

## INSTRUCTIONS OF THE ADMINISTRATIVE ASSISTANT TO THE DEPUTY POSTMASTER GENERAL

### DOMESTIC "UNLAWFUL" ORDER NOTICES

"Unlawful" orders have been issued against the persons and concerns named below. All mail addressed to these persons and concerns at the addresses indicated should be returned to senders stamped "Unlawful—Mail to this address returned by order of the Postmaster General" and no money order in favor of said persons or concerns shall be paid by postmasters. These orders are to be enforced at the offices of address and delivery.

State	City	Name covered by order
Oklahoma.....	Caddo.....	Cowboy.

### FOREIGN FRAUD ORDER NOTICES

Foreign fraud orders have been issued against the following persons and concerns. Postmasters authorized to dispatch mail to the foreign countries listed should return to senders stamped "Fraudulent—Mail to this address returned by order of Postmaster General" all mail addressed to these persons and concerns. No money orders in favor of these persons or concerns shall be issued, certified or paid.

These orders are to be enforced at offices authorized to dispatch mail to foreign countries.

#### CANADA

##### Regina, Saskatchewan

Frederick D. Stanley & Co. (Sask.) Ltd., 1825 Smith Street.  
Frederick D. Stanley & Co. (Sask.) Limited, 1825 Smith Street.  
Frederick D. Stanley & Co. Limited, 1825 Smith Street.  
B. M. Ives, 1825 Smith Street.

#### CUBA

##### Havana

International Turf Review, P. O. Box 2922.  
E. Cisneros, P. O. Box 2922.  
E. Cisneros, Acting Manager, P. O. Box 2922.

#### MEXICO

##### Mexico City

Jose Luis Enrique, Sr., Zaragoza 25.  
Jose Luis Garrido, Sr., Mina 81.

## INSTRUCTIONS OF THE CONTROLLER

### FORMS CONTROL

#### Disposition of Stocks of Obsolete Forms

Pursuant to instructions appearing in the POSTAL BULLETIN dated March 11, 1954, the following blank obsolete forms on hand in any post office, other using office or supply point, in any quantity, should be disposed of immediately as waste postal material:

2226	2702	3202	3202-E
2242	2709	3202-A	3209
2413	2901	3202-C	3282
2701	2902-A	3202-D	S-20

The List of Postal Supplies from which forms are ordered should be kept current by drawing a line through forms listed as obsolete.

## INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF POST OFFICE OPERATIONS

### CONDITIONS APPLICABLE TO PARCELS ADDRESSED TO CERTAIN MILITARY POST OFFICES

There is given below, a summary of the restrictions applying to parcels addressed to military post offices overseas. Postmasters are directed to see that mailers are questioned as to the contents of parcels addressed for delivery through the military post offices listed and shall refuse to accept for mailing any containing articles which are prohibited.

### Cigarettes, Other Tobacco Products, and Coffee

Cigarettes and other tobacco products are prohibited in parcels addressed for delivery through the military post offices listed below. Coffee may not be accepted for mailing to the offices in this list designated by an asterisk (\*).

A. P. O.				
1*	80*	162*	197	245*
1-A*	82*	163	198	250*
10	83	164*	199	252*
11	84	165*	202	255
12*	107*	167	202-A	256
13*	108*	168	203	257
16	109*	169*	204	258
17	110*	170*	207*	259
19	111*	171*	208*	305*
21	112*	171-A*	209	349
22	113	172*	211	403*
26*	114*	173*	212	403-A*
28*	117	174	213	407*
29*	118	175*	215	541
30	119	176*	216	633*
34*	120	177*	217	696*
35*	122	178*	218	696-A*
39*	123*	178-A*	219	742*
42*	124	179	225*	743*
44	125	180*	227*	751*
46*	126	183*	230	755
55	127	185*	232	757*
57*	128*	189*	233	777
58	129	190	236	794
61*	130*	191	237	800*
62*	131*	192	238	807*
65*	132*	193	240	843
66*	139*	194	241	872*
69*	147	195	242	
79*	154*	196	243	

### NAVY POST OFFICES: 214, 510 and 913\*

#### Miscellaneous

The following articles may not be mailed in parcels addressed to A. P. O.'s 10, 11, 16, 17, 21, 30, 44, 55, 58, 83, 113, 117, 118, 119, 122, 163, 204, 211, 213, 215, 216, 217, 219, 255, 256, 257, 258, 259, 349, and Navy No. 214:

- (a) Medicines and vaccines not conforming to French laws.
- (b) Nonauthorized publications, reprints, and publications prohibited on account of their political character or immoral contents.
- (c) Monies, currencies, gold and silver bullion.
- (d) Securities.

