



postal bulletin

Directives and Forms Division, Washington, DC 20260

PB 21088—July 15, 1976—16 Pages

13-Cent Clara Maass Commemorative Stamp

Description. The 13-cent Clara Maass commemorative stamp will be first placed on sale at Belleville, NJ 07109 on August 18, 1976.

Do Not Sell Before Aug. 19, 1976.



Size: 1.44 x 1.105 inches.
Issued in sheets of 40.

Colors: Yellow, magenta, cyan, black, and blue.

Marginal markings: Six plate numbers, Mail Early in the Day, and Mr. ZIP.
Designer: Paul Calle.

Collectors. Request first-day cancellations from: Clara Maass Stamp, Postmaster, Belleville, NJ 07109 (see PSM, section 257.2). Requests must be postmarked no later than August 18, 1976. Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning August 19, 1976.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 431), consider that the stock should be depleted prior to October 18, 1976, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356 from the Bureau of Engraving and Printing.

Fair Labor Standards Act Retroactive Overtime Pay Adjustments

Correction

Special Postal Bulletin 21086, 7-7-76, contained two printing errors:

On Page 5, Section IX-B, *Example 2*, the fifth line from the end of the paragraph should read as follows: ". . . (48), then multiplying by .50 ($\$0.4167 \times .50 = \0.21 . . ."

On Page 10, Section IV-B-1a(3), in the example for the (*Substitutes*) *Level 5 (Step 6) Computation*, for the *Second Week*, the second line should read as follows:

"Comp. for 9 holidays @ \$0.1951 p.h. . . . = 7.80."—*Finance Dept.*, 7-15-76.

Metered Presort Mail

There are indications that the instructions for the use of account AIC 113, *Presorted Metered Discount Denied*, are being misinterpreted. This account is to be used solely for additional revenue collected for metered mailings which do not meet the presort requirements. It cannot be used to pay 1 cent extra for the residual portion of a mailing that qualifies for the lower presort rate.—*Rates & Classification Dept.*, 7-15-76.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17 from designated sectional centers.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will be released with the stamps. The panels (item 987) are printed on heavy art paper suitable for mounting and sell for \$2 each.

Sectional centers: requisition panels (in units of 10 or cartons of 100) on Form 17 from accountable paper depositories.

Associate offices: requisition any required quantity from designated sectional centers. Panels are available on a first-come basis from all distributing offices.—*Customer Services Dept.*, 7-15-76.

Release of Information—Fees

Charges for the release of USPS information, records, and documents should be as follows:

- a. Change of address: \$1.00.
- b. Photostats of money orders: 30 cents.
- c. Return receipts requested after mailing for mail which is sent COD, registered, or insured: in accordance with Part 165.22, PSM.
- d. Copies of domestic delivery records for articles sent registered, insured, certified, or COD: \$1.00.
- e. Inquiries on international registered or insured mail: 35 cents.
- f. Lists of those persons who do not desire to receive sexually oriented advertising (SOA): in accordance with Part 123.54, PSM.
- g. Freedom of Information requests for any information not listed above: in accordance with Part 265.8, PSM, printed in PB 21023, 2-13-75, as extended by PB 21061, 10-23-75, and by the article *Freedom of Information* in this BULLETIN.—*Office of Management Services*, 7-15-76.

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All Personnel Processing Mail For Dispatch Abroad

Foreign Order Notice 60

Keep all foreign order notices for use as reference.

A. A false representation order has been issued against:

GERMANY

1000 Berlin 31

Inter-World-Telex & Textel Service
and/or Wockel & Co. KG and/or
Industrie-Service
Kurfürstendamm 92

D-2000 Hamburg 20

Telex Directory
Campania Werbe—GmbH
P.O. Box 2962

Do not dispatch any mail to the above. Endorse it: *Return to Sender: Order Issued Against Addressee for Violation of False Representation Law.*

B. A lottery order has been issued against:

CANADA

Winnipeg, Man.

Hull, L.Q.B. CA MBA
Chairman, Finance Committee
Human Renewal Inc.
1893 Portage Avenue
Human Renewal Inc.
1893 Portage Avenue

IRELAND

Boosterstown, Co. Dublin

Burns, Mr. Maurice
3 Trimblestown Drive

Dublin

Nugent, E. J.
30 Kenilworth Road

Terenure, Dublin

Mulligan, Mr. Frank
19 Westbourne Road

NICARAGUA

Managua

Diaz, Erick B. MD
Apartado Postal 4174

Do not dispatch any mail to the above. Endorse it: *Lottery Mail and Return it to Sender.*

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the *outgoing primary* and it must be posted on the *Foreign Order Board* at all SCF's and designated *International Exchange Offices.*—Judicial Officer, 7-15-76.

Rubber Bands to Bulk Rate Mailers

It is anticipated that the presort first-class rate will increase the demand by mailers for rubber bands (item 0-1152) to secure packages of bulk mail.

It is imperative that all mail processing offices have sufficient quantities of rubber bands available not only to mailers who qualify under the first-class presort rate but to all bulk-rate mailers who desire their use.

Immediate inventory of rubber bands should be taken by installation heads. Additional quantities as may be needed to meet customer requirements are to be requisitioned from General Services Administration Depots, NSN 7510-00-935-1088, PS Item Number 0-1152.—*Logistics Dept.*, 7-15-76.

New Business Reply Mail

The regulations published in PB 21081, 6-3-76, specify that there is a \$30 annual (calendar year) permit fee for each business reply permit now required. This is to be interpreted as applying to the new permit number issued under these regulations. Customers that previously had several permit numbers may consolidate them under the new number if they so wish, and pay only one permit fee. Time will be allowed for the return of outstanding stock bearing the old numbers.—*Rates & Classification Dept.*, 7-15-76.

Freedom of Information Regulations

The text of Part 265, *POSTAL SERVICE MANUAL*, appeared in *POSTAL BULLETIN* 21023, 2-13-75. This is a comprehensive revision of the Postal Service's regulations governing the release of Postal Service records to the public. These regulations, which became effective on February 19, 1975, have not yet appeared in permanent form. Accordingly, postmasters and the heads of all other Postal facilities are advised to continue to retain and follow the instructions published in PB 21023, as required by PB 21061, 10-23-75.

Form 1478

Form 1478, *Freedom of Information Request*, has been discontinued. Postmasters should inform requesters to submit written correspondence in lieu of Form 1478.—*Office of Management Services*, 7-15-76.

Domestic Order

False Representation. Enforced by postmaster at city listed.

State/City	Name(s) Covered
PA, Pittsburgh	Gozdanovic, Thomas Gozdanovic, and T.G. Industries 160 Banner Way and P.O. Box 4073

—Judicial Officer, 7-15-76.

