

US Postal Laws & Regulations

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Cards



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IX. THE SIXTH AUDITOR'S OFFICE.

To this office, which is a Bureau of the Treasury relating to and located in the Post-Office Department, is assigned the keeping and settlement of the accounts of the postal service. A more particular statement of its duties and of their distribution to different divisions is given in section two hundred and sixty-three.

Sec. 8. Duties of Chief Clerks.—Each chief clerk in the several Departments and Bureaus and other offices connected with the Departments shall supervise, under the direction of his immediate superior, the duties of the other clerks therein, and see that they are faithfully performed. (R. S., § 173.) Each chief clerk shall take care, from time to time, that the duties of the other clerks are distributed with equality and uniformity, according to the nature of the case. He shall revise such distribution from time to time, for the purpose of correcting any tendency to undue accumulation or reduction of duties, whether arising from individual negligence or incapacity, or from increase or diminution of particular kinds of business. And he shall report monthly to his superior officer any existing defect that he may be aware of in the arrangement or dispatch of business. (R. S., § 174.)

Sec. 9. Consideration of their Reports.—Each head of a Department, chief of a Bureau, or other superior officer, shall, upon receiving each monthly report of his chief clerk, rendered pursuant to the preceding section, examine the facts stated therein, and take such measures, in the exercise of the powers conferred upon him by law, as may be necessary and proper to amend any existing defects in the arrangement or dispatch of business disclosed by such report. (R. S., § 175.)

Sec. 10. Employment Authorized.—Each head of a Department is authorized to employ in his Department such number of clerks of the several classes recognized by law, and such messengers, assistant messengers, copyists, watchmen, laborers, and other employés, and at such rates of compensation, respectively, as may be appropriated for by Congress from year to year. (R. S., § 169.)

That the executive officers of the Government are hereby prohibited from employing any clerk, agent, engineer, draughtsman, messenger, watchman, laborer, or other employé in any of the Executive Departments in the city of Washington, or elsewhere, beyond provision made by law. (Act of August 19, 1879, § 5, 19 Stats., 169.)

Sec. 11. Extra Clerks.—No extra clerk shall be employed in any Department, Bureau, or office, at the seat of Government, except during the session of Congress, or when indispensably necessary in answering some call made by either House of Congress at one session to be

requirement. The requisition must be signed with ink by the postmaster himself; except that, if he be sick or absent, the assistant may sign the postmaster's name, adding his own as assistant, thus:

RICHARD ROE, *P. M.*,

By JOHN DOE, *Assistant P. M.*

Unless the blank be so properly filled out and signed the requisition will not be honored, but returned for correction, whereby delay will ensue. The requisition must be forwarded to the Third Assistant Postmaster-General (Stamp Division).

Sec. 166. First Requisitions for Newspaper Stamps.—When newspaper and periodical stamps are for the first time ordered, the requisition should be accompanied with a copy of the publication for the mailing of which the stamps are desired, to enable the Department to determine its admissibility to the mails at second-class rates. Unless such a requisition is so made for stamps, as soon as the first newspaper or periodical published to be mailed at the office is presented for mailing, the postmaster will be held for the difference in postage if the publication be adjudged inadmissible at second-class rates.

NOTE.—As to the duty of the postmaster respecting the entry of new publications as second-class matter, see sections 333-336.

Sec. 167. Requisitions for Special-Request Envelopes.—Requisitions for special-request envelopes must be made by postmasters immediately upon receiving orders from parties wanting them, at whatever time in the quarter it may be, and upon the blank form (No. 3202) furnished by the Department for the purpose.

When money, which has been paid to a post-office upon an order for special-request envelopes, is lost or embezzled, the envelopes will be furnished according to the order, and the postmaster held for the money if the loss be chargeable to the fault of himself, his clerks, or employés.

See Sausser's case, 9 Ct. Claims R., 338; Bank of Boston v. U. S., 10 Id., 519; Garfide v. U. S., 11 Id., 601; McCollum v. U. S., 17 Id., 102; Pierce v. U. S., 7 Id., 65; The Floyd Acceptances, 7 Wall., 666.

Sec. 168. Rules Governing the Supply of Special-Request Envelopes.—The following rules will be strictly adhered to in connection with the supply of special-request envelopes:

1. Neither superscriptions nor special devices of any kind will be printed.
2. The printing of cards and requests across the end has been discontinued. In future they will be printed on the upper left-hand corner only.
3. Business avocations or employments will be excluded from cards and requests.

4. Cards and requests must be limited to the following matter, or so much thereof as may be desired, to-wit: First, the name of the writer, whether individual, firm, company, or corporation. Second, the post-office address, including number and name of street, name of city or town, county, and State. The name of the post-office as given for printing must correspond in spelling with that given in the Official Guide. Third, a request to return if not delivered within a given or blank number of days.

5. Should it be desired to leave in blank the post-office address of the party to whom the envelopes are to be made returnable, it must be so stated.

6. When the name and post-office address only are desired, without a request to return, the order must so specify; in which case, by law, the letter will be returnable, if not delivered within thirty days. (See section 592.)

