

DAILY BULLETIN

OF

ORDERS AFFECTING THE POSTAL SERVICE.

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DAILY POSTAL BULLETIN, WASHINGTON, SATURDAY, NOVEMBER 26, 1910.

NO. 9375

The Daily Postal Bulletin,

ISSUED FROM THE OFFICE OF

THE POSTMASTER GENERAL.

ORDER OF THE POSTMASTER GENERAL.

DISCONTINUANCE OF REGISTERED-PACKAGE AND TAG ENVELOPES.

OFFICE OF THE POSTMASTER GENERAL,
WASHINGTON, Nov. 25, 1910.

ORDER No. 5113.

Beginning January 1, 1911, registered mail shall be dispatched without registered-package and tag envelope.

Before dispatch each registered article shall be plainly marked on the face so as to indicate that it is registered, and letters and other sealed matter shall be postmarked twice on the back by the office of origin.

All regulations inconsistent with this order are hereby modified accordingly.

FRANK H. HITCHCOCK,
Postmaster General

The sections of the Postal Laws and Regulations affected by Order No. 5113 of the Postmaster General dated Nov. 25, 1910, are:

Section 357, amended	Section 879
Do. 797	Do. 880
Do. 808	Do. 881, par. 2
Do. 812, amended	Do. 882, par. 2
Do. 818, as amended	Do. 883
Do. 819	Do. 884
Do. 822	Do. 890
Do. 838	Do. 892
Do. 843, amended	Do. 896, amended
Do. 849	Do. 905 to 909
Do. 850	Do. 939
Do. 852, as amended	Do. 944, amended
Do. 859, par. 3	Do. 945
Do. 875	Do. 962
Do. 876, amended	Do. 1556.
Do. 877	

DETAILED INSTRUCTIONS.

OFFICE OF THIRD ASST. P. M. GEN.,
WASHINGTON, Nov. 25, 1910.

1. In accordance with the Postmaster General's Order No. 5113, dated November 25, 1910, on and after January 1, 1911, all postmasters will discontinue the use of registered-package and tag envelopes in the dispatch of registered mail, whether in registered pouches, sacks or jackets, in iron-locked or brass-locked pouches, or as hand pieces.

2. Before dispatch, all registered matter shall be plainly marked with a rubber stamp or have written on its face the word "Registered," in bold letters, and when possible in red. This indorsement must, if practicable, be placed in the upper left-hand portion of the address side of the registered article or directly above the address; otherwise in some conspicuous place near the address. The original registration number of the piece should be placed immediately under the word "Registered" in the space provided in the stamp. Articles too small to contain the word "Registered" must be stamped or marked in a similar manner with the letter "R," to be followed by the original registration number. Registered articles received at United States exchange offices from foreign countries must be plainly marked "Registered" or "R" in the same manner as domestic matter before delivery or dispatch to interior offices.

3. Sealed parcels should be indorsed "First Class" on the address side of the piece by the mailing postmaster.

4. Before dispatch, postmasters must see that the county is plainly marked on each registered article as near the lower left-hand corner of the address side as possible, unless the piece is addressed to some office which is excepted from this requirement. (See pages 105 and 106 of the July, 1910, Postal Guide.)

5. Before dispatch, the impression of the postmarking stamp must 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. First-class matter should not be postmarked on the face. All other matter should be postmarked as heretofore.

6. Senders' return receipts accompanying registered mail and gray card bills and receipts accompanying matter addressed to foreign countries should be securely fastened to the registered articles with twine or with two wire clips, one at the top and one at the left end, to prevent them from becoming detached while in transit.

7. Senders' return receipts and gray card bills found loose in the mails, which can not be assembled with the registered articles to which they belong, should be destroyed as waste paper.

8. When dispatched in iron-locked or brass-locked pouches, registered matter should be tied with the ordinary mail, whenever practicable, and placed on the top of the local or No. 1 working package, immediately under the facing slip, together with the registered-package receipt.

9. The word "Registered," in bold letters, shall be plainly stamped or marked on the facing slip covering the package containing the registered matter or the registered-package receipt describing it (one or both).

10. Registered matter that can not be tied with the ordinary mail should be inclosed, if possible, in a registered-package jacket (or registered-package en-

velope) unaddressed, unnumbered and unsealed, but securely tied; otherwise the registered articles should be placed loose in the pouch.

11. For special instructions concerning the dispatch of registered mail for foreign destinations via New York, N. Y., see pages 109 and 110, articles 92 to 96, of the July, 1910, Postal Guide.