Parcels addressed to A. P. O.'s 22, 120, 124, 125, 126, 127, 129, 147, 167, 179, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 202, 202-A, 232, 233, 236, 237, 238, 240, 241, 242, 243, 755, and Navy Nos. 100 and 220, shall not exceed 50 pounds in weight and are subject to the following restrictions:

Articles will be liable for customs duty and/or purchase tax unless they are bona fide gifts, personal effects, or items for personal use intended for military personnel or their dependents. Where the contents of a parcel meet the foregoing requirements the mailer should place a certification similar to the following on the customs form under the heading—Description of Contents:

"Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents thereof."

The following articles may not be accepted:

- (a) Securities.
- (b) Precious metals.
- (c) Currency.

**Customs Declarations**

Parcels addressed to the following military post offices shall not be accepted for mailing unless accompanied with a customs declaration on Form 2966 or 2976-A:

Care Postmaster, New York, N. Y.:

A. P. O.				
10	118	191	211	240
11	119	192	212	241
16	120	193	213	242
17	122	194	215	243
21	124	195	216	255
22	125	196	217	256
30	126	197	218	257
44	127	198	219	258
55	129	199	230	259
58	147	202	232	349
83	163	202-A	233	616
84	167	203	236	755
113	179	204	237	
117	190	205	238	

Care Postmaster, New Orleans, La.:

A. P. O.						
825	827	828	829	832	834	837

Fleet Post Office, New York, N. Y.:  
Navy Nos. 100, 121, 122, 188, 214, 220, 720.

Parcels of third- or fourth-class mail shall be accompanied with Form 2966 showing quantity, description, and value of the articles therein. Sealed first-class packages (including air-mail packages) for these addresses which contain merchandise must have attached Form 2976 (C 1) or be endorsed for opening for customs purposes. The paper form of customs declaration (Form 2976-A) properly completed by the sender or an invoice must also be enclosed therein. Customs declaration forms should bear a complete and accurate list of the contents of the parcels in the space provided for this purpose. A brief description such as "kitchen utensils," "notions," "tools," "clothing," etc., is not sufficient. Customs inspection will not be made while the mail is in military postal channels but after its delivery to the addressee or his representative.

Customs declaration tags are not required on parcels of official matter from Government agencies addressed to a military organization or officer by title such as "Commanding Officer," "Supply Officer," etc., at the A. P. O.'s and Navy numbers listed above. This also applies to shipments of materials or supplies for Government use mailed by contractors. Such parcels should be endorsed "Contents For Official Use—Exempt From Customs Requirements."

**Air Parcel Post**

Air parcel post, other than official mail, addressed to A. P. O.'s in care of the postmasters at New York, San Francisco, Seattle, and New Orleans, and to Navy and Marine Corps units, including ships, addressed in care of the fleet post offices at New York and San Francisco, is limited in size to 30 inches in length and girth combined and 2 pounds in weight.

**SIMILAR POST OFFICE NAMES AND RESULTANT DELAYS IN THE HANDLING OF MAIL**

Due to the similarity of names, a large amount of mail is being missent to the following post offices. The attention of the Postal Service is called thereto with the request that great care be exercised in the distribution of mail for these offices in order that the missending of and resultant delay to mail may be eliminated. In this connection, attention is invited to section 43.2, Postal Laws and Regulations, 1948, and VI-77 through 89, POM.

Arroyo Apolo, Cuba.....	Arroyo, P. R.
Ringling Brothers Winter Quarters, Sarasota, Fla.	Winter Garden, Fla.
Omaha, Ga.....	Omega, Ga.
Angora, Nebr.....	Anoka, Nebr.
Angus, Nebr.....	Anoka, Nebr.
Las Vegas, N. M.....	Las Vegas, Nev.
Columbia, N. C.....	Columbia, S. C.
Minot, N. Dak.....	Minto, N. Dak.
Philadelphia, Pa.....	Triadelphia, W. Va.
Anasco, P. R.....	Arroyo, P. R.
Arecibo, P. R.....	Arroyo, P. R.
Long Beach, Wash.....	Long Beach, Calif.
Triadelphia Country Club, Mann, W. Va.....	Triadelphia, W. Va.
Fish Creek, Wis.....	Fall Creek, Wis.
Twin Lakes, Wis.....	Three Lakes, Wis.
Twin Lakes, Wis.....	Two Rivers, Wis.

**MAIL ADDRESSED TO POUND RIDGE, N. Y.**

Various postmasters have been returning to sender mail addressed to Pound Ridge, N. Y., with the notation that there is no such post office in the state named.