7. No variations will be made in the style of type, the color of ink, or the form of request adopted by the Department; neither will cards or requests be surrounded by borders of any kind.

8. If possible, a printed card should always accompany the order; if not, the matter desired to be printed must be plainly written, in order that mistakes may be avoided.

9. Cards or requests will not be printed on newspaper wrappers, or envelopes for covering circulars.

10. Requests making envelopes returnable to another post-office than that of the postmaster who makes requisition for them will not be printed, unless the party for whose use they are intended is accustomed to receive mail at both places, or some other sufficient reason is given with the postmaster's requisition or plainly written thereon.

Sec. 169. Postmasters to Count Supplies when Received.—Upon receiving any supplies of stamps or stamped paper postmasters are required to count them in the presence of a disinterested witness, to date and sign the receipt, and transmit the same to the Third Assistant Postmaster-General (Stamp Division). In case of any deficiency the affidavit of the postmaster and that of the witness, stating the amount of such deficiency, with all the facts in the case, will be necessary in order to obtain credit therefor; and in every such case the wrapper, label, and box, or wooden case in which the supplies were received should also be transmitted with such affidavit and a letter making the claim to the Third Assistant Postmaster-General, and a record kept by the postmaster of the number, date, address, and all other marks on the same. Receipts must be signed in the same manner as requisitions.

Sec. 170. Damaged Supplies, how Treated.—If any portion of a parcel

of stamps, received upon requisition, be found to be damaged, the postmaster will sign the receipt for the whole amount of the parcel, and, having written across the face of the receipt the number and amount of stamps, envelopes, wrappers, or cards unfit for use, he will return the same, together with the receipt, to the Third Assistant Postmaster-General (Stamp Division), who will give credit for the amount returned. But if the damage be total, the entire number should be returned with the receipt not signed, in order that others may be supplied in their place. The package must be registered, and the postmaster must be able to prove the act of mailing it by a disinterested witness. Postmasters failing to register such packages will not receive credit for the amount alleged to have been returned, in case the same fails to reach the Department. When supplies are damaged by fire or other casualty after they are received, they will be returned to the Third Assistant Postmaster-General (Stamp Division), who will allow credit for the amount thus returned, upon satisfactory evidence that the stamps returned were those with which the postmaster returning them was charged.

Sec. 171. Mistakes in Printing Special-Request Envelopes.—Special-request envelopes which may be refused by the parties ordering them, on account of misprinting or other mistake, should be sent registered to the Third Assistant Postmaster-General (Stamp Division), with a letter of advice. If the mistake occurred through the fault of the Department, or of the manufacturer of the envelopes, credit for their full value will be given in the postmaster's account, and the requisition will be re-filled; if otherwise, credit for the postage value only of the envelopes will be given, and the postmaster should forward a new and correct requisition. The postmaster must not dispose of special-request envelopes to any other than the party for whose use they were ordered.

FOR RULES GOVERNING THE ENTRY OF SUPPLIES on account and returns, see sections 238, 240-243, 244, *et seq.*

DISPOSITION OF STAMPS, ETC.

Sec. 172. Postage Stamps Sold at Discount to Designated Agents.—Postage stamps and stamped envelopes may be sold at a discount to certain designated agents, who will agree to sell again without discount, under rules to be prescribed by the Postmaster-General; but the quantities of each sold to any one agent at any one time shall not exceed one hundred dollars in value, and the discount shall not exceed five per centum on the face value of the stamps, nor the same per centum on the current price of the envelopes when sold in less quantities. (R. S., § 3919.)

Office direct to the sender, and valuable matter of the third and fourth class, in hand at the time of advertising, should be included in the advertisement, except registered matter, refused matter, fictitious matter, card and request matter, matter addressed to persons who call regularly at the post-office or which the postmaster has special reason to believe will be called for, matter indorsed "To be held until called for," "*Poste restante*," or similar directions, and matter which the addressee has requested to be retained. Such matter held on request should be marked, "Specially held for delivery."

Sec. 590. Charge on Advertised Letters.—All letters published as non-delivered shall be charged with one cent in addition to the regular postage, to be accounted for as part of the postal revenue. (R. S., §3935.)

Sec. 591. Advertised Matter to be so Marked.—Every letter or parcel advertised must have plainly written or stamped upon the address side the word "ADVERTISED," together with the date of advertising.

RETURN OF UNCLAIMED MATTER.

Sec. 592. Request Matter.—When the writer of any letter on which the postage is prepaid shall indorse upon the outside thereof his name and address, such letter shall not be advertised, but after remaining uncalled for at the office to which it is directed thirty days, or the time the writer may direct, shall be returned to him without additional charge for postage, and if not then delivered shall be treated as a dead letter. (R. S., § 3939.)

