 |
| Postmaster— | |
| Acting..... | 302 |
| Representative of..... | 302 |
| Signs, "United States Mail," use of, in electric and cable car service..... | 1310 |
| Site of post office, change of..... | 317 |
| Size of mail: | |
| Limit of..... | 442, 443, 450 |
| Delivery of matter..... | 602 |
| Excess matter, unmailable, disposition of..... | 532 |
| Fourth-class matter..... | 442, 443, 450 |
| Supervision of..... | 13 |
| Skilled laborers deemed part of clerical force..... | 330 |
| Smithsonian Institution, mail of, official..... | 485 |
| Smoking: | |
| By railway postal clerks..... | 1527 |
| In post offices..... | 318 |
| Snuff in the mails..... | 462 |
| Scaps in the mails..... | 462 |
| Packing of..... | 453 |
| Society, money-order payee..... | 1108 |
| Soldiers: | |
| Delivery of mail for..... | 582 |
| Letters insufficiently prepaid..... | 389 |
| National Home for Disabled Volunteers, mail for..... | 485 |
| Preference shown..... | 19, 21, 22, 607 |
| Uniform returned..... | 485 |
| Soliciting purchase of stamps..... | 146 |
| Solicitor: | |
| Appointment, authority for..... | 3 |
| Attached to office of Postmaster General..... | 10 |
| Claims of postmasters..... | 168 |
| Duties..... | 10 |
| Reports of robberies, etc..... | 328 |
| Rulings..... | 474, 583, 591-593 |
| Suits, advice as to..... | 635 |
| Space basis (see Transportation of mails): | |
| Authorization of..... | 1272 |
| Spanish-American War, preference given to service in..... | 51 |
| Speaker's room, undeliverable mail bearing card of..... | 610 |
| Special agents, officers of department to act as..... | 4 |
| Special assistant to Attorney General: | |
| Appointment of..... | 3 |
| Attached to office of Postmaster General..... | 10 |
| Special clerks: | |
| Grades..... | 336 |
| Hours of service..... | 348 |
| Special-delivery business, false returns by postmasters..... | 224, 1602 |
| Special-delivery matter (see Special-delivery service)..... | 830-858 |
| Backstamping of..... | 567 |
| Bearing return card request..... | 845 |
| Bearing special-delivery stamps..... | 830 |
| City carriers— | |
| Delivery by..... | 856 |
| Receipt of, by..... | 857 |
| Delivery of..... | 830, 838, 843, 845, 849, 856 |
| When personal delivery can not be effected..... | 845 |
| Facing slips placed on packages..... | 836 |
| Forwarding of..... | 847 |
| Losses, complaints regarding..... | 634 |
| Make-up and dispatch..... | 836 |
| Ordinary stamps affixed..... | 830, 831 |
| Postage..... | 830, 831, 835 |
| Receipts for..... | 844 |
| Record of..... | 841, 844 |
| Registered..... | 841, 846 |
| Delivery of..... | 1048 |
| Jacket envelopes inclosing..... | 904 |

INDEX.

| | Section. |
|--|---------------|
| Special-delivery matter—Continued. | |
| Second and third class, to be dispatched with first | 836 |
| Separation and stamping | 839 |
| Undelivered | 848 |
| Special-delivery service (see Special-delivery matter) | 830-858 |
| Accounts | 221 |
| False returns | 223, 224 |
| Compensation for | 838, 849 |
| Conduct of, supervision | 11 |
| Contract for | 840 |
| Expenses of | 834 |
| General provisions | 830-858 |
| Holiday service | 321, 322, 842 |
| Hours of service | 842 |
| Messengers | 850-858 |
| Access to other mail | 853 |
| Age of | 851 |
| Car fare | 858 |
| Carrier, considered as | 1621 |
| Conduct of | 853 |
| Delivery books | 844 |
| Failure to deliver | 845 |
| Number and assignment | 851, 852 |
| Payment of | 855 |
| Substitute carriers and clerks as | 851 |
| Uniform not required | 854 |
| Offices | 832 |
| Postal employees to expedite | 833 |
| Postmasters responsible for | 838, 845 |
| Regulations for | 830-858 |
| Supervision of | 11, 830 |
| Rural service | 781-789 |
| Collection and delivery on route | 783 |
| Exchange of special-delivery matter by carriers | 784 |
| Fees | 781, 786 |
| Limit of service | 781, 782 |
| Payment of | 787 |
| Receipt forms | 785 |
| Record in post offices | 787 |
| Registered matter | 788 |
| Time of delivery | 789 |
| When deposited in patron's box | 782 |
| Stamps | 140 |
| Articles mailed abroad | 837 |
| Credit not allowed for cancellation | 311, 837 |
| Ordinary, affixed | 830, 831, 838 |
| Redemption | 163-164 |
| Requisition for | 157-160 |
| Sunday service | 321, 842 |
| Vouchers for expenditures | 855 |
| Specially addressed matter, exchange offices | 623 |
| Specially held-for-delivery matter | 596 |
| Registered— | |
| Foreign mail | 1007 |
| Undelivered | 994 |
| Special-request envelopes | 151-153 |
| Rejection of | 153 |
| Requisition, advance deposit, and receipt | 151 |
| Special-supply star routes | 1333 |
| Split paper jackets, registry service | 915 |
| Stamp accounts, administrative examination | 13 |
| Stamp books, redemption of | 163, 164 |
| Stamp clerks in post offices: | |
| Accounting for excess revenue | 162 |
| Salaries | 336, 337 |
| Stamped envelopes (see Envelopes, stamped) | 145-164 |
| Agencies | 150 |
| Roster of employees | 10 |
| And wrappers | 148-150 |
| Damaged | 164 |
| Delivery of, by contractor | 94 |
| Excess revenue | 162 |
| Freight shipments of | 10 |
| Improvements in | 143 |
| Manufacture and distribution, supervision of | 13 |
| Miscellaneous provisions | 143-150 |
| Official correspondence, not to be used for | 145 |
| "Original purchaser" | 163 |
| Portraits on | 144 |
| Printing on | 148, 152 |
| Redemption of | 163-164 |
| Requisition for | 13, 157-160 |
| Error in | 160 |
| Return requests | 152 |
| Sale of | 145-147 |
| Fraction of a cent | 146, 163 |
| Unusual | 146 |