**NOTIFY YOUR SUPERVISOR IF
YOUR EQUIPMENT DOES NOT
PROVIDE PROPER SECURITY FOR
FUNDS AND STAMP STOCK.**

PROCESSING EMPTY MAIL EQUIPMENT

To insure that all postal installations process empty mail equipment properly, the following procedures are outlined.

Number 2 and 3 canvas sacks, all orange air mail pouches, orange and blue express mail pouches, L.A. locks, 3150 mail trays, and 1/2 F Containers are considered high priority items, and are to be processed, packed, and properly labeled daily.

All post offices that are not concentration points or management sectional centers are to make up full bundles of surplus equipment when possible to do so within five working days. If it is not possible to make full bundles, label bundle *Short* and dispatch to MSC. Do not mix contents of short bundles. Do not dispatch any unlabeled bundles of equipment.

All management sectional center facilities are to rework short bundles into full bundles and dispatch to depository or as directed by the regional general manager, logistics division. MSC's are not to dispatch short or unlabeled bundles to depositories. Management sectional centers are responsible for seeing that all equipment dispatched is properly packed, labeled, and classified as serviceable or defective.

Mailbag equipment must be examined for mail lodged in the corners immediately after dumping. Use the approved elbow method in good light, or the Sack Examining Stand.

Sack and pouch racks are to be placed in the immediate dumping area for packing surplus mailbags. Canvas and nylon mailbags are to be separately packed. Care is to be exercised in packing orange air equipment—those with large label holders must be packed separately from the pouches with small label holders.

Empty equipment that will be used *in-house* should be spread on pallets/skids or sorted by type in hampers. Do not use hampers to store equipment that will not be used within a reasonable period of time.

The following guides are to be used in packing serviceable mailbags, labeling of mailbags, and identifying defective equipment.

Packing Serviceable Mailbags

Surplus, serviceable mail equipment is to be packed in full bundles in accordance with the standards in Exhibit A.

PACKING EMPTY EQUIPMENT

Domestic

Type and Size	Loose Packed
No. 1 Sack	19 in No. 1 Sack
No. 2 Sack	19 in No. 2 Sack
No. 2 Brown Nylon	49 in No. 2 Brown Nylon Sack
No. 3 Sack	14 in No. 3 Sack
No. 3 Brown Nylon	24 in No. 3 Brown Nylon Sack
No. 2 Pouch	14 in No. 2 Pouch
Lock Container	20 in No. 1 Sack
Air No. 1 Pouch	49 in No. 1 Air Pouch
Air No. 2 Pouch	24 in No. 2 Air Pouch
Air Parcel Post Pouch	59 in Air Parcel Post Pouch
FCM No. 1 Pouch	49 in FCM No. 1 Pouch
SAM No. 1 Pouch	49 in SAM No. 1 Pouch
SAM Parcel Post Pouch	59 in SAM Parcel Post Pouch
FCM No. 3 Sack	24 in FCM No. 3 Sack
Airlift Parcel Post Sack	59 in Airlift Parcel Post Sack
MOM Parcel Post Pouch	59 in MOM Parcel Post Pouch
MOM No. 1 Pouch	49 in MOM No. 1 Pouch
Speedy Bag (24 in Speedy bag)	6 Bundles in No. 1 Sack
Express Mail Pouch	14 in Express Mail Pouch

Foreign

No. 0 Sack	14 in No. 0 Sack
No. 1 Sack	19 in No. 1 Sack
No. 2 Sack	19 in No. 2 Sack
Air No. 1 Pouch	49 in Air No. 1 Pouch
Air No. 2 Pouch	24 in Air No. 2 Pouch
Air Parcel Post Pouch	59 in Air Parcel Post Pouch

Exhibit A

Surplus, bundled equipment must be properly packed and labeled (with gray labels) for dispatch to designated facilities. Do not mix nylon mailbags with canvas type empty equipment.

All postal facilities receiving bundled equipment that is not packed as shown are to report it to the regional general manager, logistics division, on Form 5052, *Report of Mail Equipment Improperly Prepared for Dispatch*.

Postal facilities, repair centers, or mailbag depositories receiving empty equipment that contains bona fide mail are to report the finding on Form 5049, *Mail Found in Supposedly Empty Equipment*.

Identifying Defective Equipment

Separate all defective equipment from serviceable equipment if one or more defects are noted.

Nylon—Surface and Air

1. *Holes*—Larger than a 10-cent coin.

2. *Tears*—Exceeding one-half inch in length.

3. *Seam Rips*

4. *Grommets*—One or more missing.

5. *Neck Strap*—Missing or exceedingly worn.

6. *Label Case, Hasp, or Staple*—Missing or damaged.

7. *Hardware*—Missing rivets.

Canvas—Surface

1. *Holes*—Larger than a 50-cent coin.

2. *Tears*—Exceeding 1½ inches in length.

3. *Grommets*—One or more missing.

4. *Lacing Cord*—Broken, frayed, weakened, or missing.

5. *Label Holder*—Damaged or missing.

6. *Cord Fastener*—Damaged or missing.

Use a defective mailbag as a container and, when possible, pack nylon defective equipment separate from those that are canvas.

Mail equipment polluted with oil, wet paint, animal excrement, mildew, or similar contaminants is to be condemned immediately, disposed of and reported on Form 5047, *Mail Bag and Lock Inventory Report*, or to the designated MSC.

Note: Do not tie the cord on sack type mailbags in a knot. If the cord fastener is defective, the sack is to be packed with defective equipment.

The 3150 mail trays and 1/2 F Containers are in use on a limited basis, but these items are dispatched to many depositories or concentration points improperly bundled. For dispatch locally, the 3150 trays and 1/2 F Containers (with harnesses intact) are to be shipped in setup condition. When dispatched out of the local area, the 1/2 F Container is to be knocked down flat and banded in units of 10. The harnesses for each unit of 10 containers are to be packed in a number 3 canvas sack; the sack should be labeled and shipped to the same destination as the banded containers. The 3150 trays are to be flattened and secured in units of 20 and each unit is to be labeled with a gray label attached to the upper and lower surfaces.

Surplus 1/2 F Containers and 3150 trays are to be dispatched according to instructions issued by the regional general managers, logistics divisions.

When a 3150 tray or 1/2 F Container is damaged to a point where the security of the contents is questionable, the tray or container is to be disposed of locally. When it has been determined that a tray or container is to be destroyed (the harness on the 1/2 F is to be removed and stored for reuse or sent back to the mail bag depository for reissue), it is to be disposed of by dismemberment so to prevent its reuse by any one inside or outside the Postal Service.