Attention is invited to the fact that the office was established effective November 16, 1953, notice having been published in the POSTAL BULLETIN of November 5, 1953.

**INSTRUCTIONS OF ASSISTANT POSTMASTERS GENERAL BUREAU OF POST OFFICE OPERATIONS BUREAU OF TRANSPORTATION**

**MISHANDLING OF UTAH AIR MAIL**

Air mails originating in the West, Southwest, and Northwest intended for offices in the State of Utah are being missent to the Air Mail Field New York under Vermont labels. The cause is apparently due to mailers abbreviating "Utah" as "UT" which is being mistaken by distributors for "VT".

Postmasters and supervisors are requested to caution distributors to scrutinize carefully air mail abbreviated in this manner in order that serious delay may be avoided.

**INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF FINANCE**

**STOLEN MONEY-ORDER FORMS**

Since January 1, 1954, the blank domestic money-order forms listed below have been reported stolen:

2-94,126,201 to 2-94,126,400....	Jan. 10, 1954	Brooklyn, Sta. 62, N. Y.
4-80,738,501 to 4-80,738,519....	Jan. 21, 1954	Chalmers, Ind.
4-89,761,045 to 4-89,761,048....	Feb. 9, 1954	Warren, Sta. 4, Ohio.
4-95,238,286 to 4-95,239,600....	Feb. 11, 1954	Pine Knot, Ky.
5-1,390,198 to 5-1,391,000.....	Mar. 6, 1954	Baltimore, Sta. 28, Md.
5-3,127,316 to 5-3,127,330.....	Feb. 16, 1954	Rembert, S. C.
5-4,247,398 to 5-4,248,000.....	Jan. 29, 1954	McClure, Va.
5-4,803,689 to 5-4,804,000.....	Feb. 20, 1954	Hanover, W. Va.
6-5,073,201 to 6-5,074,000.....	Feb. 22, 1954	Wakulla, Fla.
6-89,920,920 to 6-89,921,000....	Feb. 22, 1954	Wakulla, Fla.
6-91,216,920 to 6-91,216,925....	Jan. 15, 1954	Copeland, Fla.
6-91,309,907 to 6-91,309,950....	Jan. 13, 1954	Starrsville, Ga.
6-98,087,221 to 6-98,087,296....	Feb. 15, 1954	MIAMI, STA. 14, FLA.
6-98,087,474.....		
6-98,413,825 to 6-98,413,846....	Feb. 15, 1954	Fort Lauderdale, Sta. 1, Fla.
7-1,988,201 to 7-1,988,400.....	Jan. 24, 1954	Chicago, Sta. 44, Ill.
7-7,523,167 to 7-7,523,500.....	Feb. 15, 1954	Shirland, Ill.
7-95,028,229 to 7-95,028,400....	Jan. 24, 1954	Chicago, Sta. 40, Ill.
10-50,626,501 to 10-50,626,800..	Jan. 4, 1954	Melvern, Kans.
10-51,997,396 to 10-51,997,400..	Feb. 16, 1954	Copan, Okla.
11-63,256,715 to 11-63,256,800..	Mar. 4, 1954	Newcastle, Tex.
11-64,790,807 to 11-64,791,000..	Feb. 15, 1954	San Antonio, Sta. 8, Tex.
12-38,259,818 to 12-38,260,000..	Jan. 30, 1954	San Francisco, Sta. 8, Calif.
12-44,887,775 to 12-44,888,300..	Jan. 7, 1954	Los Angeles, Sta. 9, Calif.
12-46,293,378 to 12-46,293,900..	Feb. 27, 1954	Boardman, Oreg.
12-57,964,001 to 12-57,964,900..		

If any of the above-numbered forms are presented, payment should be refused, and the inspector in charge of your division notified immediately. In this connection, attention is called to the instructions appearing on page 402, chapter XVI, articles 16 and 17, of the Post Office Manual, and the provisions of section 71.2 (e), Postal Laws and Regulations.

**STOLEN CANADIAN MONEY-ORDER FORMS**

Blank money-order forms Nos. 78,887,485 to 78,887,500, inclusive, and Nos. 81,449,001 to 81,449,500, inclusive, have been stolen from the post office at Downsview, Ontario, Canada.

If any such forms are presented, the postmaster will refuse payment and notify the inspector in charge of his district.

Postmasters are cautioned especially that the money-order forms are not printed for a specific office and may be filled in to show any post office in Canada as the office of issue.

**8-CENT BICOLOR ORDINARY POSTAGE STAMP**

The Department will issue an 8-cent bicolor stamp, the first of the new ordinary series, through the Washington, D. C., post office on April 9, 1954.