INDEX.

| | Section. |
|--|------------------------|
| Stamped envelopes—Continued. | |
| Special request..... | 151-153 |
| Unlawful pledging or sale of..... | 146 |
| Stampers in post offices, salary of..... | 336-337 |
| Stamps and other stamped paper (<i>see</i> Stamped envelopes)..... | 139-166 |
| Acceptable for postage shall be without defacement..... | 522 |
| Accounts..... | 161-162, 216, 219, 221 |
| Keeping of..... | 13 |
| Affixed and canceled on second, third, and fourth class matter returned..... | 614 |
| Books of..... | 141 |
| Canadian, received in payment for deficient postage..... | 620 |
| Canceled, use of..... | 522 |
| Cancellation of..... | 523-524 |
| At railway stations..... | 514 |
| Commissions on..... | 310, 1219 |
| Ink used in..... | 524 |
| On matter deposited in railway post offices..... | 1547 |
| Prohibited in transit..... | 560 |
| Rural service..... | 775 |
| Care of..... | 110 |
| Coils of..... | 141 |
| Contractors, accounts of..... | 13 |
| Contracts for..... | 92 |
| Third Assistant authorized to sign..... | 92 |
| Counterfeiting..... | 13, 1604 |
| Counting of, receipts, shortages, and excesses..... | 159 |
| Damaged..... | 163, 164, 168, 522 |
| Delivery of..... | |
| By contractors..... | 94 |
| To purchasers..... | 145 |
| Distribution..... | 13, 145 |
| Division of, duties..... | 13 |
| Foreign..... | 498 |
| Counterfeiting..... | 1605 |
| Fraudulent use..... | 12 |
| Imitations prohibited..... | 522 |
| Improvements in..... | 143 |
| In dead mail matter..... | 643 |
| Internal revenue..... | 165, 166 |
| Supervision of distribution..... | 13 |
| Invoices..... | 157, 161 |
| Loans of, prohibited..... | 157 |
| Loss, miscarriage, or detention..... | 13 |
| Losses of..... | 164, 167-168 |
| Manufacture and distribution, supervision of..... | 13 |
| Matter mailed without stamps affixed..... | 220, 221, 452 |
| Miscellaneous provisions..... | 143-150 |
| Misdirected registered packages of..... | 970 |
| Or damaged..... | 971-972 |
| Mutilated, use of..... | 522 |
| Official correspondence, not to be used for..... | 145 |
| Overlapping one another..... | 522 |
| Perforation for identification..... | 522 |
| Portraits on..... | 144 |
| Postage due..... | 142 |
| Credit for..... | 225 |
| On undelivered matter..... | 14 |
| Use of..... | 574 |
| Postal-savings..... | 1224, 1228 |
| Postmasters' sales, legitimacy of, consideration of cases..... | 13 |
| Precanceled, use of, supervision..... | 13 |
| Preparation of..... | 139, 141, 142 |
| Production and distribution, general supervision..... | 13 |
| Purchases solicited..... | 146 |
| Railway postal clerks to keep supply for sale..... | 1529 |
| Record of, handled by rural carriers..... | 790 |
| Redemption of..... | 13, 163, 164, 168 |
| Registered packages of, losses of..... | 164 |
| Requisition for..... | 13-157-160 |
| Large supply of..... | 158 |
| Revenue, excess..... | 162 |
| Rural carriers..... | 802 |
| Cancellation en route..... | 311, 775 |
| Record of..... | 790 |
| Supplies..... | 802 |
| Rural stations, canceling of..... | 809 |
| Sales of..... | 145-147 |
| Errors in..... | 163 |
| Postmasters to make change in..... | 147 |
| Receipts..... | 145 |
| Unlawful pledging or..... | 146 |
| Unusual..... | 146, 308 |
| Securities of United States..... | 144 |
| Shortages in supplies received..... | 159 |

