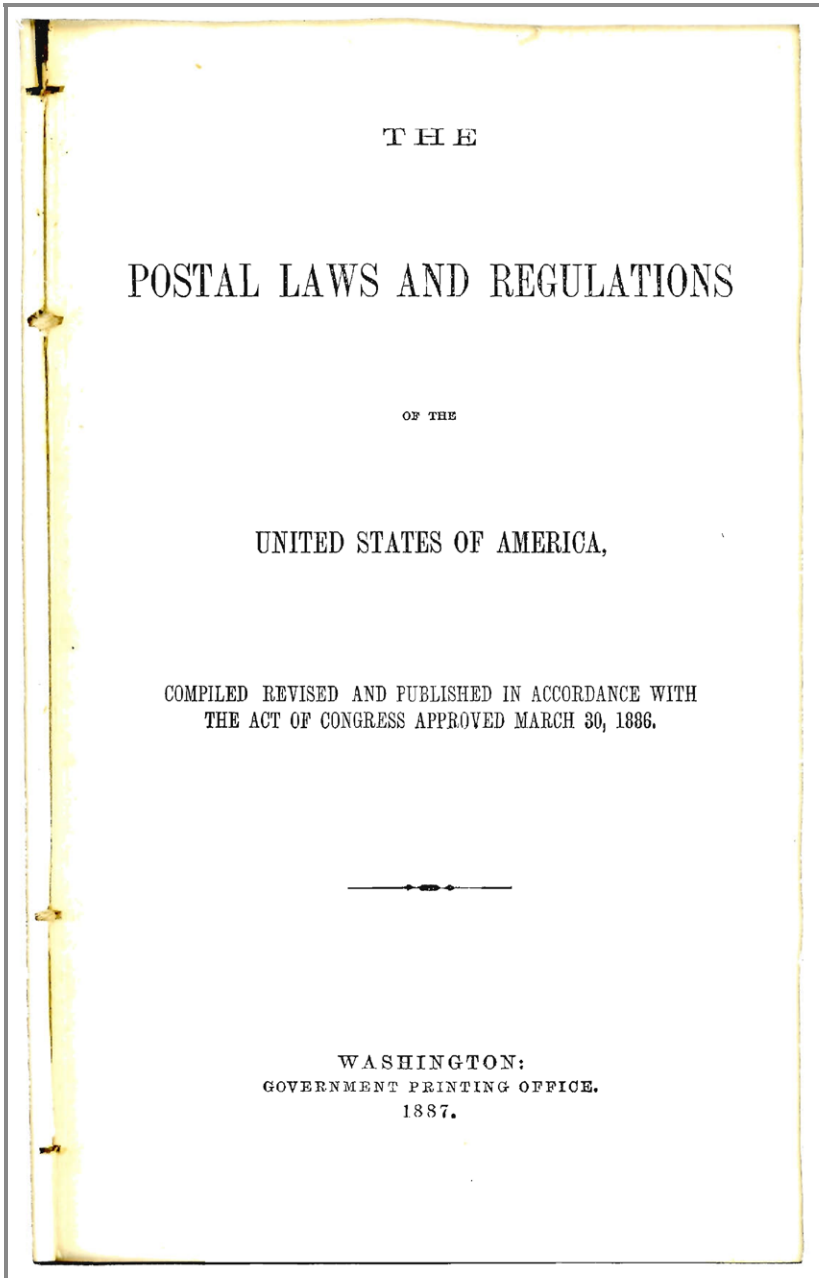


# US Postal Laws & Regulations

Brought to you by the US Postal Bulletins Consortium

Year: 1887

Index



# Table Of Contents

[Click here to view the entire PDF Document](#)