The 1/2 F Container can be patched or mended with filament tape as long as the tape does not prevent the total disassembly and removal of the harness. Also, the tape is not to cover, impair, or obstruct USPS seal, name, or container size identification, manufacturing trademark, or any other identification mark or label imprinted or attached to the container. All patching and/or mending is to be done at the rewrap center of each facility.

Speedy bags—the clear plastic bag with emblem and *Special Delivery* imprinted thereon—have an expected

POST OFFICE CHANGES NO. 30

Post office discontinuances and consolidations (post office changes 25, 26, 27, 28, and 29) announced in Postal Bulletins 21077, 21079, 21080, 21083, and 21085 that had effective dates of July 1, 1976, or after, are being held in abeyance.—Customer Services Dept., 7-15-76.

Injury Compensation Program

The Office of Workers' Compensation Programs, U.S. Department of Labor, has provided the area supply centers with a supply of the following revised materials pertaining to the Federal Employees' Compensation Act, as amended:

Pamphlet CA-11, *Facts About Compensation for Civilian Employees of the Federal Government*.

Form CA-13, *Work Injury Benefits for Federal Employees*.

All installations should requisition sufficient quantities of Pamphlet CA-11 and Form CA-13 to distribute one of each to every employee.

Post offices should requisition these items on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.—*Employee & Labor Relations Dept.*, 7-15-76.

All City Delivery Offices

Delivery Service Analysis Program

City delivery office personnel should keep in mind the realignment of the Postal Fiscal Year when completing Form 3997-C, *Delivery Service Operations Analysis*. Make sure to give on the form the same period last year (SPLY) information for the appropriate dates.

Refer to the new Postal Fiscal Year Calendar printed in POSTAL BULLETIN 21076, 4-22-76.—*Delivery Services Dept.*, 7-15-76.

life cycle of 4-6 uses if they are properly packed as shown above. It is not necessary to get a new Speedy bag for each use.

All mail equipment covered by this instruction takes the same priority as mail. Therefore, it must be processed and dispatched daily to insure a timely and adequate supply is available for postal operations and customer demand.

Please refer to POSTAL SERVICE MANUAL, subchapter 580.—*Logistics Dept.*, 7-15-76.

Second-Class Postage Rates

Under the permanent rate schedule for second-class publications effective July 18, 1976, the postage for special rate publications may in some instances be higher when computed at the applicable special rate than when computed at the regular rate, if mailed under the following conditions:

1. The publication is accepted at the special rates in section 132.122, PSM.

2. There are fewer than 5,000 copies per issue mailed outside the county of publication.

3. The individual copies weigh less than 0.03125 pound (more than 32 pieces per pound).

For those publications which meet the three conditions above, postage should be computed at both the *Regular* and *Special* rate subheadings in column F of Form 3541, *Computation of Second-Class or Controlled Circulation Postage*, and the lower resulting postage applied to the mailings.

It should be noted that the exemption from advertising pound rates for special-rate publications containing 10 percent or less advertising is not applicable for regular-rate postage computations.—*Rates & Classification Dept.*, 7-15-76.

All Contracting Officers

Vehicle Hire Solicitation Forms

Postal Bulletin 21085, 7-1-76, Page 9, announced the availability of revised Forms 7374 and 7374B. The edition dates of the stock to be removed and destroyed were omitted.

Remove and destroy all forms with edition dates prior to the following:

Form 7374—*Solicitation, Offer, and Award, Vehicle Hire (Not to Exceed \$5,000 Annually)* (Apr. 1975).

Form 7374B—*Solicitation, Offer, and Award, Vehicle Hire (Over \$5,000 Annually)* (Feb. 1976).—*Procurement & Supply Department*, 7-15-76.

PRIVACY ACT IMPLEMENTATION INSTRUCTIONS

Retain this article until the privacy instructions are incorporated in the Postal Service Manual.

I. PRIVACY ACT

A. Requirements

Under the Privacy Act of 1974, the Postal Service must:

1. Publish in the *Federal Register* and forward to Congress and the Office of Management and Budget adequate advance notice of any proposal to establish, or modify, or alter the uses, of any system of records containing information about individuals.

2. Comply with certain requirements regarding the collection, use, disclosure, and safeguarding of information about individuals.

3. Permit an individual to determine what records the Postal Service has filed or cross-indexed under his name, gain access to and have a copy made of the information pertaining to him in those records, amend or correct the records, and determine the use and disclosures made of the records.

B. Definition

A system of records that contains information about individuals means any group of records under the control of the Postal Service, including mailing lists, from which information is retrieved by the name of an individual or by some identifying number or symbol assigned to the individual, such as a social security number. "Individual" in this context does not include proprietorships, businesses, or corporations, which are not covered by the Privacy Act.

C. Penalties

1. The Privacy Act provides criminal penalties, including fines up to \$5,000, for any officer or employee of a Federal agency, including the Postal Service, who:

a. Knowing that disclosure of specific material is prohibited, willfully discloses information about an individual to any person or agency not entitled to receive it.

b. Willfully maintains a system of records containing information about individuals without giving appropriate notice in the *Federal Register*.

2. The Privacy Act also provides criminal penalties, including fines up to \$5,000, for any person who know-

ingly and willfully requests or obtains any record concerning another individual under false pretenses.

D. Responsibilities of the Records Custodian

The head of a postal installation in the field or of a group or department at Headquarters is the official custodian of all the records in the custody of the installation, group, or department. The Records Custodian is responsible for insuring compliance with all laws and regulations pertaining to such records, including the Privacy Act.

II. NOTICE, COLLECTION AND USE OF INFORMATION ABOUT INDIVIDUALS

A. Required notice has been published in the *Federal Register* regarding all the systems of records authorized in the POSTAL SERVICE MANUAL, POSTAL BULLETINS, handbooks, publications, and other official directives that call for the maintenance of information of any kind about individuals. These systems of records are listed in Part VIII.

B. No Postal Service officer or employee may collect or maintain information about individuals except as a part of one of the listed systems of records and then only in an authorized manner and for an authorized purpose.

C. Any regional organization or any field organization subordinate to a region that wishes to establish a new system of records containing information about individuals, change the uses of an existing system, or introduce new forms to collect personal information from an individual, must first obtain permission from the Regional Records Control Officer. Any Headquarters organization or any field organization reporting to Headquarters that wishes to establish or change a system or to introduce new forms must first obtain permission from the U.S. Postal Service Records Officer at Headquarters. Seventy-five days is needed to give notice in the *Federal Register* and review comments.