INDEX.

| | Section. |
|---|--------------------|
| Stamps and other stamped paper—Continued. | |
| Special-delivery..... | 140 |
| Commissions on cancellations not allowed..... | 311, 837 |
| Requisition for..... | 13 |
| Temporary purchases..... | 157 |
| Treasury savings..... | 166 |
| Uncanceled, not to be canceled in transit..... | 560 |
| Unlawful pledging or sale of..... | 146 |
| Unperforated..... | 141 |
| War savings and thrift..... | 166 |
| Weight, limit of packages of..... | 459 |
| Wrong, treatment of matter bearing..... | 569 |
| Stamps, money-order dating..... | 1099 |
| Standard time used in postal service..... | 1422 |
| Star-route service..... | 1331-1400 |
| Alaska— | |
| Authorization and management, advertisement, contracts, etc..... | 12 |
| Except in..... | 14 |
| Box delivery on..... | 1373 |
| Canals, carriage of mails on..... | 1332 |
| Carriers— | |
| Delivery of matter to— | |
| For carriage out of mails..... | 553 |
| In advance of schedule time..... | 554 |
| Special..... | 1377 |
| Stopping overnight, to deposit mail in post office..... | 561 |
| To receive mail matter from public..... | 1264 |
| Contract sections..... | 1342 |
| Contracts..... | 1331-1333 |
| Preparation of..... | 14 |
| Deductions, orders making..... | 14 |
| Exchange of mails at railroad terminus..... | 1376 |
| Files retained..... | 104 |
| Fines..... | 1430, 1431 |
| Letters mailed on route, rate of postage..... | 384 |
| Locked pouches and direct packages on..... | 553, 558 |
| Mail bags for use in..... | 1438, 1440 |
| Mail lettings..... | 1343 |
| Parcels collected..... | 521 |
| Plank roads, carriage of mails on..... | 1331 |
| Registered matter, dispatch of..... | 939-941 |
| Reports to General Accounting Office, preparation of..... | 14 |
| Restriction on, in lieu of railroad or electric service..... | 1399 |
| Route— | |
| Definition of..... | 1370 |
| Head of..... | 1371, 1438 |
| Special supply..... | 1333 |
| Supply to offices not on established routes..... | 1333 |
| State courts, postal cases in..... | 257, 1587, 1588 |
| State departments of agriculture, boards of health, etc., periodicals of..... | 395, 396 |
| State offices, restrictions regarding postal employees..... | 40 |
| State pouches, sacks, and jackets, registry service..... | 912-914 |
| States, separation of mails by..... | 540 |
| Stationery: | |
| Contracts— | |
| First Assistant Postmaster General authorized to sign..... | 92 |
| Not to exceed one year..... | 90 |
| Departmental service, Chief Clerk to furnish..... | 10 |
| Executive departments, contracts for..... | 83, 84 |
| Post offices..... | 362 |
| Carried free on railroads..... | 1376 |
| Stations of post offices: | |
| Classification..... | 288 |
| Distance from main office, measurement of..... | 1286 |
| Establishment..... | 11, 287 |
| Money-order business at..... | 1078 |
| Money-order funds for..... | 1188 |
| Money orders may be cashed at, but not drawn on..... | 1093 |
| Postal money-order records, supplies, etc..... | 1238 |
| Registered mail handled at..... | 864-866, 979, 1565 |
| Superintendent of clerks in charge, salaries..... | 337 |
| Transfers of funds not made at..... | 1183 |
| Visited frequently..... | 330 |
| Window service at..... | 288 |
| Statistical reports..... | 1072 |
| Stealing: | |
| Mail..... | 203, 204, 1625 |
| Mail lock and keys..... | 1459, 1619 |
| Post-office property..... | 1617 |
| Steamboat and steamship service..... | 1334-1385 |
| Advertisements, contracts, etc..... | 12 |
| Authorization and management..... | 12 |
| Between United States ports..... | 1335 |
| Boats used..... | 1378 |
| Clerks in, accommodations for..... | 1378 |

INDEX.

