

US Postal Laws & Regulations

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Annual reports



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of, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such Department; and no bill for any such advertising, or publication, shall be paid, unless there be presented, with such bill, a copy of such written authority. (R. S., § 3828.)

Sec. 95. In the District of Columbia.—And in no case of advertisements for contracts for the public service shall the same be published in any newspaper published and printed in the District of Columbia unless the supplies or labor covered by such advertisement are to be furnished or performed in said District of Columbia. (Act of July 31, 1876, 19 Stats., 105.) That all advertising required by existing laws to be done in the District of Columbia by any of the Departments of the Government shall be given to one daily and one weekly newspaper of each of the two principal political parties, and to one daily and one weekly neutral newspaper: *Provided*, That the rates of compensation for such service shall in no case exceed the regular commercial rate of the newspapers selected; nor shall any advertisement be paid for unless published in accordance with section thirty-eight hundred and twenty-eight of the Revised Statutes. [Sec. 94.] (Act of January 21, 1881, 21 Stats., 317.)

Sec. 96. Rates for, Generally.—Hereafter all advertisements, notices, proposals for contracts, and all other forms of advertising required by law for the Post-Office Department may be paid for at a price not to exceed the commercial rates charged to private individuals with the usual discounts, such rates to be ascertained from sworn statements to be furnished to the Postmaster-General by the proprietors of the newspapers proposing to so advertise. * * * But the Postmaster-General may secure lower terms at special rates, whenever the public interest requires it. (Act of May 17, 1878, 20 Stats., 62.)

NOTE.—The act of June 20, 1878, 20 Stats., 216, re-enacts this section, making it applicable to all the Executive Departments.

As to advertisement of mail-lettings see sections 776 and 777.

IV. ANNUAL REPORTS.

Sec. 97. By the Postmaster-General.—The Postmaster-General shall make the following annual reports to Congress:

First. A report of all contracts for carrying the mail made within the preceding year, giving in each case the name of the contractor; the date and duration of the contract; the routes embraced therein, with the length of each; the time of arrival and departure at the ends of each route; the mode of transportation; and the price to be paid, together with a copy of the recorded abstracts of all proposals for carry-

ing the mail, as provided by section three thousand nine hundred and forty-eight, title, "The Postal Service."

See section 791.

Second. A report of all land and water mails established or ordered within the preceding year, other than those let to contract at the annual letting, giving in each case the route or water-course on which the mail is established; the name of the person employed to transport it; the mode of transportation; the price to be paid; and the duration of the order or contract.

Third. A report of all allowances made to contractors within the preceding year above the sums originally stipulated in their respective contracts, and the reasons for the same, and of all orders made whereby additional expense is incurred on any route beyond the original contract price, giving in each case the route; the name of the contractor; the original service provided for by the contract; the original price; the additional service required; and the additional allowance therefor.

Fourth. A report of all curtailments of expenses effected within the preceding year, giving in each case the same particulars as in the preceding report.

Fifth. A report of the finances of the Department for the preceding year, showing the amount of balance due the Department at the beginning of the year; the amount of postage which accrued within the year; the amount of engagements and liabilities; and the amount actually paid during the year for carrying the mail, showing how much of the amount was for carrying the mail in preceding years.

Sixth. A report of the fines imposed on and the deductions from the pay of contractors, made during the preceding year, stating the name of the contractor; the nature of the delinquency; the route on which it occurred; when the fine was imposed; and whether the fine or deduction has been remitted; and for what reason.

Seventh. A copy of each contract for carrying the mail between the United States and foreign countries, with a statement of the amount of postage derived under the same, so far as the returns of the Department will enable it to be done.

Eighth. A report showing all contracts which have been made by the Department, other than for carrying the mail, giving the name of the contractor; the article or thing contracted for; the place where the article was to be delivered, or the thing performed; the amount paid therefor; and the date and duration of the contract.

Ninth. A report on the postal business and agencies in foreign countries.

Tenth. A report of the amount expended in the Department for the

preceding fiscal year, including detailed statements of expenditures made from the contingent fund. (See section 98.)