III. DISCLOSURE OF INFORMATION ABOUT INDIVIDUALS

A. Accounting Requirements

1. Custodians must keep an accurate accounting of every disclosure

of information from a system of records containing information about an individual, except for:

a. Certain public information (see III-B-1-a and b).

b. Information disclosed to a Postal Service employee for use in the performance of his duties (see III-B-2).

c. Information disclosed to the individual to whom the information pertains (see III-B-5).

2. The accounting of the disclosure may be in the form of a memo to the file, a copy of correspondence transmitting the disclosed information, a log, or other listing and must indicate:

a. The date of the disclosure, its nature such as, *personnel folder review*, and its purpose, such as *background investigation*.

b. The name and address of the agency or person to whom the disclosure was made.

3. The accounting of the disclosure must be filed, cross-indexed, or otherwise associated with the record that was disclosed, so that a complete accounting of disclosures can be constructed. The accounting must be retained for five years or for the life of the record disclosed, whichever is longer.

B. Rules of Disclosure

1. *Information Available to the Public.* The following information is available to the public and may be disclosed to any person:

a. The name, job title, grade, duty status, and dates of postal employment and any current or former Postal employee.

b. The business name and address of a post office boxholder, when the box is being used for the purpose of doing or soliciting business with the public, and the business name and address of any person applying for a box in behalf of the holder. (No fee is charged for this information.) A postmaster may furnish this information when he is satisfied from the entries appearing on Form 1093, *Application for Post Office Box*, or from evidence such as an advertising circular furnished by the requester that a box is being used for a business purpose. When a postmaster is unable to determine whether a business use is involved, he will refer the request to the Regional Counsel.

c. The new address of any person who has filed a change of address notice. A fee of \$1.00 is charged for each address requested. An accounting must be kept for each disclosure made to a requester except for those made in response to an *Address Correction Request*. (PSM 159.12.)

d. The recorded post office box address of a customer whose mail is redirected to a post office box. A fee of \$1.00 will be charged for this information. An accounting must be kept for each disclosure.

e. The name and address of the holder of a particular bulk mail permit, permit imprint or similar permit, or postage meter permit, and the name of any person applying for a permit in behalf of a holder. Fees will be charged in accordance with Release of Information Instructions (POSTAL BULLETIN 21023). An accounting must be kept for each disclosure.

2. *Postal Uses*. Information pertaining to an individual may be given any postal employee, or employee of a contractor operating a Postal Service system of records, who needs the information in the performance of his postal duties. Although such uses are considered disclosures no accounting is required.

3. *Restricted Disclosures*. Information pertaining to an individual may be disclosed from any pertinent system of records under the following conditions: (An accounting must be kept of each disclosure.)

a. In response to a court order. (The Regional Counsel must be notified before the information is released.)

b. To a Federal, state, or local government agency for civil, criminal, or other law enforcement purposes. (The Inspection Service must be consulted before the information is released.)

c. To either House of Congress, to a Congressional Committee, subcommittee, or joint committee, or to representatives of the Comptroller General or the General Accounting Office.

d. To the Civil Service Commission, Department of Agriculture, Department of State, Department of Health, Education and Welfare (Public Health Service and Social Security Administration), Department of Labor (Office of Workers' Compensation), Treasury Department (Internal Revenue Service),

Veterans Administration, General Services Administration, and State Unemployment Offices in accordance with official Postal Service regulatory issuances and directives that provide for the release of specific personal information. (Disclosures for other purposes or to other Federal, state, and local government agencies will not be made without prior approval of the Regional Counsel.)

e. To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity.

f. To a court official, such as a judge, court clerk, or jury commissioner, upon written request and at no cost, for a customer's address, if known, and if it is sought in connection with jury service.

4. *Statistical Disclosures*. Information pertaining to an individual may be disclosed to a requester who has given the Postal Service written assurance that the information will be used solely for statistical research or reporting purposes. Information disclosed under this provision must be transferred in a form that is not individually identifiable and an accounting must be kept of each disclosure.

5. *Disclosures to Individuals*. An individual may review and have copies of any information pertaining to himself that is contained in a record filed or cross-indexed under his name or other identifier, *except the following*:

a. The name or information identifying an individual who has requested or been promised anonymity in providing information to the Postal Service. This exception applies only to Postal Inspection Service Records; Personnel Investigation Records; Recruiting, Examining, Training and Placement Records, and Postmaster Selection Records. (The information must be excised from a copy of the record before it can be reviewed or copied by the individual.)

b. Records compiled in reasonable anticipation of a civil action or proceeding.

c. Records of the disclosure of information to law enforcement agencies under III-B-3-b.

d. Information within records that might compromise testing or examination materials.

e. Registers for positions to be filled. (Upon written request an in-

dividual may be told whether his prospects for appointment are good, fair, or unfavorable.)

f. Medical or psychological records, including those received from the Veterans Administration, Public Health Service, Office of Workers' Compensation, which in the opinion of a medical doctor should not be made directly available to the individual. Such records may be made available to a physician designated in writing by the individual, in which case a disclosure accounting must be filed.

g. Information pertaining to individuals in the form of uncirculated personal notes kept by Postal Service employees, supervisors, counselors, investigators, etc. (Official evaluations or appraisals of an employee must be made available to the employee to whom they pertain.)

h. Results of national agency check and written inquiry investigations (NACI) conducted by the Civil Service Commission. Individuals requesting NACI records should be advised to send their requests to the Director, Bureau of Personnel Investigations, U.S. Civil Service Commission, 1900 E Street, NW, Washington, DC 20415.

6. *Third Party Disclosures*. Information which may be made available to an individual about the individual's own records may only be made available to another person, including a spouse:

a. Who has a notarized statement of permission from the individual to obtain the information.

b. Invited by an individual to be present when the individual is reviewing his own records providing the requester provides a written statement authorizing the disclosure of information in that person's presence.

c. Upon a showing of compelling circumstances affecting the health or safety of an individual, if, upon such disclosure, notification is transmitted to the last known address of the individual to whom the record pertains. An accounting must be kept of all such disclosures.

7. *Credit References*. Credit Bureaus, banks, and other commercial firms from which an employee is seeking credit may be given public information about the salary, employment dates, and job titles of a present or former employee, with no accounting of the disclosure. However, if a firm

requests additional information, it must submit a release form signed by the individual, and an accounting of the disclosure must be kept.

8. Job References. Prospective employers may be furnished public information listed in III-B-7. In addition, a former employee's reason for leaving as shown on his SF50 may be given if the identity of the requester is verified and a record of the disclosure is filed. If additional information is desired, the requester must submit a release form signed by the employee and an accounting of the disclosure must be kept.

9. Collective Bargaining. Information about individual employees is released to certified collective bargaining agents, consistent with appropriate provisions of applicable collective bargaining agreements and other statutory obligations. An accounting of each disclosure must be kept.