This is the first regular United States stamp to bear the motto "In God We Trust" and is the first regular bicolor stamp in a small denomination. The new bicolor steel-engraved stamp will be 0.75 by 0.87 of an inch in dimension, arranged vertically, and issued in sheets of 100. This denomination is used principally for international mail.

That part of the design printed in red portrays the Statue of Liberty with the wording "In God We Trust," in dark Gothic, forming an arch over the head of the statue. The frame, or background, which defines the outline of the stamp, is printed in blue in a gradual tone effect with the dark tone at the edges and fading towards the center to create a white halo in back of the statue. "U. S. Postage" and the denomination "8c" appear across the top with the word "Liberty" prominently displayed across the bottom in white face Gothic.

Stamp collectors and dealers desiring first-day cancellations of the stamp may send a reasonable number of addressed envelopes to the Postmaster, Washington, D. C., with money order remittance to cover the cost of the stamps to be affixed. **Postage stamps and personal checks will not be accepted in payment.**

Envelopes submitted should be of ordinary letter size and each must be properly addressed. An enclosure of medium weight should be placed in each envelope and the flap either sealed or turned in. An outside envelope must not be sent for return of first-day covers. The envelope to the Postmaster, Washington, D. C., should be endorsed "First Day Covers." Collectors should refrain from requesting hand cancellations since covers will be machine canceled so far as practicable. Orders for first-day covers must not include requests for uncanceled stamps.



For the benefit of collectors desiring stamps of selected quality for philatelic use, the 8-cent bicolor ordinary stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after April 9, 1954. To insure prompt shipment, mail orders to the Agency should include no other stamp issues. **The Philatelic Agency does not service first day covers.**

Postmasters at direct and central-accounting post offices may obtain limited quantities, not to exceed an estimated 2 months' supply, of the new 8-cent stamp by submitting requisitions for same. Stamps should be ordered in multiples of 100 and not less than a full sheet will be supplied in response to requisitions. Postmasters should submit their requisitions upon receipt of this BULLETIN notice.

Postmasters at district accounting offices may obtain limited quantities of the new 8-cent stamp by requisition on the central accounting postmaster or the central office designated to supply postage stamps for their region.

Postmasters will please post a copy of this notice on the bulletin board, give information to the press, and notify all local stamp clubs regarding the issuance of the 8-cent bicolor ordinary postage stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before April 10, 1954.

**INSTRUCTIONS OF  
ASSISTANT POSTMASTERS GENERAL  
BUREAU OF FACILITIES  
BUREAU OF POST OFFICE OPERATIONS**

**DISPLAY OF THE FLAG OF THE UNITED STATES OF AMERICA AT HALF-STAFF  
UPON THE DEATH OF CERTAIN OFFICIALS AND FORMER OFFICIALS**

The following quotations from Proclamation 3044, issued by the President under date of March 1, 1954, are set forth for the information and guidance of Postmasters:

"Now, THEREFORE, I, DWIGHT D. EISENHOWER, President of the United States of America and Commander in Chief of the armed forces of the United States, do hereby prescribe and proclaim the following rules with respect to the display of the flag of the United States of America at half-staff upon the death of the officials hereinafter designated:

"1. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the District of Columbia and throughout the United States and its Territories and possessions for the period indicated upon the death of any of the following-designated officials or former officials of the United States:

"(a) The President or a former President: for thirty days from the day of death.

"The flag shall also be flown at half-staff for such period at all United States embassies, legations, and other facilities abroad, including all military facilities and naval vessels and stations.

"(b) The Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives: for ten days from the day of death.

"(c) An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force: from the day of death until interment.

"2. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the metropolitan area of the District of Columbia on the day of death and on the following day upon the death of a United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico, and it shall also be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the State, Congressional District, Territory, or Commonwealth of such Senator, Representative, Delegate, or Commissioner, respectively, from the day of death until interment.

"3. The flag of the United States shall be flown at half-staff on all buildings and grounds of the Federal Government in a State, Territory, or possession of the United States upon the death of the Governor of such State, Territory, or possession from the day of death until interment.

"4. In the event of the death of other officials, former officials, or foreign dignitaries, the flag of the United States shall be displayed at half-staff in accordance with such orders or instructions as may be issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law.

"5. The heads of the several departments and agencies of the Government may direct that the flag of the United States be flown at half-staff on buildings, grounds, or naval vessels under their jurisdiction on occasions other than those specified herein which they consider proper, and that suitable military honors be rendered as appropriate."

Postmasters will comply strictly with the above rules pending the issuance of supplemental instructions regarding the display of the flag.

