

US Postal Laws & Regulations

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Year: 1887

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ing (see section 530), or received through the mails, for which other treatment is not specially provided, on hand at the time of return.

Sec. 609. Returns of Unmailable Matter; how Made up and Transmitted.—

1. Each return of unmailable matter must be accompanied by a list made on the proper form (No. 1522) for such matter, stating as nearly as possible the full name and address of each article sent.

2. First-class matter should be entered on a list separate from third and fourth class matter.

3. Should be further separated into the classes named in section three hundred and seventy-eight, and the "Held for postage" matter subdivided into "Drop" and "Mail" letters.

4. Each class and subdivision must be arranged and entered on the list alphabetically, and every piece and its entry must be numbered to correspond. Where third and fourth class matter is without address, the pieces should be numbered and a description of each article given. But postal cards and miscellaneous printed matter of no obvious value need be entered only by a memorandum giving the number of the pieces,

5. Every piece of matter so sent must have plainly written or stamped upon it the specific reason of its being sent, as unmailable, stating whether "held for postage," "coin," "jewelry," "excess of weight or size," "misdirected," &c., and must also bear the name of the post-office, and the date on which it was sent to the Dead-Letter Office, care being taken in indorsing or stamping not to deface the original postmark or address.

6. Postmasters receiving matter postmarked and indorsed "DEFICIENCY IN ADDRESS SUPPLIED," &c., and forwarded in accordance with section five hundred and sixty-three, which cannot be delivered, must, after the expiration of seven days from receipt, send the same to the Dead-Letter Office as unmailable.

7. The returns of unmailable matter must be securely fastened in one package, with the list inclosed, addressed "DEAD-LETTER OFFICE, WASHINGTON, D. C.," and plainly indorsed, "RETURN OF UNMAILABLE MATTER FROM" (here add the name of the post-office). All matter should be included in the same return, unless the quantity of third and fourth class matter be too large to be conveniently made into one package, in which case the first-class matter should be sent in one parcel and the third and fourth in another, each with its proper list.

8. Duplicates of all lists and statements must be retained by postmasters for reference in making searches for missing matter.

9. Unmailable matter and the returns thereof must not be sent with returns of ordinary unclaimed matter.

FOR RETURN OF LETTERS RECEIVED FROM DEAD-LETTER OFFICE, see section 580.