10. Congressional Requests. All inquiries from an individual member of Congress, not acting on behalf of a committee or subcommittee, requesting records or information pertaining to an individual, other than public information, must be forwarded to the Assistant Postmaster General, Government Relations Department, USPS, Washington, DC 20260.

11. Lists of Names or Addresses. Mailing lists or other lists of names and addresses, past or present, of postal customers, employees, and others, are not made available to the public. Lists of names of present postal employees, but not their home addresses, are released. No accounting is required.

12. Boxholder Information. In addition to the disclosures permitted under III-B-3, the name or address of an individual post office boxholder is furnished to a person empowered by law to serve legal process, upon written certification that the information is required to effect service. An accounting must be kept of the disclosure.

IV. PROCESSING REQUESTS

A. Information Supplied in Request

Inquiries for notification as to whether the Postal Service has a record about a particular individual, and requests for the disclosure or amendment of a record, or for an accounting of the disclosures made from a record, must:

a. Specify by name or number as shown in VIII or otherwise reasonably identify the system of records involved, and

b. Provide sufficient information to clearly identify the individual and identify and locate the record.

If sufficient information is not supplied to locate and identify the record, the requester should be advised of the information needed to locate the records relating to him.

B. Right To Know

Before any information is released about an individual's record, including whether a record exists, the requester's identity and right to have the information must first be established (III-B and IV-E and F).

C. Fees

No fee is charged an individual for searching for or for reviewing a record pertaining to him. A fee of ten cents a page may be charged for copying a record, but fees totaling less than a dollar must be waived. Copying fees collected as a result of Privacy Requests are deposited in Account Identifier Code (AIC) 127.

D. Availability

1. Requests to review or copy a record must be made to the installation where the record is kept, except in the case of retired Official Personnel Records (see IV-H-1).

2. Records are made available for inspection and copying during normal business hours at the facility where the record is to be reviewed.

3. A postal employee who wishes to review or copy any of his own records must do so on his own time, except as provided for under current collective bargaining agreements.

E. Requests by Telephone

Requests for information available to the public about an individual (III-B-1) or for credit or job reference information which may be given without a release statement (III-B-7 and 8) may be accepted and answered by telephone, unless there is a charge for the information. Other requests for information about individuals must be made in person or in writing.

F. Requests Made in Person

1. Before any information about an individual other than information listed in IV-E may be released to a requester who applies in person, the

custodian or delegate custodian must:

a. Establish the requester's identity by means of official credentials, driver's license, medicare card, or similar means of identification;

b. Establish that the request meets the criteria listed under III-B.

2. The custodian may permit the requester to copy the record manually or with a copying machine, but must retain control over the official record.

3. The requester must sign a statement that he has reviewed a specific record or records.

G. Requests by Mail

1. An individual who applies in writing for information about himself or about some other individual must send his request to the appropriate postal installation. An organization that wishes such information must request it on letterhead stationery.

2. As soon as he receives any required fees or statements of release the custodian may send the requested information or copies of records to the requester. He may use a copy of the transmittal as an accounting of the disclosure. Copies of requested records must be sent by certified mail.

3. If a request is received that should have been sent to some other location, the request must be forwarded to the appropriate location, with a copy of the transmittal to the requester.

H. Review of Nonlocal Records

1. A request to review an Official Personnel Folder which has been retired to the National Personnel Records Center may be made at any postal installation. If the requester meets the criteria in III-B, the installation sends an SF 127, *Request for Official Personnel Folder*, to the National Personnel Records Center, St. Louis, MO 63118. Upon receiving the folder, the installation notifies the requester that it is available for review. After the review, the installation will retain the folder for 30 days and then, if there is no further need for its retention, returns it by registered mail to the National Personnel Records Center.

2. A requester who wishes to review a record which is not available locally must send the request directly to the custodian of the records, with full particulars, and state at which postal facility the requester wishes to

review the record. If the request meets the criteria in III-B, the custodian duplicates the requested record and sends the copies in a sealed envelope with covering instructions to the selected postal facility. The facility notifies the requester when the envelope is available for review. The installation opens the envelope in the requester's presence after establishing the reviewer's identity. After the review, the facility destroys the copies or provides the copies to the requester after payment of the required fees, and sends an accounting of the disclosure to the custodian.

I. Freedom of Information Act Requests

If a request made under the Freedom of Information Act includes a request for information about an individual, the custodian must follow all of the rules on record-keeping and disclosure that are stated above in III. If information requested under the Freedom of Information Act is denied, the denial letter must state the requester's right to appeal to the USPS General Counsel.

J. Questionable Requests

If the custodian questions the correctness of releasing requested information or the procedure to be followed, he should contact the Regional Records Control Officer or the USPS Records Officer at Headquarters before releasing the information.

K. Responding to Requests

Custodians will acknowledge Privacy Act requests within ten days (excluding Saturdays, Sundays, and legal public holidays). When the record requested has been identified and will be disclosed, the custodian should notify the requester when and where the record will be available for inspection and copying. If the record requested is not immediately available, the custodian should tell the requester when it will be. If no record can be found or if the record has been destroyed, the custodian should advise the requester.

L. Denial of a Request

1. Except as provided in III-B-5 and IV-B, an individual may not be denied permission to review a record pertaining to himself. Additionally, the custodian must consult with the Regional Counsel prior to issuing a denial.

2. A denial of a written request for notification as to whether the Postal Service has a record pertaining to an

individual, or for the review, copying, or amendment of a record, or for an accounting of disclosures, must be in writing. Also, the denial must be signed by the custodian or his designee, must state the reasons for the denial, and must advise that the requester has the right to submit an appeal to the Privacy Appeals Officer at Postal Service Headquarters. The custodian must send a copy of the denial to the U.S. Postal Service Records Officer at Headquarters.

V. REQUESTS TO AMEND A RECORD

A. An individual may request the correction or amendment of a Postal Service record pertaining to him. He must send the request to the installation responsible for the record, clearly identify the record, state the change desired (such as the wording or data to be added, changed or deleted), and, where appropriate, supply a justification for the change.

B. If the change requested is undisputed (for example correcting a misspelling, misprint, mistake in computation, or other obvious error), the individual may make the request informally and the custodian may have the record changed without formally notifying the requester that the change has been made. However, if the request may result in a dispute, then the custodian should require that the request be made in writing.

C. Within ten days (excluding Saturdays, Sundays, and legal public holidays) of any written request to change or amend a record, the custodian of the record must acknowledge the request in writing and request any additional information necessary for action on the request. Within thirty days, (excluding Saturdays, Sundays, and legal public holidays) the custodian:

1. Shall correct or eliminate any information he finds incomplete, inaccurate, not relevant to the purpose of the system of records, or not timely. The custodian must advise the requester of the change, supplying him with a courtesy copy of the revised record where practicable, and send a revised record to any person or agency to which the accounted disclosure of the record has been made.