| | Section. |
|---|------------------|
| Steamboat and steamship service—Continued. | |
| Combined with railroad service..... | 1272 |
| Conduct of..... | 12 |
| Contracts for, on domestic waters..... | 1336, 1337 |
| Fines..... | 1429, 1430, 1431 |
| Inland and foreign service, combined..... | 1338 |
| Lake Winnepesaukee, N. H..... | 1380 |
| Letters on, disposition of..... | 1379 |
| Local mail..... | 541 |
| Loose letters in..... | 1553 |
| Mails carried as freight or express..... | 1339 |
| Record of pouches, etc..... | 1373 |
| Registered matter— | |
| Dispatch of..... | 937 |
| Having no railway post-office service..... | 936 |
| Shipmaster, delivery of letters by (see Ship letters)..... | 1381 |
| Treatment of steamboat matter..... | 517, 518 |
| Unpaid letters..... | 519 |
| Stencil publications inadmissible as second-class matter..... | 402 |
| Stockholders of newspapers, sworn statement of..... | 411 |
| Stolen property: | |
| Received at department..... | 203 |
| Receiving..... | 1595, 1625 |
| Storage space (see Transportation of mails): | |
| Rates of pay..... | 1272 |
| Street letter boxes (see Letter boxes)..... | 695-701 |
| First Assistant Postmaster General authorized to sign contracts..... | 92 |
| Subscription lists: | |
| Publications, benevolent or fraternal societies..... | 295 |
| Second-class matter..... | 334, 395, 400 |
| Subsistence, per diem in lieu of..... | 61 |
| Substitutes: | |
| City carriers (see City carriers—substitute)..... | 664, 666, 680 |
| Distinctive mark for..... | 676 |
| Payment of..... | 299 |
| Clerks— | |
| Absent— | |
| As witnesses..... | 344 |
| On other than annual leave..... | 343 |
| During vacation..... | 342 |
| Payment of..... | 208 |
| Pay of..... | 337 |
| Rural carriers. (See Rural carriers, substitute.) | |
| Suits: | |
| Advice as to..... | 635 |
| Instituted in name of United States..... | 257 |
| Limitations in..... | 270 |
| Lost or damaged mail, recovery of value of..... | 635 |
| Postal— | |
| Judgment in..... | 266 |
| Liability for costs and fees..... | 272 |
| Reports of proceedings..... | 261 |
| United States attorney to obey instructions of Department of Justice..... | 260 |
| Warrant of attachment..... | 263 |
| Summer-resort offices..... | 291 |
| Nixie matter for..... | 1559 |
| Sundays and holidays: | |
| Not counted in annual leave..... | 26, 45, 683 |
| Service on rural routes..... | 739 |
| Sunday service: | |
| Compensatory time for carriers and clerks in post offices..... | 348, 678 |
| Post offices, hours, etc..... | 321 |
| Rural carriers..... | 739 |
| Special-delivery service..... | 321, 842 |
| Superintendent of Mails, appointment, duties, etc..... | 340 |
| Supervisory employees, limitation of number of..... | 336 |
| Supervisory officials not permitted to engage in outside pursuits..... | 57 |
| Supplements, second-class matter..... | 422-425 |
| Supplies: | |
| Appropriation under control of Chief Clerk..... | 63 |
| Bidders, collusion among..... | 90 |
| Bids and record..... | 93 |
| Carried free by mail contractors..... | 1376 |
| City Delivery Service, contracts for four years..... | 90 |
| Contracts not to exceed one year..... | 90 |
| Custody and distribution..... | 14 |
| Delivery of, by contractors..... | 94 |
| Department— | |
| Board to consider bids..... | 83 |
| Chief Clerk, to furnish..... | 10 |
| Disease-infected..... | 512 |
| Division of, duties..... | 14 |
| Executive departments, General Supply Committee..... | 83, 84 |
| Exigency purchases..... | 83, 85, 93 |
| Expenditures— | |
| Accounts kept..... | 93 |
| Record of..... | 14 |

INDEX.