12. Registered mail for foreign destinations (except for Canada, Mexico and the Republic of Panama) proper for dispatch via San Francisco, Cal.; Seattle, Wash., or Tacoma, Wash., should, when the quantity or bulk justifies, be inclosed in a jacket or not-regular pouch or sack addressed simply to the country of destination, as "China," "Japan," "Korea," "Australia," etc.

13. When it is known that registered mail for two or more foreign countries is scheduled for dispatch from one of the Pacific exchange offices by the same sailing, all such matter should, when the quantity or bulk justifies, be inclosed in one jacket or not-regular pouch or sack addressed simply to the countries of destination, as "China and Japan," "China and Australia," etc.

14. Pouches, sacks and jackets containing only mail addressed to foreign countries may be reinclosed when practicable in pouches, sacks or jackets addressed to the proper exchange office.

15. Registered-package and tag envelopes now on hand in post offices may be used as jackets and jacket tags by placing the letter "J" before the number. The minimum number of pieces required for a jacket is hereby reduced to two. Jacket tags should be used on single pieces too large for inclosure in pouches.

16. Whenever registered mail has been improperly dispatched under cover of a registered-package or tag envelope, it should be stripped at the first post office, railway post office or terminal railway post office handling it in transit. Registered-package and tag envelopes so received may be treated as waste paper after having been carefully examined to see that they have been emptied of their contents. Care should be taken, however, not to strip R. P. E.'s that have been used as substitutes for registered-package jackets, as indicated by the letter "J" stamped or written thereon.

17. Registered matter which has not been properly indorsed with the word "Registered" by the mailing postmaster should be so indorsed by the first postal employee noting the irregularity.

18. Employees receiving registered mail in bad condition shall, when possible, repair it by means of official seals; otherwise it should be reinclosed in a special registry "bad condition" envelope (Form 81) or an official envelope. In every such case the employee repairing the break, or re-enveloping the mail, shall sign his name and write or stamp the date across the edge of the seal, or across the new envelope, and secure the signature of a witness to the transaction when possible.

19. When matter is reinclosed the new envelope must bear a statement of the condition, the name and address of the addressee, the name and address of the sender, the office of origin and the original number; also a statement of the contents of the article, if known.

20. In the dispatch of registered mail for Canada, Cuba, Mexico and Salvador, all postal employees will be governed by the instructions on pages 120 to 131, inclusive, of the July, 1910, Postal Guide and in subsequent supplements. Care must be taken to dispatch these registered articles to the proper exchange offices, in view of the difference between the schemes governing ordinary and registered mail.

21. The necessary rubber stamps will be furnished all postal employees without request on their part. Postmasters not receiving a sufficient number of stamps for the needs of their offices should make requisition on the Fourth Assistant Postmaster General (Division of Supplies) for the additional stamps required.

A. M. TRAVERS,
Acting Third Asst. P. M. Gen.

Articles for the Far East Via Siberia.

OFFICE OF SECOND ASST. P. M. GEN.,
WASHINGTON, Nov. 23, 1910.

Postal officials are advised that letters and postal cards, ordinary and registered, destined for the Far East, including Siberia, Manchuria, Korea and China, which are specially addressed upon the covers "Via Siberia" or "Via Europe-Siberia," should be dispatched in accordance with the special address.

Said specially-addressed letters and postal cards are to be included in mails for Germany, whence they will be forwarded via Russia and the Siberian Railway, provided the word "Siberia" appears plainly in the address above indicated.

JOSEPH STEWART,
Second Asst. P. M. Gen.

POST OFFICE SITES CHANGED.

MONTANA.

Whitefish—To building 96 rods from the railroad station. Effective Dec. 1, 1910. [23 nov]

NEW YORK.

Port Gibson, Ontario Co., 266 ft. N., on 7658. [26 nov]

POST OFFICES DISCONTINUED.

IOWA.

Kendallville, Winneshiek Co. Modify order of Nov. 7, 1910 (Bul. 9359), so as to state the date of discontinuance as Dec. 31, instead of Nov. 30, 1910. [25 nov]

NEW MEXICO.

Manzano, Torrance Co. Modify order of Aug. 12, 1910 (Bul. 9286 and 9349), so as to state the date of discontinuance as Dec. 31, instead of Nov. 30, 1910. [25 nov]

Nov. 30, 1910.

KENTUCKY.

Sinda, Leslie Co., 29550. Mail to Hyden. [26 nov]

Dec. 15, 1910.

FLORIDA.

Winn, Hamilton Co., 121058. Mail to White Springs. [26 nov]

GEORGIA.

Willmer, Decatur Co., special. Mail to Bainbridge. [26 nov]

PENNSYLVANIA.

Inglenook, Dauphin Co., 113002. Mail to Speeceville. [26 nov]