2. Must advise the requester in writing (with a copy to the USPS Records Officer) if any requested changes are refused in whole or in part, give the reasons, and advise that the requester may appeal or sub-

mit a statement of disagreement to be filed with the disputed record. The requester should file a written appeal within thirty days (excluding Saturdays, Sundays, and legal public holidays) with the Privacy Appeals Officer, U.S. Postal Service, Washington, DC 20260, giving full particulars. The Privacy Appeals Officer must give the appellant any necessary guidance on the appeal process and give a final decision within thirty days (excluding Saturdays, Sundays, and legal public holidays).

VI. ACCOUNTING FOR DISCLOSURES

A. An individual may request that the Postal Service notify him of any disclosure of a specific personal record to any person, organization, or agency outside of the Postal Service. Such a request must be made to the facility where the record is located and must clearly identify the system of records.

B. The custodian should notify the requester within thirty days (excluding Saturdays, Sundays, and legal public holidays) that a disclosure record exists. If such a record does exist, the custodian must give the requester the disclosure information except as provided in III-B-5-c.

VII. SAFEGUARDING INFORMATION

A. Appropriate safeguards, such as record controls restrictions on access, and lockable cabinets or lockable rooms, must be provided to insure the security and confidentiality of records that contain information about individuals which if disclosed could cause substantial harm, embarrassment, inconvenience, or unfairness. Such records must also be burned or shredded when their retention is no longer required.

B. Employees who have access to records containing information about individuals must be instructed in the local procedures for safeguarding such information and advised of the penalties provided by the Privacy Act.

VIII. APPROVED SYSTEMS OF RECORDS

The Postal Service systems of records containing information about individuals are listed below. A person who wants a complete description of these systems and their uses should contact a public library and ask for the *Federal Register*.

POSTAL SERVICE SYSTEMS OF RECORDS CONTAINING PERSONAL INFORMATION ABOUT INDIVIDUALS

- 010 COLLECTION AND DELIVERY RECORDS**
- .010 Address Change and Mail Forwarding Records—L
 - .020 Boxholder's Records—L
 - .030 Carrier Drive-Out Agreements—L
 - .040 City Carrier Route Records—L
 - .050 Delivery of Mail Through Agents—L
 - .070 Mailbox Irregularities—L
 - .080 Rural Carrier Routes Records—L
- 020 COMMUNICATIONS (PUBLIC RELATIONS)**
- .010 Biographical Summaries for Press Release—L
 - .020 Children's Art Contest—H
 - .030 School Mailing Lists—H
- 030 EQUAL EMPLOYMENT OPPORTUNITY**
- .005 Contract Employee Discrimination, Complaints / Investigations—H, R
 - .010 EEO Discrimination Complaint Investigations—L
 - .020 EEO Staff Selection Records—H, R
- 040 CUSTOMER PROGRAMS**
- .010 Memo to Mailers Address File—H
 - .020 Sexually-Oriented Advertisements—H
- 050 FINANCE**
- .005 Accounts Receivable — File Maintenance—H
 - .010 Employee Travel Records (Accounts Payable)—L
 - .020 Payroll System—L
 - .040 Uniform Allowance Program—L
- 060 FRAUD AND FALSE REPRESENTATION RECORDS**
- .010 Consumer Protection Case Records—H
 - .020 Prohibitory Order—H
- 070 INQUIRIES AND COMPLAINTS**
- .010 Correspondence Files of the Postmaster General—H
 - .020 Government Official's Inquiry System—H
 - .030 Inquiry for Loss or Rifling of Mail Matter—L
 - .040 Patron Complaint Records—L
- 080 INSPECTION SERVICE REQUIREMENTS**
- .010 Investigative File System—H
 - .020 Mail Cover Program Records—H
 - .030 Vehicular Violations Record System—H
- 090 NONMAIL SERVICES**
- .010 Food Coupon Program Records—L
 - .020 Passport Application Records—L
 - .030 Savings Bonds Application Records—L
- 100 OFFICE ADMINISTRATION**
- .010 Carpool Coordination/Parking Records System—L
 - .020 Marketing Memo—L
 - .030 Pre-Paid Program—Massachusetts Bay Transit Authority (MBTA)—L
 - .040 Response to General Services Administration (GSA) Basic Order Agreement (BAO)—H
- 110 PERSONAL PROPERTY MANAGEMENT**
- .010 Accountable Property Records—L
- 120 PERSONNEL RECORDS**
- .010 Architect/Engineers Selection Records—H
 - .020 Blood Bank Records System—L
 - .030 Contract Employee Assignment Records—L
 - .033 Contract Employee Fingerprint Records—L
 - .035 Employee Accident Records—L
 - .036 Discipline, Appeals, Grievances Records—L
 - .038 Employee Bicentennial Award List—H
 - .040 Employee Job Bidding System—L
 - .050 Employee Suggestion Control—L
 - .060 Employment and Financial Interest Records—L
 - .070 General Personnel Folders (Official Personnel Folder and Records Related Thereto)—L
 - .080 Master Minority File Records—H
 - .090 Medical Records—L
 - .100 Performance Awards System Records—L
 - .110 Personnel Investigation Records—L
 - .120 Personnel Research and Test Validation Records—L
 - .130 Postmaster Selection Program Records—R
- .140 Program for Alcoholic Recovery (PAR)—L
 - .150 Recruiting, Examining, Training and Placement Records—L
 - .170 Safe Driver Awards Records—L
 - .180 Skills Bank (Human Resources Records)—L
 - .190 Supervisor's Discretionary Records—L
 - .210 Vehicle Maintenance and Operators Records—L
- 130 PHILATELY**
- .010 Ben Franklin, Stamp Club Sponsors Records—H
 - .020 Elementary School Teacher Records File—H
 - .030 Philatelic Automatic Distribution Service—H
 - .040 Philatelic Product Sales and Distribution—H
- 140 POSTAGE**
- .010 Postal Refund Records—L
 - .020 Postal Meter Records—L
- 150 RECORDS AND INFORMATION MANAGEMENT RECORDS**
- .010 Information Disclosure Accounting Records (Freedom of Information)—H
 - .015 Freedom of Information Appeals System—H
 - .020 Information Disclosure Accounting Records (Privacy Act)—H
 - .025 Privacy Act Appeals System—H
- 160 SPECIAL MAIL SERVICES**
- .010 Registered Mail Inquiry for Delivery and/or Application for Indemnity—L
 - .020 Request for Payment of Domestic Postal Insurance (Claim) Records—L
- 170 STATISTICAL (COST) SYSTEMS**
- .010 Work Load Reporting Records—H
- 180 TORT CLAIMS**
- .010 Tort Claims Case Records—L
- SUBMISSION OF REQUESTS:**
- L—Local Post Office, Postal Facility involved, or where employed.
 - H—USPS Records Officer, Headquarters.
 - R—Regional Records Control Officer.