	<u>Pages</u>
<a href="#">Accounting forms</a> (9 pages)	504-512
<a href="#">Accounts, postmaster</a> (10 pages)	107-116
<a href="#">Advertised</a> (3 pages)	244-245, 250
<a href="#">Annual reports</a> (4 pages)	62-65
<a href="#">Audits</a> (7 pages)	116-122
<a href="#">Backstamping</a> (1 page)	232
<a href="#">Bad order</a> (1 page)	223
<a href="#">Blanks</a> (3 pages)	204-206
<a href="#">Boxes</a> (2 pages)	213-214
<a href="#">Canada</a> (1 page)	171
<a href="#">Cards</a> (7 pages)	29, 86-88, 246-248
<a href="#">Carriers</a> (15 pages)	104-105, 259-271
<a href="#">Clerks</a> (4 pages)	216-219
<a href="#">Commercial papers</a> (2 pages)	167-168
<a href="#">Contracts</a> (3 pages)	58-60
<a href="#">Corner cards</a> (7 pages)	29, 86-88, 246-248
<a href="#">Crimes, postal</a> (16 pages)	487-502
<a href="#">Dead letter office</a> (15 pages)	27-28, 81, 182-186, 226, 242-243, 248-251
<a href="#">Delivery of mail</a> (16 pages)	236-241, 387-396
<a href="#">Difficiency in address supplied</a> (1 page)	251
<a href="#">Domestic mail matter</a> (27 pages)	135-161
<a href="#">Drop letters</a> (3 pages)	136-138
<a href="#">Exchange offices</a> (-8 pages)	254-245
<a href="#">Expenditures</a> (9 pages)	99-107
<a href="#">Fictitious</a> (2 pages)	241, 250
<a href="#">Finances</a> (32 pages)	44-75
<a href="#">First-class mail matter</a> (5 pages)	135-138, 219
<a href="#">Foreign mails</a> (34 pages)	26-27, 161-182, 254-259, 324-327
<a href="#">Forms</a> (3 pages)	204-206
<a href="#">Forwarding</a> (5 pages)	235-236, 281, 390, 405
<a href="#">Fourth-class mail</a> (4 pages)	153-156
<a href="#">Franking privilege</a> (2 pages)	175-176
<a href="#">Fraudulent</a> (3 pages)	159, 396-397
<a href="#">Free matter</a> (9 pages)	174-182
<a href="#">Held for postage</a> (3 pages)	158, 230, 251
<a href="#">Hotel matter</a> (1 page)	250
<a href="#">Incoming mail</a> (22 pages)	231-252
<a href="#">Index</a> (71 pages)	527-597
<a href="#">Inquiries</a> (2 pages)	399-400
<a href="#">Irrelative duties</a> (5 pages)	76-80
<a href="#">Lotteries</a> (3 pages)	158-159, 230
<a href="#">Mail delivery</a> (6 pages)	236-241
<a href="#">Mail in transit</a> (9 pages)	23-31
<a href="#">Mail matter</a> (67 pages)	219-285
<a href="#">Mail messenger service</a> (2 pages)	303-304
<a href="#">Mexico</a> (2 pages)	172-173
<a href="#">Misdirected</a> (3 pages)	158, 224, 230
<a href="#">Missent mail</a> (1 page)	230
<a href="#">Money orders</a> (6 pages)	25-26, 82, 122-124
<a href="#">Money orders, domestic</a> (45 pages)	423-448, 467-485
<a href="#">Money orders, international/foreign</a> (20 pages)	448-467
<a href="#">Newspaper stamps</a> (2 pages)	86, 90
<a href="#">Obscene</a> (4 pages)	158-160, 230

