

US Postal Laws & Regulations

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Year: 1887

Hotel matter

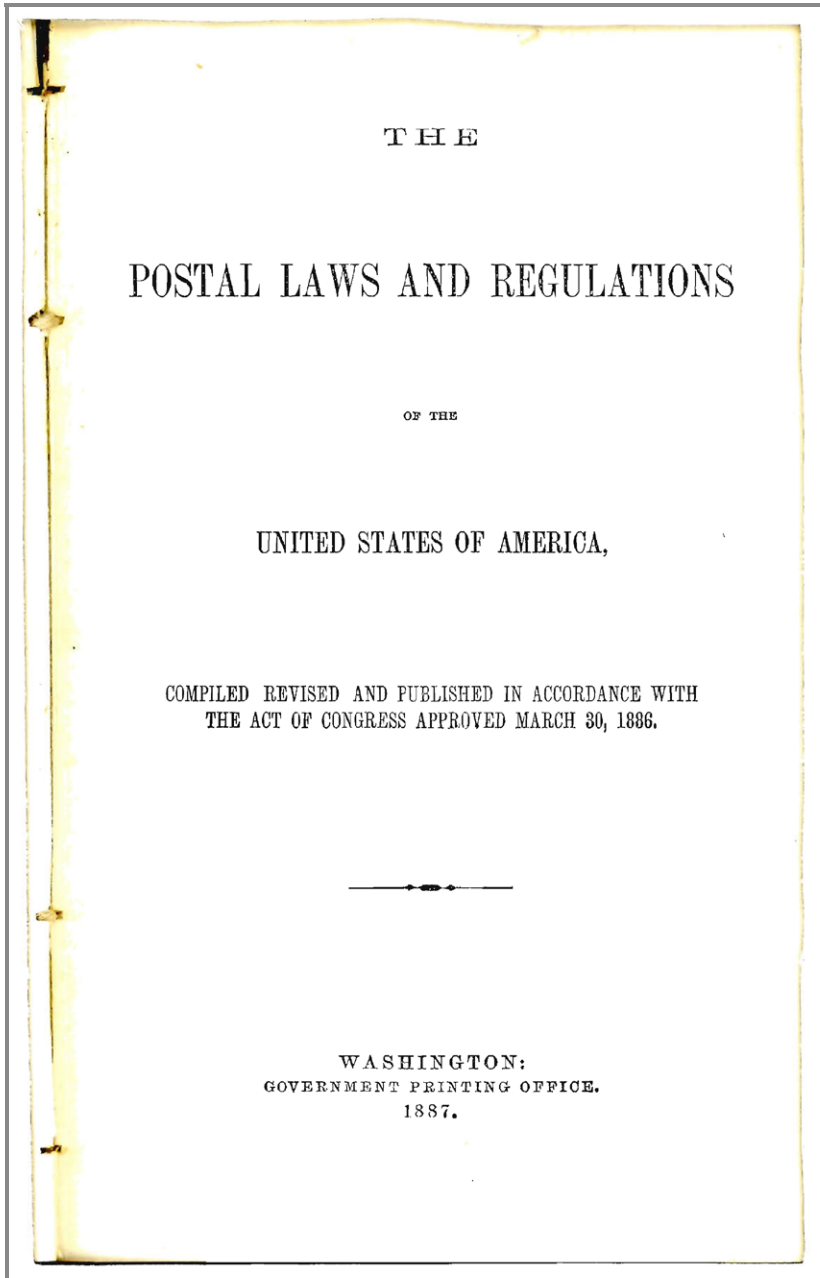


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Sec. 306. Notice, when no Dead Matter to be Sent.—When it happens that there is no matter of any kind to be sent to the Dead-Letter Office at the proper time for making the return of such matter, a statement (Form 1523) properly headed and dated, and the words **NO MATTER TO SEND** noted thereon, should be sent to the Dead-Letter Office.

Sec. 307. Returns of Unclaimed Matter; how Made up and Transmitted.—In making up returns to be sent to the Dead-Letter Office the following directions will be observed, namely:

1. Every piece of mail-matter should be postmarked by stamp or hand with the name of the post-office and the date of sending to the Dead-Letter Office.

2. Each class of matter should be arranged separately and duly entered on the dead-letter bill (Form 1523) under its proper heading.

3. The bill and the copy of the advertised list must be sent with every return, not tied outside or inclosed in a separate envelope.

4. The advertised list so sent should give the name of the post-office, State, and date of advertising.

5. All matter delivered or otherwise disposed of since advertising should be indicated by a mark drawn through the name on the list.

6. A manuscript list of each piece of third-class matter of obvious value, and of all fourth-class matter, whether advertised or not, should be sent with such matter. For convenience this list may be made on a blank (Form 1522) for unmailable, changing the word **UNMAILABLE** to **UNCLAIMED**.

7. The whole return should be wrapped and securely tied in one parcel and plainly addressed, **DEAD-LETTER OFFICE, WASHINGTON, D. C.** It should also be indorsed, "**RETURN OF UNCLAIMED MATTER FROM**" (here add name of post-office). A penalty envelope may be used for the address label, but must be fastened securely to the parcel. If there be third or fourth class matter to accompany the return in too great quantity to tie the whole in one parcel, a pouch must be used so that all the matter will be received together.

8. Hotel and fictitious matter must be entered on a list (Form 1522½) and sent separately from other unclaimed matter.

9. Post-offices of the fourth class will use dead-letter bills (Form 1523) printed on white paper. Free-delivery offices will use the special form printed for them on blue paper and will register their returns. All other offices will use forms provided for them printed on yellow paper.

Sec. 308. Returns of Unmailable Matter; when Made.—Unmailable matter must not be held over to be advertised. Post-offices of the first class must make daily, and all other post-offices weekly, returns to the Dead-Letter Office of all unmailable matter deposited therein for mail-