—Finance Group, 7-15-76.

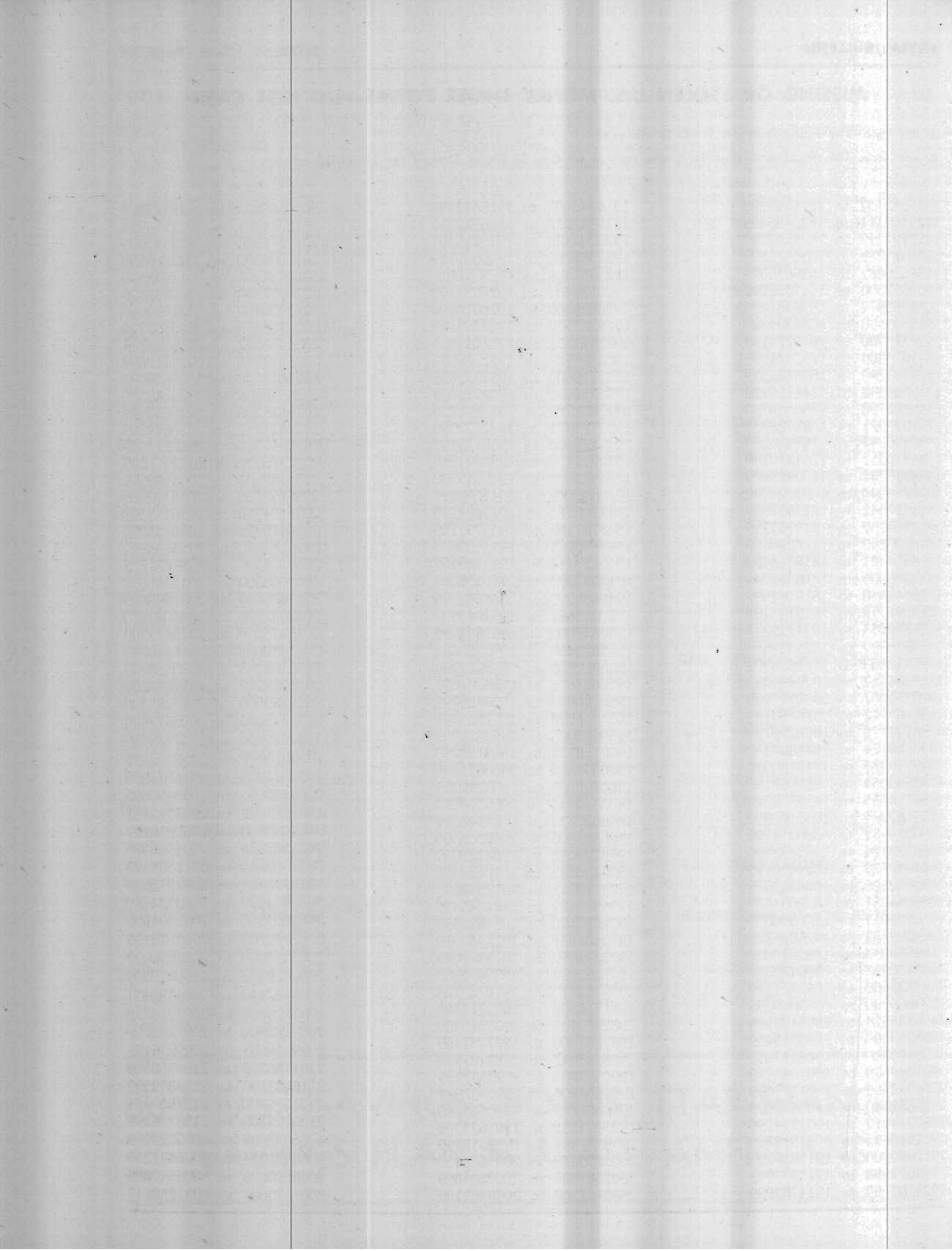
BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