**AMENDMENT TO THE POSTAL LAWS AND REGULATIONS**

**FORWARDING OF MAIL**

INSERT No. 752.

ORDER No. 55573; DATED MARCH 10, 1954.

In § 43.12 *Forwarding of Mail*, rescind the note following paragraph (g).

**PRINTING AND MAILING OF PERIODICAL PUBLICATIONS OF CERTAIN SOCIETIES AND INSTITUTIONS AT PLACES OTHER THAN PLACES FIXED AS THE OFFICES OF PUBLICATION**

INSERT No. 753.

ORDER No. 55577; DATED MARCH 12, 1954.

In § 34.21, *Periodical Publications of Societies and Institutions; Admission as Second-Class Matter*, amend the last sentence and the legislative citation to read as follows:

"The office of publication of any such periodical publication shall be fixed by the association or body by which it is published, or by its executive board . . . (Sec. 1, 37 Stat. 550, as amended, Public Law 298, approved February 20, 1954; 39 U. S. C. 229.)"

**CHANGE—POSTAL GUIDE—PART I**

**ADDRESSING MAIL MATTER**

CHANGE No. 7.

Article 7, chapter VI, is changed by deleting the last paragraph thereof.

**RETENTION PERIODS FOR NUMBERED FORMS**

CHANGE No. 379.

Chapter XXV, article 6, is further changed as follows:

1. Add the following forms:

<i>Form No.</i>	<i>Retention periods</i>
CA-1.....	Permanent side of personnel folder.
DD-523 (Dept. of Defense)....	5 years.
PMG-25.....	If suggestion not adopted, 5 years; if adopted, indefinitely.
PMG-26.....	Do.
PO-50.....	Permanent side of personnel folder; other copies, 2 years.
PO-61.....	Permanent side of personnel folder.
PS-508.....	Obsolete—15 years.
PS-509.....	Do.
PS-509a.....	Do.
PS-560-4.....	2 years.
PS-560-6.....	Do.
T2A (Treasury).....	5 years.
WDAGO-951 (War Dept.)....	Obsolete—5 years.
1.....	3 years.
1-a.....	Do.
2.....	Do.
4.....	Do.
4-a.....	Do.
5.....	Do.
5-a.....	Do.
7.....	Do.
8.....	Do.
9.....	Do.
15.....	Do.
15 (Standard).....	Permanent side of personnel folder.
16.....	3 years.
27.....	Do.
28.....	Do.
29.....	Do.
30.....	Do.
31.....	Do.
32.....	Do.
35.....	Do.
60 (Standard).....	Permanent side of personnel folder.
78 (Standard).....	Do.
88-A.....	2 years after last entry.
112 (Standard).....	Temporary side of personnel folder.
144 (Standard).....	Do.
1003.....	3 months.
1004.....	Do.
1073.....	Obsolete—3 months.
1085.....	Permanent side of personnel folder.
1121.....	3 months.
1150 (Standard).....	Temporary side of personnel folder.
1527.....	1 year.
15451/2.....	5 years.
1595 (Standard).....	Obsolete—1 year, if verified that information thereon has been transferred to Form 2805.
2533.....	6 years after service was performed.
2535.....	Do.
2535-A.....	Do.
2536.....	Do.
3056.....	3 years.
3203-C.....	1 year.
3544-S.....	4 years.
3602-PO.....	Original and duplicate, 4 years; triplicate and quadruplicate, 3 months.
3603-PO.....	4 years.
3609-PO.....	Do.
4023.....	2 years.
4112.....	Do.
5121.....	6 years after service was performed.
5122.....	Do.
5452.....	Obsolete—4 years.

**USE OF FORM 3547**

CHANGE No. 377.

Chapter VI, article 130, the Note is rescinded.

**ANNUAL LEAVE**

CHANGE No. 378.

Chapter II, article 99 (1), the last paragraph is changed to read:

"When a regular employee's leave bracket will change during a calendar year, this fact should be anticipated and the total annual leave to be earned in each bracket credited at the beginning of the calendar year in advance in order to avoid having to credit annual leave on two occasions for the same year. Column D used in conjunction with Column 1, shows the total annual leave credit due a regular employee advancing from leave bracket 1 to leave bracket 2, at the beginning of any pay period, for the entire calendar year. In like manner Column E covers advances from leave bracket 2 to leave bracket 3."