Sec. 593. The Time for Return of Request Matter.—The sender has the right by a subsequent written direction to the postmaster at the office of destination to lengthen or shorten the time originally named on the envelope, after which the letter, if not delivered, shall be returned to him, but it must remain for delivery at least three days; and postmasters must obey such written authority, and return as directed, without additional charge for postage. When the addressee has given general direction to hold his letters until called for, and they are not called for within the time limited in the return request, they should be returned to the sender in accordance with the request.

Sec. 594. Card and Official Matter.—Whenever any unclaimed matter of the first class bears the name and address of the sender, as post-office box, number and street, &c., without a request that the same be returned if not delivered, such matter is called "Card matter," and must not be advertised, but must be returned to sender at the expiration of thirty days from the date of its arrival at the post-office of destination. All such matter originating in Canada or Mexico will be treated as herein directed.

All official matter sent under penalty envelopes or labels, or the frank of Senators or Members of Congress, will be treated as card matter, and, if unclaimed, returned to the office of mailing, if known.

A request upon a drop letter for its return to the writer at some other post-office, if unclaimed, cannot be respected unless it has been prepaid with one full rate (two cents) of postage.

Unclaimed letters bearing the card of a hotel, a school, college, or other public institution, which has evidently been printed upon the envelopes to serve as a mere advertisement, should not be returned to the place designated in the cards, unless there is also a request therefor, indicating the writer to whom they should be returned.

A letter which has been opened inadvertently, or upon a wrong delivery, may be returned to the writer without additional charge, when it contains a card or return request. The postmaster must not open letters to ascertain the writer.

Unclaimed card and request letters, prepaid one full rate, but not wholly prepaid, are to be returned to mailing office for delivery to the writer, who will be required to pay the amount originally due. If payment be refused the matter will be indorsed REFUSED, and treated as such. (See section 602.)

Sec. 595. Postal Cards.—When the message upon an unclaimed postal card is wholly or partly written, and the name and address of the writer is disclosed, the same shall be returned to writer after thirty days from date of its receipt, with the words "RETURNED TO WRITER," stamped thereon, and his name and address written underneath across the face of the card. If the message be wholly printed, it will be treated as printed matter. (See section 593.)

Sec. 596. Return of Other than First Class and Request Matter.—All matter, other than first class, may be returned, but is subject to an additional charge for postage for returning the same. When the sender of matter which would be subject to return postage shall, by indorsement upon the wrapper or otherwise, request its return, postmasters should comply with such request within the time fixed by the sender—if no time is fixed, then at the end of thirty days—first charging such matter, however, with the necessary return postage, and indorse the same "RETURN POSTAGE DUE — CENTS;" and the postmaster at the office to which such matter is returned must affix thereto postage-due stamps sufficient to cover the return postage, and collect the same from the sender before delivering such returned matter. If the sender should refuse to pay return postage, the matter must be disposed of as "REFUSED." If the matter be unclaimed, it will be treated as other unclaimed matter. If postage stamps or money sufficient to pay the return

postage be furnished by the sender, the postmaster at the returning office must affix to the matter returned the necessary stamps and cancel them, the same as if the matter had been originally mailed at his office.

UNCLAIMED SECOND-CLASS AND PRINTED MATTER.

Sec. 597. Disposal of, Authorized.—The Postmaster-General may provide, by regulations for disposing of printed and mailable matter which may remain in any post-office, or in the Department, not called for by the party addressed; but if the publisher of any refused or uncalled-for newspaper or other periodical shall pay the postage due thereon, such newspaper or other periodical shall be excepted from the operation of such regulations. (R. S., § 4061.)

Sec. 598. Regulation as to Disposal.—Domestic printed matter obviously without value, including printed postal cards, must not be sent to the Dead-Letter Office when unclaimed, except that upon which postage is due, but must be disposed of as waste paper, and the proceeds taken up and accounted for as other postal revenue. (See section 484.)

REFUSED SECOND-CLASS MATTER.

Sec. 599. Publisher to be Notified.—Postmasters shall notify the publisher of any newspaper, or other periodical, when any subscriber shall refuse to take the same from the office, or neglect to call for it for the period of one month. (R. S., § 3885.)

Sec. 600. Notice; when and how Given.—Notice will be given when a newspaper or periodical is uncalled for, or refused, or when the subscriber changes his address without notifying the publisher or ordering his matter forwarded, upon the blank form furnished for that purpose, which can be procured by application to the First Assistant Postmaster-General, Division of Post-Office Supplies. If the first notification be disregarded, a second may be sent, calling attention also to the fact of previous notice. The notice is to be given to publishers in Canada and Mexico as well as this country.

Sec. 601. Disposal of Refused Second-Class Matter.—After notification has been given, as required in the previous section, the postmaster will hold the refused matter for thirty days, after which the same and all copies subsequently arriving should be placed with the waste paper.

AT RECEIVING OFFICES—MATTER TO BE SENT TO THE DEAD-LETTER OFFICE.

Sec. 602. Dead Matter.—Dead matter, or such as is to be sent to the Dead-Letter Office from the office of address, may, for convenience, be classified as follows:

1. *Unclaimed.*—That which is not called for and cannot be delivered nor returned as provided in sections five hundred and ninety-two and