| | Section. |
|--|-----------------|
| Supplies—Continued. | |
| Freight, shipments of | 10, 1298 |
| Authorization of | 10 |
| General, for post offices | 362 |
| Infected | 512 |
| Inspection | 93 |
| Invoices | 93 |
| Maps | 197 |
| Miscellaneous, schedules of | 84 |
| Open-market purchases | 83, 85 |
| Parcel-post | 449 |
| Postal | 562 |
| Contract four years | 90 |
| Law governing supplies, executive departments, not applicable to | 84 |
| Rural carrier— | |
| Carrying to intermediate office | 791-799 |
| Sale of | 770 |
| Preference to domestic production and manufacture | 93 |
| Proposals | 83, 93 |
| Advertisements for | 83-87 |
| Bidders to be notified of opening | 88 |
| Committee to examine | 89 |
| Purchase of | 10, 93 |
| By postmasters | 10 |
| Contract items | 93 |
| Exigency | 83, 85, 93 |
| Railway Mail Service, when to be turned in | 1500 |
| Receipt and inspection | 10, 93, 219 |
| Record of, in post offices | 216, 221 |
| Registry service | 1064 |
| Rejected | 93 |
| Requisition for | 362 |
| Returned to the mails | 1272 |
| Rural service, stations | 811 |
| Specifications | 14, 93 |
| Stamp (see Stamps and other stamped paper) | |
| Transportation of, by mail contractors | 1376 |
| Unserviceable and waste materials | 101-105 |
| Sureties: | |
| Deficiency in postmasters' accounts, notices to | 255, 256 |
| Insolvency or death of | 299 |
| Liability of— | |
| In case of vacancy | 301 |
| Period of | 270 |
| Terminated by notice | 300, 301 |
| On bonds and contracts | 72, 73 |
| Priority of | 276 |
| Proposals for mail service | 1347 |
| Approved by postmaster | 1352 |
| Release of, on bonds of postmasters | 69 |
| Surety companies | 69-73 |
| Acceptable on bonds | 353-355, 720 |
| City carriers' bonds | 670 |
| Surplus property officer, Chief Clerk of department | 101 |
| Suspension and fining of clerks | 341 |
| T. | |
| Telegrams: | |
| Economy in use of | 324 |
| Government | 169, 170 |
| Style, address, etc. | 324, 1525 |
| Telegraph: | |
| Accounts, Government, Chief Clerk of department to supervise | 10 |
| Companies accepting provisions of act of 1866 | 170 |
| Rates | 169 |
| Requisitions by, objectionable | 158 |
| Telephone: | |
| Registered matter, rural carrier permitted to use | 1050 |
| Service— | |
| Executive departments, contracts for | 84 |
| Expenditures for, in private residence, prohibited | 184 |
| In post offices, allowance for | 360 |
| Temporary: | |
| Appointments in post offices may be made | 339 |
| City carriers | 666 |
| Clerks in post offices— | |
| Application for | 345 |
| Payment of | 208, 337 |
| Mail service | 1396-1400 |
| Railroad service | 1296 |
| Rural carriers (see Rural carriers—temporary) | 725-729 |
| Terminal offices: | |
| Registered matter | 964, 965 |
| Undeliverable matter | 614 |
| Terminal service, electric and cable car service | 1301, 1307 |
| Territorial courts, postal cases in | 257, 1587, 1588 |

INDEX.

| | Section. |
|---|----------------------|
| Testimony in court..... | 508 |
| Theatrical companies, mail for members, registered..... | 988 |
| Thefts of: | |
| Letter-box locks..... | 1459 |
| Mail..... | 634, 635, 1625 |
| Mail locks and keys..... | 1619 |
| Post-office property..... | 1617 |
| Third Assistant Postmaster General: | |
| Appointment of, authority for..... | 3 |
| Authorized to sign certain contracts, warrants, etc..... | 92, 200 |
| Office of, duties..... | 13 |
| Third-class matter..... | 435-441 |
| Additions permissible and prohibited..... | 441 |
| Dead mail matter, treatment of..... | 636, 640, 649, 651 |
| Deposit of postage at second-class rate..... | 404 |
| Examination of..... | 453 |
| Forwarding of..... | 575 |
| Inclosing matter of higher class..... | 454 |
| Registered— | |
| Indemnity for losses..... | 1068 |
| Postmark on..... | 874 |
| Preparation of..... | 860 |
| Returned, prepayment of postage on..... | 614 |
| Stamps not affixed when postage paid in money..... | 452 |
| Undeliverable..... | 614 |
| Wrapping of..... | 453 |
| Third-class offices: | |
| Assistant postmasters..... | 331 |
| Bond of employees..... | 354 |
| Clerk hire..... | 331 |
| Leave of absence of postmaster..... | 330 |
| Threatening matter..... | 471 |
| Thrift stamps..... | 166 |
| Through pouches, when made..... | 545 |
| Tickets, employees not to distribute or sell..... | 57 |
| Time cards, letter boxes, City Delivery Service..... | 698 |
| Time for closing mails at post offices..... | 513 |
| Time for opening and closing mails in transit..... | 558 |
| Time of holding unclaimed mail..... | 608, 609 |
| Time recorders in post offices..... | 348 |
| Time-recording clocks in departments..... | 25 |
| Time, standard or railroad, used in postal service..... | 1422 |
| Time-tables, railroad companies to furnish..... | 1283 |
| Titles, use of, in money orders..... | 1108 |
| Topography, duties of Division of..... | 14 |
| Towels, allowance for laundering..... | 360 |
| Towson, Md., exempt from law restricting discontinuance of post office..... | 290 |
| Tracers, registered mail..... | 954 |
| Trade collar, acceptance of, by postmasters..... | 147 |
| Traffic manager..... | 10 |
| Train-pouch records..... | 1282 |
| Trains, telegraphic notice of change..... | 1283 |
| Transfer clerks, Railway Mail Service, duties..... | 1506, 1568 |
| Transfer stations, registry business..... | 962 |
| Transfers: | |
| Carriers and clerks in post offices..... | 337, 668 |
| Fourth-class postmasters..... | 292 |
| Mail matter— | |
| At stations and between stations..... | 1287, 1294 |
| At wrecks or washouts..... | 1280 |
| Railway Mail Service— | |
| Preference given..... | 1483 |
| Rural carriers..... | 730 |
| Transient publications, rate on..... | 419 |
| Transients, use of general delivery by..... | 585 |
| Transit book for registered matter..... | 956 |
| Transit matter. (See Mail matter.) | |
| Translation of letters and documents..... | 12 |
| Transmission, directions for, part of address..... | 457 |
| Transpacific destinations, pouches, sacks, and jackets, labeling of..... | 1003 |
| Transportation of mails (see Mail service; Railroad service)..... | 1246-1586 |
| Accounts, settlement of..... | 17 |
| Advertisements, contracts, etc..... | 12, 1342-1369 |
| Authorization and management..... | 12, 1250, 1251, 1253 |
| Cases arising out of—defense of..... | 10 |
| Compensation— | |
| Deductions and fines..... | 12, 1421-1431 |
| Statement of amount due..... | 12 |
| Contracts for..... | 92, 1250 |
| Domestic, through foreign countries..... | 1251 |
| Electric and cable cars..... | 1300-1313 |
| Foreign mails..... | 1401-1419 |
| Government monopoly of..... | 1256 |
| Offenses..... | 1632-1639 |