2. Delete the following forms:  
1550-F/C and 1550-T/C
3. Change the retention periods of the following:

Form No.	New Retention Period
W-2	4 years.
W-4	4 years after card is superseded or obsolete.
85 (Standard)	Permanent side of personnel folder.
1001	3 months.
1002	Do.
1056 (Standard)	Obsolete—1 year if verified that information thereon has been transferred to Form 2806.
1091	5 years after last entry.
1102 (Standard)	3 years.
1510	When reply indicates no loss or rifling of ordinary mail, destroy as soon as sender is notified. If registered, insured, or C. O. D., retain 6 months. When no reply from addressee, destroy 6 months after Form 1518 is sent.
2531	6 years after service was performed.
2531-A	Do.
2531-B	Do.
2634	6 years after termination of services.
3958	Permanent.
4529	1 year after recorded stock has been issued.
5365	6 years after service was performed.
5369	Do.
6019-MPO	2 years.
9005	5 years for Army mail clerks; permanent side of personnel folder for all others.

**RETENTION PERIODS FOR UNNUMBERED FORMS**

**CHANGE No. 380.**

Chapter XXV, article 7, is changed as follows:

1. Add the following to the list:

Description	Retention period
Alien registration, correspondence and reports (including forms) re assistance given by post offices in.	3 years.
Baggagemen's report of mails carrier	6 years after service was performed.
Bond receipts issued by commercial companies on behalf of army and assistant army mail clerks.	5 years.
Claims for credit for losses, files pertaining to.	3 years after settlement.
Inspection service, correspondence of postmasters and postal transportation service offices with.	3 years.
Keys, correspondence re lock box	3 years.
Postal savings checking account, canceled checks pertaining to.	2 years.
Postal savings checking account, check stubs pertaining to.	1 year.
Postal savings system certificate of deposit.	15 years after account is closed.
Rural delivery pay roll check lists	5 years.
Rural route maps	Until superseded.
Rural service, correspondence re which does not contain authorizations or other matter of continuing value	2 years.

2. Change the retention period of the following:

Description	New retention period
Personnel: Unsuccessful applications for appointment and related papers	"2 years after file is closed or after date of application, or such shorter time as A7-48.04 of Federal Personnel Manual may permit"

**INQUIRIES AND CLAIMS—MILITARY MAIL**

**CHANGE No. 381.**

Chapter XIII is changed as follows:

1. Article 42, the first and second sentences are changed to read:  
"When inquiries involving registered or insured mail addressed for delivery to Navy personnel are received at New York, or when such inquiries involving Army or Air Force personnel are received at New York, San Francisco, and Seattle, they will be transmitted to the proper military command headquarters, in the case of Army and Air Force mail, and to the commanding officer of the vessel or activity to which addressed in the case of Navy mail, without any record being maintained of such inquiries. Those received by the postmaster at . . . New Orleans will be transmitted to postal officers of the A. P. O.'s of address."
2. Article 43, paragraphs (a) and (d) are changed to read:  
"(a) If the addressee admits receipt of the article in good condition, the inquiry will be returned direct to the post office where it originated, in order that the sender may be informed, except that in the case of Army and Air Force A. P. O.'s the inquiry or claim will be forwarded through such channels as military commanders may direct.  
"(d) If the records show that the article was forwarded to the addressee at another post office within or outside the continental United States, the inquiry will be forwarded direct to the new post office of address and the post office of mailing advised of that fact, except that in the case of Army and Air Force A. P. O.'s the inquiry or claim will be forwarded through such channels as military commanders may direct."
3. Article 46 is changed to read:  
"When an inquiry on Form 565 for registered mail or Form 3812 for insured mail mailed at or forwarded from a military post office outside the continental United States is received at a military post office of address outside the continental United States, that office of address will handle the inquiry in the same manner as outlined in article 45 of this chapter. Upon return of these inquiries, they shall be addressed to the post office of mailing, except in the case of Army and Air Force A. P. O.'s the inquiry shall be forwarded through such channels as military commanders may direct."

**POST OFFICE CHANGES**

**Modification—Established—Fourth Class**

**ARIZONA**

03-75580. San Manuel, Pinal County. The order establishing this office effective Mar. 16, 1954, is hereby modified to show the effective date Apr. 1, 1954.

**Discontinued—Second Class**

**CONNECTICUT**

03-89080. West Cheshire, New Haven County. Effective Apr. 30, 1954. Consolidated with Cheshire. Mail to Cheshire.

**Discontinued—Third Class**

**MICHIGAN**

25-97200. Waltz, Wayne County. Effective Apr. 15, 1954. Mail to New Boston.

**NEW JERSEY**

33-30150. Gloucester Heights, Camden County. Effective Mar. 31, 1954. Mail to Gloucester City.

**Modification—Discontinued—Third Class**

**OREGON**

40-52320. Maplewood, Multnomah County. The order discontinuing this office effective Feb. 28, 1954, is modified to show mail to Portland, Maplewood Branch, instead of Portland, Maplewood Station.