A. Old Style. The listing from PB 21083 is still valid.

B. New Style. The actual serial numbers consist only of the first 10 Digits. Destroy the PB 21085 article.

1616545152	to	1616545999	1916448498	to	1916448599	2010587233	to	2010587299
1625466141	to	1625466199	1916932939	to	1916932999	2012944901	to	2012944999
1628292249	to	1628292299	1920282400	to	1920282497	2012945006	to	2012945099
1636675839	to	1636675899	1920365000	to	1920365199	2013805500	to	2013805699
1636676082	to	1636676999	1925051436	to	1925051499	2018938400	to	2018938499
1657057000	to	1657057999	1926528400	to	1926528499	2020057900	to	2020058199
1659361877	to	1659361899	1926628500	to	1926628699	2021090400	to	2021090499
1688304300	to	1688304999	1928283500	to	1928283599	2022309769	to	2022309799
1689773900	to	1689774199	1932043571	to	1932043599	2023458092	to	2023458299
1691674300	to	1691674999	1932709981	to	1932709999	2025217286	to	2025217699
1698585200	to	1698585599	1932719600	to	1932719699	2025609787	to	2025609999
1744356292	to	1744356999	1932738600	to	1932738999	2026068306	to	2026068399
1756102798	to	1756103399	1937698700	to	1937698728	2026636200	to	2026636599
1767029971	to	1767029999	1937773334	to	1937773399	2028624211	to	2028624299
1780920242	to	1780920299	1938175400	to	1938175499	2028917000	to	2028917999
1784370351	to	1784370399	1938921759	to	1938921999	2032976000	to	2032977499
1800923292	to	1800923399	1940535900	to	1940535999	2033489900	to	2033489999
1804724945	to	1804724999	1942580000	to	1942580299	2036193700	to	2036193999
1813957442	to	1813957999	1943408185	to	1943408199	2036194350	to	2036194599
1818265752	to	1818265799	1943791168	to	1943791199	2038475229	to	2038475299
1818290300	to	1818290699	1944408645	to	1944408699	2038475350	to	2038475999
1818314461	to	1818314499	1945120446	to	1945120499	2039774500	to	2039774775
1818346000	to	1818346299	1945197600	to	1945198099	2041088000	to	2041089999
1819144840	to	1819144999	1946688200	to	1946688299	2041609600	to	2041609699
1819197396	to	1819197499	1951045661	to	1951045999	2043081700	to	2043081899
1824739233	to	1824739257	1952637000	to	1952638999	2043875944	to	2043875999
1825539600	to	1825539699	1953225400	to	1953225699	2045459800	to	2045460099
1827838800	to	1827838999	1955912600	to	1955912799	2050598458	to	2050598599
1829494387	to	1829494399	1956684632	to	1956684699	2052888200	to	2052888299
1830774967	to	1830774999	1956726600	to	1956726799	2054299000	to	2054299199
1836169142	to	1836169199	1957955926	to	1957955999	2055619034	to	2055619099
1838226129	to	1838226799	1959615000	to	1959615399	2057429400	to	2057429599
1848808124	to	1848808199	1960158738	to	1960158799	2058070042	to	2058070199
1849150336	to	1849150399	1960654800	to	1960654849	2058071000	to	2058071099
1852668054	to	1852668199	1960798060	to	1960798099	2063490600	to	2063490699
1854778755	to	1854778778	1963340631	to	1963340670	2067343432	to	2067343441
1855182904	to	1855182999	1963340674	to	1963340699	2067935600	to	2067936499
1860214162	to	1860214199	1966365500	to	1966365599	2071505324	to	2071505399
1863733724	to	1863733999	1968229058	to	1968229099	2071598565	to	2071598599
1864630328	to	1864630499	1970126582	to	1970126599	2073371600	to	2073372099
1866532500	to	1866532599	1973940231	to	1973940299	2081811623	to	2081811699
1868034851	to	1868034899	1974545484	to	1974545499	2082801500	to	2082801699
1870326017	to	1870326099	1974626100	to	1974626599	2082878700	to	2082878899
1875828852	to	1875829299	1975461931	to	1975461999	2083855000	to	2083856999
1882610034	to	1882610099	1975871000	to	1975871099	2090619332	to	2090619399
1890470937	to	1890470899	1979695008	to	1979695099	2096132430	to	2096132451
1893327400	to	1893327499	1979755713	to	1979755724	2097278200	to	2097278299
1893660200	to	1893660299	1981716500	to	1981716699	2097282600	to	2097283099
1895135524	to	1895135599	1982839495	to	1982840499	2099936003	to	2099936199
1895213400	to	1895213499	1987731000	to	1987731199	2101768200	to	2101768599
1896113800	to	1896113899	1988187449	to	1988187499	2116833100	to	2116833599
1901049379	to	1901049499	1990507805	to	1990507899	2131659000	to	2131659199
1901372592	to	1901372699	1990507905	to	1990507999	2138225800	to	2138226299
1903632600	to	1903632699	1990687689	to	1990687699	8005023000	to	8005023999
1907244212	to	1907244299	1995671359	to	1995671999	8006421254	to	8006421299
1911918635	to	1911918799	1999837384	to	1999837499	8006580878	to	8006580899
1911939000	to	1911939299	2002639419	to	2002639450	8007230601	to	8007230617
1913077598	to	1913077999	2002881886	to	2002881899			
1914787700	to	1914787999	2008467100	to	2008467199			



Warning Notice—Unrecovered Stolen Canadian Money Order Forms

To be posted and used by window clerks. Destroy previous notices. Insert interim notices in sequence.

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—159,999,999. Advise holders to send them to Canada Post-Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

160,193,201 to 160,193,300	182,975,501 to 182,976,200	208,872,242 to 208,872,257
160,507,331 to 160,507,400	183,457,601 to 183,458,300	209,190,001 to 209,195,000
160,606,501 to 160,606,900	183,769,412 to 183,769,500	210,301,801 to 210,302,000
160,919,925 to 160,920,000	185,028,741 to 185,028,800	210,835,285 to 210,835,300
160,921,817 to 160,921,900	186,446,001 to 186,446,500	210,935,633 to 210,935,700
161,799,901 to 161,800,000	186,820,405 to 186,820,900	212,900,201 to 212,900,300
161,981,006 to 161,981,900	188,460,651 to 188,460,700	213,345,001 to 213,345,100
162,015,701 to 162,015,800	188,669,520 to 188,670,000	213,504,865 to 213,505,000
162,314,201 to 162,314,700	189,205,701 to 189,205,800	216,823,954 to 216,824,000
162,600,001 to 162,600,200	189,217,169 to 189,217,400	217,621,979 to 217,622,100
163,420,501 to 163,420,800	189,278,454 to 189,278,464	217,622,401 to 217,622,800
163,573,201 to 163,573,900	189,357,868 to 189,357,878	217,979,501 to 217,979,600
165,349,901 to 165,350,200	190,053,526 to 190,054,000	218,660,066 to 218,660,700
165,618,226 to 165,618,300	192,099,601 to 192,099,800	219,494,026 to 219,494,130
166,278,201 to 166,278,500	196,116,101 to 196,116,600	224,126,989 to 224,127,100
166,951,587 to 166,951,700	198,036,801 to 198,036,900	225,318,461 to 225,318,500
170,477,105 to 170,477,200	198,520,743 to 198,520,800	226,781,246 to 226,781,400
171,471,801 to 171,472,100	199,531,501 to 199,531,600	226,073,655 to 226,073,700
171,815,673 to 171,816,000	199,662,401 to 199,662,500	227,129,004 to 227,129,400
173,562,701 to 173,563,700	199,662,562 to 199,662,600	227,564,701 to 227,564,800
173,890,301 to 173,890,500	199,843,031 to 199,843,050	229,000,595 to 229,000,600
174,317,402 to 174,317,500	200,400,512 to 200,400,600	229,083,686 to 229,083,700
175,434,677 to 175,434,900	200,467,313 to 200,467,500	229,428,120 to 229,428,300
176,226,349 to 176,226,700	201,328,601 to 201,329,300	230,004,990 to 230,005,200
176,413,353 to 176,413,400	201,963,699 to 201,963,800	230,143,701 to 230,144,000
176,780,901 to 176,781,200	201,980,250 to 201,980,299	231,387,001 to 231,387,500
178,155,401 to 178,155,500	202,545,957 to 202,546,000	232,017,701 to 232,017,800
178,759,158 to 178,759,197	207,218,569 to 207,218,600	239,162,130 to 239,162,200
179,838,411 to 179,838,600	207,886,401 to 207,886,600	239,863,796 to 239,863,870
180,446,855 to 180,446,866		239,864,826 to 239,864,900

DO NOT COMMINGLE EMPTY BROWN NYLON MAILBAGS WITH CANVAS SACKS. PACK THEM ONLY IN LIKE-TYPE NYLON CONTAINER MAILBAGS.



UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300



FIRST CLASS