INDEX.

| | Section. |
|--|----------------------------------|
| Transportation of mails—Continued. | |
| Performance of service, reports as to..... | 12 |
| Pneumatic-tube service..... | 1326-1329 |
| Railroad..... | 1272-1279 |
| By other means than, when rates exceed maximum..... | 1278 |
| Schedules, change in..... | 12 |
| Second Assistant Postmaster General authorized to sign contracts..... | 92 |
| Star routes..... | 1331-1400 |
| Steamship and steamboat routes..... | 1334-1385 |
| To and from any post office..... | 1250 |
| Unlawful..... | 1259 |
| Transportation of matter out of the mails..... | 1258, 1261-1262, 1266-1271, 1298 |
| Transportation of officers, agents, and employees of Post Office Department, Railway Mail Service, and post office inspectors..... | 1279 |
| Travel expenses: | |
| Inspectors..... | 28 |
| Officers, clerks, or employees of department..... | 61 |
| Railway Mail Service— | |
| Clerks..... | 1480 |
| Officers..... | 1479 |
| Treasonable matter unavailable..... | 469,472 |
| Treasury: | |
| Money-order account, drafts and credits with..... | 1184-1187 |
| Requisition on— | |
| Chief Clerk of department to supervise..... | 10 |
| For salaries..... | 195 |
| Revenue to be deposited in..... | 106 |
| Savings stamps..... | 166 |
| Warrants on, treatment by General Accounting Office..... | 17 |
| Withdrawal of money from..... | 178 |
| Treasury savings securities..... | 166 |
| Supervision and distribution of certificates..... | 14 |
| Treaties and conventions, postal, preparation of..... | 12, 496, 497 |
| Tubercular sputum, specimens of, in the mails..... | 461 |
| Twine: | |
| Economy in use of, by railway postal clerks..... | 1519 |
| Reuse of..... | 362 |
| Waste..... | 104 |
| Typewriting machines, restriction on disposal of..... | 192 |
| Typewritten matter..... | 438 |
| Typhoid specimens in the mails..... | 461 |

U.

| | |
|---|------------------------|
| Unauthorized persons excluded from handling mails..... | 509 |
| Uncanceled stamps not to be canceled in transit..... | 560 |
| Unclaimed matter: | |
| Advertised..... | 605 |
| Disposition of..... | 608-616, 638-640 |
| Printed..... | 612 |
| Foreign..... | 652 |
| Return to— | |
| Division of Dead Letters or the post offices at division headquarters, Railway Mail Service..... | 637-646 |
| Senders..... | 601, 608-616, 644, 645 |
| Second class..... | 617-619 |
| Treatment in Division of Dead Letters or division headquarters, Railway Mail Service..... | 637 |
| Unpaid matter..... | 529 |
| Undeliverable matter (see Undelivered matter): | |
| At receiving offices..... | 580, 581 |
| Foreign, returned to sender..... | 12 |
| Forwarded to Division of Dead Letters or the post offices at division headquarters, Railway Mail Service..... | 636 |
| Member of Congress, bearing card of..... | 610 |
| Merchandise, samples of..... | 613 |
| Misdirected..... | 577 |
| Parcel-post packages— | |
| Collect-on-delivery..... | 1072 |
| Foreign..... | 630 |
| Printed matter, disposition of, as waste paper..... | 604, 612 |
| Second class..... | 617-619 |
| Supervision..... | 11 |
| Terminal stations..... | 614 |
| Where forwarded..... | 636 |
| Undelivered matter (see Undeliverable matter): | |
| Advertised, when..... | 603-607 |
| Dutiable matter in..... | 632 |
| Foreign, at delivery offices..... | 629 |
| Registered..... | 1006 |
| List of..... | 606, 607 |
| Nondelivery, reason for..... | 615 |
| Registered..... | 994-997 |
| At exchange offices..... | 1008 |
| In ordinary mails..... | 862 |
| Return— | |
| And disposal of..... | 608-616 |
| By city carriers to offices at night..... | 694 |
| To writers, i..... | 608-616, 644, 645 |