**Discontinued—Fourth Class**

**ARKANSAS**

04-25740. Dixie, Woodruff County. Effective Apr. 30, 1954. Mail to Augusta.

04-31320. Fitzhugh, Woodruff County. Effective Apr. 30, 1954. Mail to Augusta.

04-95760. Wiville, Woodruff County. Effective Apr. 30, 1954. Mail to McCrory.

**CALIFORNIA**

05-48120. Matheson, Shasta County. Effective Apr. 30, 1954. Mail to Redding.

05-81120. Ventucopa, Santa Barbara County. Effective Apr. 15, 1954. Mail to Maricopa.

**IDAHO**

15-02750. Amsterdam, Twin Falls County. Effective Apr. 15, 1954. Mail to Hollister.

**POST OFFICE CHANGES**

**Discontinued—Fourth Class**

**ILLINOIS**

16-19980. Dayton, La Salle County. Effective Apr. 15, 1954. Mail to Ottawa.

16-38820. Irwin, Kankakee County. Effective Apr. 15, 1954. Mail to Kankakee.

16-62880. Pittwood, Iroquois County. Effective Apr. 15, 1954. Mail to Watseka.

16-84540. Wilbern, Marshall County. Effective Apr. 15, 1954. Mail to Washburn.

**INDIANA**

17-69740. Pinelake, La Porte County (summer office). Effective Apr. 15, 1954. Mail to La Porte.

**KENTUCKY**

20-08520. Bonny, Morgan County. Effective Apr. 15, 1954. Mail to Grassy Creek.

20-14560. Cailton, Casey County. Effective Apr. 15, 1954. Mail to Hustonville.

20-23720. Eby, Carter County. Effective as of Jan. 31, 1954. Mail to Tannery.

20-42760. Kidds Store, Casey County. Effective Apr. 15, 1954. Mail to Hustonville.

20-43760. Labascus, Casey County. Effective Apr. 15, 1954. Mail to Gilpin.

20-64360. Redhouse, Madison County. Effective Apr. 15, 1954. Mail to Richmond.

**MAINE**

22-36600. Head Tide, Lincoln County. Effective Mar. 31, 1954. Mail to Whitefield.

**MASSACHUSETTS**

24-61540. Phillipston, Worcester County. Effective Apr. 30, 1954. Mail to Athol.

**MISSOURI**

28-31860. Goss, Monroe County. Effective Apr. 30, 1954. Mail to Paris.

**NORTH CAROLINA**

—21120. Dixon, Onslow County. Effective 36Apr. 30, 1954. Mail to Holly Ridge.

36-27440. Folkstone, Onslow County. Effective Apr. 30, 1954. Mail to Holly Ridge.

**OKLAHOMA**

39-80850. Tamaha, Haskell County. Effective Apr. 15, 1954. Mail to Stigler.