And the Postmaster-General shall cause all such reports to be printed at the Public Printing Office, either together or separately, and in such numbers as may be required by the exigencies of the service or by law. (R. S., § 413.)

The annual report of the Postmaster-General of offers received and contracts for conveying the mail shall not be printed, unless specially ordered by either house of Congress. (R. S., § 3797.)

Sec. 98. Of the Contingent Fund.—The head of each Department shall make an annual report to Congress, giving a detailed statement of the manner in which the contingent fund for his Department, and for the Bureaus and offices therein, has been expended, giving the names of every person to whom any portion thereof has been paid; and if for anything furnished, the quantity and price; and if for any service rendered, the nature of such service, and the time employed, and the particular occasion or cause, in brief, that rendered such service necessary; and the amount of all former appropriations in each case on hand, either in the Treasury or in the hands of any disbursing officer or agent. And he shall require of the disbursing officers, acting under his direction and authority, the return of precise and analytical statements and receipts for all the moneys which may have been from time to time during the next preceding year expended by them, and shall communicate the results of such returns and the sums total, annually, to Congress. (R. S., § 193.) And hereafter a detailed statement of the expenditure for the preceding fiscal year of all sums appropriated for contingent expenses in any Department or Bureau of the Government shall be presented to Congress at the beginning of each regular session. (Act of June 20, 1874, 18 Stats., 96.)

Sec. 99. Of Employés, &c.—The head of each Department shall make an annual report to Congress of the names of the clerks and other persons that have been employed in his Department and the offices thereof; stating the time that each clerk or other person was actually employed, and the sums paid to each; also, whether they have been usefully employed; whether the services of any of them can be dispensed with without detriment to the public service, and whether the removal of any individuals, and the appointment of others in their stead, is required for the better dispatch of business. (R. S., § 194.)

For duty to report action on postmasters' claims for credit for postage stamps, stamped paper, postal cards, and money-order funds lost by fire, burglary, or other unavoidable casualty, or for money-order funds lost in transit, see section 273.

Sec. 100. When to be made.—Except where a different time is expressly

prescribed by law, the various annual reports required to be submitted to Congress by the heads of Departments shall be made at the commencement of each regular session, and shall embrace the transactions of the preceding year. (R. S., § 195.)

The head of each Department, except the Department of Justice, shall furnish to the Congressional Printer copies of the documents usually accompanying his annual report, on or before the first day of November in each year, and a copy of his annual report on or before the third Monday of November in each year. (R. S., § 196.)

Sec. 101. Of the Auditor.—That the annual reports of the Auditor of the Treasury for the Post-Office Department to the Postmaster-General shall show the financial condition of the Post-Office Department at the close of each fiscal year, and be made a part of the Postmaster-General's annual report to Congress for that fiscal year. (Act of July 12, 1876, § 4, 19 Stats., 80.)

Sec. 102. Report to the President.—Besides the foregoing reports to Congress, the Postmaster-General is required by long-established usage, recognized in the statutes, to report to the President annually an account of the transactions of the Department and of the operations and financial affairs of the postal service, with such recommendations as shall appear to him proper, in time for the President's consideration in preparing his annual message, and this report is to be printed in time for delivery to the Congress at the first meeting thereof. (See section 117.)

Sec. 103. Penalty for Failure to Make Reports.—Every officer who neglects or refuses to make any return or report which he is required to make at stated times by any act of Congress or regulation of the Department of the Treasury, other than his accounts, within the time prescribed by such act or regulation, shall be fined not more than one thousand dollars and not less than one hundred. (R. S., § 1780.)

V. ANNUAL ESTIMATES.

Sec. 104. For Department Service.—The Postmaster-General submits annually to Congress an estimate of the appropriations to be included in the act making provision for the legislative, executive, and judicial expenses of the Government, deemed necessary for the service and maintenance of the Department during the ensuing fiscal year, embracing the salaries and compensation of all Department officers, clerks, and employes, its supplies of all kinds, provision for rent, furniture, and repairs of Department buildings, for telegraphing and foreign correspondence and publication of the Official Postal Guide.

For estimates for postal service, see section 213.