INDEX.

| | Section. |
|--|------------------|
| Undelivered matter—Continued. | |
| Rural service..... | 762, 777, 778 |
| Special delivery..... | 848 |
| Unidentified matter, examination by rural carriers..... | 778 |
| Uniforms of: | |
| City carriers..... | 672-677 |
| Railway postal clerks..... | 1494 |
| United States: | |
| And its possessions, meaning of term..... | 377 |
| Claims against, officers interested in..... | 1615 |
| Divided into contract sections..... | 1342 |
| Mail, use of words..... | 1632 |
| Officer of— | |
| Conspiracy to prevent, from performance of duty..... | 1639 |
| Pretending to be..... | 1612 |
| Priority over other creditors..... | 274 |
| Senate, undeliverable mail bearing card of..... | 610 |
| Service— | |
| Forwarding mail to persons in..... | 575 |
| Officers and men in, mail for..... | 582, 633 |
| Units of area, Parcel Post Service..... | 442 |
| Units of space. (See Transportation of mails.) | |
| Universal Postal Convention governs exchange of mails between United States and foreign countries..... | 505, 506 |
| Unmailable matter..... | 469-478, 531-534 |
| Admission, postmaster responsible for..... | 531 |
| At offices in transit..... | 562 |
| At receiving offices..... | 580, 581 |
| Delivery of..... | 602 |
| Destructive, disposition of..... | 534 |
| Division of Dead Letters or division headquarters, Railway Mail Service— | |
| Forwarded to..... | 636 |
| Returns to, make-up and transmission..... | 642, 643 |
| Foreign mails..... | 506, 620 |
| Importation prohibited..... | 626 |
| Railway Mail Service, treatment by..... | 1557 |
| Registrations by carrier..... | 1035 |
| Returns of..... | 533 |
| Supervision..... | 11 |
| When permitted in the mails..... | 459-468 |
| Where doubt exists..... | 531 |
| Where forwarded..... | 636 |
| Unpaid matter..... | 527-529 |
| Foreign..... | 620, 628 |
| Unpaid money orders, permanent record of..... | 228 |
| Unsealed matter: | |
| Examination of..... | 507 |
| Officially sealed..... | 511 |
| Registered mails..... | 975 |
| Unserviceable materials and property..... | 101-104 |
| Unusual business, allowances for clerical assistance..... | 351 |
| Useless papers and property, disposition of..... | 101-105, 362 |
| V. | |
| Vacancies in: | |
| Position of postmaster..... | 300-306 |
| Post offices to be filled promptly..... | 300 |
| Vacation service, substitutes during..... | 342 |
| Valuable inclosures in dead mail matter..... | 647-649 |
| Valuable letters received from Division of Dead Letters for delivery to owners..... | 600 |
| Valuable matter: | |
| Bonded employees to handle..... | 354 |
| Found loose in the mails and in post offices..... | 641 |
| Necessity for registration..... | 361 |
| Registered mails..... | 861, 1043 |
| Unclaimed, sent to Division of Dead Letters..... | 640 |
| Undeliverable, time of holding..... | 614 |
| Vegetables in the mails..... | 463 |
| Vehicle service: | |
| Authorization of..... | 1341 |
| Contracts for..... | 1340 |
| Fines..... | 1430, 1431 |
| In cities, conduct of..... | 11 |
| Vehicles claiming to be mail carriers..... | 1632 |
| Vessels: | |
| Carrying letters or packets outside the mails..... | 1266 |
| May be searched..... | 1269 |
| To deliver letters at post offices before entry..... | 1265 |
| Veterans of Civil, Spanish, and World Wars..... | 21, 51, 1493 |
| Vice President: | |
| Franked matter..... | 479 |
| Official correspondence..... | 481 |
| Village delivery..... | 702-715 |
| Allowances for..... | 11 |
| Carriers— | |
| Appointment and separation..... | 705 |
| Compensation..... | 704, 708 |

INDEX.