POST OFFICE CHANGES	POST OFFICE CHANGES	POST OFFICE CHANGES	POST OFFICE BRANCHES
<p><b>Discontinued—Fourth Class</b></p> <p><b>PENNSYLVANIA</b></p> <p>41-40920. Jollytown, Greene County. Effective Apr. 30, 1954. Mail to New Freeport.</p> <p>41-42400. Kirby, Greene County. Effective Apr. 30, 1954. Mail to Waynesburg.</p> <p>41-57920. Ned, Greene County. Effective Apr. 30, 1954. Mail to Garrison.</p> <p>41-72920. Rutan, Greene County. Effective Apr. 30, 1954. Mail to Holbrook.</p> <p><b>TEXAS</b></p> <p>48-07550. Biardstown, Lamar County. Effective Apr. 15, 1954. Mail to Paris.</p> <p>48-41550. Howland, Lamar County. Effective Apr. 15, 1954. Mail to Paris.</p> <p>48-84000. Sivells Bend, Cooke County. Effective Apr. 15, 1954. Mail to Gainesville.</p> <p><b>WISCONSIN</b></p> <p>56-11600. Brooks, Adams County. Effective Apr. 15, 1954. Mail to Oxford.</p> <p>56-71500. Rockbridge, Richland County. Effective Apr. 30, 1954. Mail to Richland Center.</p> <p>56-83500. Twin Bluffs, Richland County. Effective Apr. 30, 1954. Mail to Richland Center.</p> <p><b>Modification—Discontinued—Fourth Class</b></p> <p><b>COLORADO</b></p> <p>07-45000. Homelake, Rio Grande County. The order discontinuing this office, effective Mar. 15, 1954, is hereby modified to show the effective date Apr. 15, 1954.</p> <p><b>GEORGIA</b></p> <p>12-72930. Remerton, Lowndes County. The order discontinuing this office effective Mar. 31, 1954, is hereby modified to show the effective date Apr. 30, 1954.</p>	<p><b>Modification—Discontinued—Fourth Class</b></p> <p><b>NORTH CAROLINA</b></p> <p>36-56000. North Harlowe, Craven County. The order discontinuing this office effective Mar. 31, 1954, is modified to show mail to Have-lock (independent branch of New Bern), instead of New Bern.</p> <p><b>OHIO</b></p> <p>38-12810. Campbellstown, Preble County. The order discontinuing this office effective Mar. 31, 1954, is modified to show mail to Eaton instead of Edenton.</p> <p><b>Rescinded—Discontinued—Fourth Class</b></p> <p><b>CALIFORNIA</b></p> <p>05-40560. Lagunitas, Marin County. The order discontinuing this office effective Mar. 15, 1954, is hereby rescinded.</p> <p>05-68040. San Geronimo, Marin County. The order discontinuing this office effective Mar. 15, 1954, is hereby rescinded.</p> <p><b>FLORIDA</b></p> <p>11-09150. Bostwick, Putnam County. The order discontinuing this office effective May 31, 1954, is hereby rescinded.</p> <p><b>MICHIGAN</b></p> <p>25-27400. Eastlake, Manistee County. The order discontinuing this office effective Mar. 31, 1954, is hereby rescinded.</p> <p>25-90600. Stronach, Manistee County. The order discontinuing this office effective Mar. 31, 1954, is hereby rescinded.</p>	<p><b>Correction—Discontinued—Fourth Class</b></p> <p><b>NORTH CAROLINA</b></p> <p>36-28720. Furches, Alleghany County. The notice of the discontinuance of this office effective Apr. 30, 1954, is corrected to show the name of the office Furches instead of Fourches.</p> <p><b>Summer Post Offices—Opened</b></p> <p><b>CALIFORNIA</b></p> <p>05-15720. Claraville, Kern County. Effective Apr. 1, 1954.</p> <p><b>NEW YORK</b></p> <p>35-66450. Point Chautauqua, Chautauqua County. Effective May 1, 1954.</p> <p><b>POST OFFICE BRANCHES</b></p> <p><b>Established</b></p> <p><b>CALIFORNIA</b></p> <p>San Francisco: The following money-order units of the following A. P. O.'s will be established effective Apr. 1, 1954:</p> <p>Unit 4, A. P. O. 59.</p> <p>Unit 5, A. P. O. 59.</p> <p>Unit 6, A. P. O. 59.</p> <p>Unit 7, A. P. O. 59.</p> <p>Unit 8, A. P. O. 59.</p> <p>Unit 9, A. P. O. 59.</p> <p>Unit 10, A. P. O. 59.</p> <p>Unit 1, A. P. O. 959.</p> <p>Unit 2, A. P. O. 959.</p> <p>Unit 3, A. P. O. 959.</p> <p>Unit 4, A. P. O. 959.</p> <p><b>Discontinued</b></p> <p><b>WISCONSIN</b></p> <p>Madison: Mendota (classified) effective Mar. 31, 1954.</p>	<p><b>Modification</b></p> <p><b>TEXAS</b></p> <p>Fort Worth: Order appearing in the POSTAL BULLETIN of Jan. 19, 1954, establishing Carter Field (contract) branch effective Feb. 1, 1954, is modified to show the unit as a station.</p> <p><b>POST OFFICE STATIONS</b></p> <p><b>Established</b></p> <p><b>FLORIDA</b></p> <p>Tampa: No. 16 (contract) Hillsborough County effective Mar. 16, 1954.</p> <p><b>NEW JERSEY</b></p> <p>Gloucester City: No. 4 (contract) Camden County, effective Apr. 1, 1954.</p> <p><b>OHIO</b></p> <p>Columbus: The following classified stations, Franklin County, will be established effective Apr. 1, 1954:</p> <p>"D".</p> <p>Point.</p> <p><b>CITY DELIVERY SERVICE</b></p> <p><b>Established</b></p> <p><b>CALIFORNIA</b></p> <p>Pleasanton: Effective Mar. 16, 1954.</p> <p><b>ILLINOIS</b></p> <p>Grayville: Effective Apr. 1, 1954.</p> <p>Subscription price of the POSTAL BULLETIN is \$2.00 a year, domestic; \$3.50 a year, foreign; 5 cents a copy.</p> <p>Remittance should be made to the Superintendent of Documents, Government Printing Office, Washington 25, D. C.</p>

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