| | Section. |
|---|---------------|
| Village delivery—Continued. | |
| Carriers—Continued. | |
| Leave of absence | 712 |
| Registered mail | 1022-1035 |
| Substitute | 702,707,709 |
| Uniforms | 710 |
| Delivery of mail | 714 |
| Limits | 703 |
| Establishment | 702 |
| Mail receptacles | 713 |
| Route books | 715 |
| Sunday and holiday service | 711 |
| Violations of law: | |
| Arrests for | 1591 |
| Reports of | 1589 |
| Virgin Islands: | |
| Branch offices, etc., established at Charlotte Amalie | 287 |
| Dead-letter service in | 633 |
| Voluntary service prohibited | 184 |
| Vouchers: | |
| Duplicates to be retained in post offices | 233 |
| For expenditures | 233 |
| Must accompany quarterly return account | 239 |
| Pension, authentication of | 329 |
| Rural carriers, salary | 726-728 |
| Special-delivery service | 853 |
| W. | |
| Wagon service (<i>see</i> Vehicle service) | 1340, 1341 |
| Advertisements and contracts | 12 |
| Authorization and management | 12 |
| City delivery, allowance for | 11 |
| Contractors, residence on and personal supervision of route | 1355 |
| Contracts, provisions respecting | 1340, 1341 |
| Electric and cable car service, failure of | 1398, 1399 |
| Establishment of | 1341 |
| Extra service | 1392 |
| Files retained | 104 |
| Fines | 1431 |
| Mail-messenger, transfer, and independent city service | 1340 |
| Temporary service | 1398 |
| Unnecessary service | 1393 |
| Warrant payments | 198-200 |
| Warrants: | |
| General Accounting Office— | |
| Employees of office designated to sign | 229 |
| To countersign | 199, 228 |
| Deposits in Treasury | 135 |
| Duplicates | 211-213 |
| Lost | 211-213 |
| Money orders invalid | 1135 |
| Of attachment | 268 |
| Officers to sign | 200 |
| On Treasury, treatment by General Accounting Office | 16 |
| War-savings securities | 166 |
| War, Secretary of, authorized to deliver to Postmaster General motor vehicles, airplanes, etc | 100 |
| War-tax revenue stamps, losses of | 167, 168 |
| War vessels, mail for officers and members of crews | 502 |
| Washington (D. C.) post office, supervisory employees | 336 |
| Washout, transfer of mail and postal employees on account of | 1280 |
| Waste materials | 101-105 |
| Mail-equipment shops | 101 |
| Post Office Department | 101 |
| Post offices | 219 |
| Revenue from | 107 |
| Waste paper: | |
| And twine | 104 |
| In railway postal cars | 1519 |
| Department, disposition of | 101 |
| Examined as safeguard against loss of mail matter | 510 |
| Printed matter in post offices | 612 |
| Record of | 219, 220, 221 |
| Revenue from | 107 |
| Watchmen in: | |
| Post Office Department, direction of | 10 |
| Post offices— | |
| Hours of service | 348 |
| Salary | 337 |
| Watermarks on envelopes and wrappers | 457 |
| Weather Bureau reports: | |
| Posted in post offices | 319 |
| Treated as first-class matter | 391 |
| Weather signals on cars and vehicles transporting mail | 1255 |
| Weekly newspapers, rate on, when delivered at letter-carrier offices | 417 |
| Weight of mails: | |
| Ascertained on receipt for mailing | 516 |
| Fraudulently increasing | 1610 |

INDEX.

| | Section. |
|---|--------------------|
| Weight of mails—Continued. | |
| Limit of | 442, 450, 451 |
| Catcher pouches | 557 |
| Delivery of matter in excess of | 602 |
| Excess matter unmailable, disposition of | 532, 602 |
| First-class matter | 450 |
| Foreign matter, domestic limit does not apply to | 496 |
| Fourth-class matter | 444, 445, 450, 458 |
| Mail bags, contents of | 546 |
| Members of Congress, official correspondence | 481 |
| Supervision of | 13 |
| Railroad service | 1272 |
| Clerical assistance and quarters | 1272, 1276 |
| Rural service, in doubt | 771 |
| Second-class matter | 520 |
| White House, undeliverable mail bearing card of | 610 |
| Wife can not control delivery of mail to husband (<i>see</i> Married woman) | 583 |
| Wills in dead mail matter | 648 |
| Window envelopes | 453 |
| Window registration receipts. (<i>See</i> Registered matter; Receipts.) | |
| Window service: | |
| At stations and branch offices | 288 |
| Hours of service during distribution of mails | 320 |
| Winter-resort post offices | 291 |
| Nixie matter for | 1559 |
| Withdrawal of mail | 531, 535, 1566 |
| Witnesses: | |
| Expenses of Government employes serving as | 63 |
| In claims against United States | 281 |
| Oaths, administration of, by officers or clerks | 38 |
| Postmasters summoned as | 508 |
| Railway postal clerks | 1497 |
| Records, registry | 963 |
| Rural carriers serving as, for Government | 734 |
| Substitutes for clerks subpoenaed as | 344 |
| Testimony by order of the court | 508 |
| To remittances | 115 |
| Wives or widows of veterans, preference given | 21, 51, 1493 |
| Woman employee, marriage of | 36 |
| Working sections, foremen of, in post offices, salaries | 335 |
| Wrapping of matter liable to injure mails | 434, 450-467 |
| Wrapping paper, First Assistant Postmaster General authorized to sign contracts for | 92 |
| Wrecks, transfer of mail and postal employees on account of | 1280 |
| Y. | |
| Yeast cakes in the mails | 462 |
| Yokohama, Japan: | |
| Naval hospital at, domestic rates apply to mail for naval officers and men | 502 |
| Postal agency at | 1412 |
| Z. | |
| Zone keys, Parcel Post Service | 14 |
| Zones, Parcel Post Service | 442 |
| Rates of postage | 444-445 |