<a href="#">Official matter</a> (-167 pages)	176-8
<a href="#">Organization</a> (36 pages)	9-44
<a href="#">Out of mails</a> (5 pages)	288-292
<a href="#">Outgoing mail</a> (8 pages)	228-230, 376-380
<a href="#">Penalties</a> (9 pages)	125-133
<a href="#">Penalty envelopes</a> (3 pages)	176-178
<a href="#">Periodical stamps</a> (1 page)	90
<a href="#">Post offices</a> (10 pages)	187-188, 210-216, 220
<a href="#">Post roads</a> (3 pages)	293-295
<a href="#">Postage due stamps</a> (2 pages)	91, 234
<a href="#">Postal cards</a> (5 pages)	83-84, 137, 167, 247
<a href="#">Postal notes</a> (9 pages)	477-485
<a href="#">Poste restante</a> (1 page)	404
<a href="#">Postmarking</a> (1 page)	223-223
<a href="#">Postmasters</a> (25 pages)	188-212
<a href="#">Printed matter</a> (2 pages)	167-168
<a href="#">Printing</a> (3 pages)	67-69
<a href="#">Railway mail service</a> (46 pages)	21-22, 105-107, 295-303, 343-371, 419-421
<a href="#">Rates, fees</a> (10 pages)	136-137, 150-151, 156, 170-173, 374
<a href="#">Receiving offices</a> (22 pages)	231-252
<a href="#">Refused mail</a> (3 pages)	247, 398-399
<a href="#">Registration, domestic mail</a> (44 pages)	29, 373-401, 408-421
<a href="#">Registration, foreign mail</a> (8 pages)	401-408
<a href="#">Request matter</a> (3 pages)	246-248
<a href="#">Return receipt</a> (3 pages)	377-378, 403
<a href="#">Returned for better direction</a> (1 page)	230
<a href="#">Returned mail</a> (2 pages)	397-398
<a href="#">Revenues POD</a> (19 pages)	81-99
<a href="#">Safety of the mails</a> (10 pages)	333-342
<a href="#">Sailers' letters</a> (2 pages)	136-137
<a href="#">Samples of merchandise</a> (2 pages)	167, 169
<a href="#">Second-class mail</a> (16 pages)	138-150, 242, 247-248
<a href="#">Ship letters</a> (3 pages)	327-329
<a href="#">Soldiers' letters</a> (2 pages)	136-137
<a href="#">Special delivery service</a> (12 pages)	271-282
<a href="#">Special delivery stamps</a> (2 pages)	29, 91
<a href="#">Special request envelopes</a> (3 pages)	86-88
<a href="#">Stamped envelopes</a> (7 pages)	83-89
<a href="#">Stamps</a> (14 pages)	82-92, 122-124
<a href="#">Star routes</a> (4 pages)	220-221, 305-306
<a href="#">Statutes, index to</a> (-489 pages)	515-25
<a href="#">Steamboat</a> (-923 pages)	305-6, 317-8, 327-9
<a href="#">Table of contents</a> (2 pages)	7, 8
<a href="#">Third-class mail</a> (4 pages)	150-153
<a href="#">Transit mail</a> (2 pages)	230-231
<a href="#">Transportation of the mails</a> (56 pages)	287-342
<a href="#">Unclaimed mail</a> (4 pages)	246-247, 249-250
<a href="#">Underpaid mail</a> (5 pages)	232-235, 391
<a href="#">Universal Postal Union</a> (4 pages)	162-165
<a href="#">Unmailable matter</a> (12 pages)	158-161, 170-172, 224-226, 243-244
<a href="#">Unpaid mail</a> (4 pages)	224, 233-234, 391
<a href="#">Weather reports</a> (1 page)	221
<a href="#">Withdrawal of mail</a> (4 pages)	226-228, 297
<a href="#">Women</a> (1 page)	33

# INDEX

TO THE

## POSTAL LAWS AND REGULATIONS.

	Sec.	Page.
<b>Abandonment</b> of the mail, by carrier, &c., how punished.....	1454	495
<b>Abortion</b> , articles for procuring, unmailable.....	880	150
to be withdrawn from mails.....	527	225
to be sent to Dead-Letter Office.....	529	226
to be destroyed in Dead-Letter Office.....	433	185
<b>Absence</b> , who to act in, of head of Department.....	25	34
of chief of Bureau.....	25	34
leaves of, from Department, rules for.....	77	56
how granted to letter carriers.....	639	265
of letter carriers without leave, how dealt with.....	640	265
of postmaster, assistant to act.....	498	216
be designated to issue money-orders.....	1237	424
of railway postal clerk, how affects pay.....	232	106
substitutes for, on leave of.....	972	357
without leave.....	970	357
<b>Absconding debtors</b> , attachment of property of.....	282	125
publication of warrant.....	287	127
<b>Abyssinia</b> , mails exchanged with.....	389	164
<b>Accessory</b> to stealing mail matter, how punished.....	1462	498
to robbing mail, how punished.....	1401	498
<b>Accidents</b> in Railway Mail Service to be reported.....	932	350
how to be reported.....	904	355
<b>Accounts</b> , Postmaster-General to prescribe manner of keeping and stating.....	2	9
enforce rendition of.....	2	9
of printing and binding to be kept.....	112	67
of disbursing clerk to be settled monthly.....	59	48
of postmasters, system explained.....	238	107
what records and, they must keep.....	238	107
blank books furnished for.....	239	108
record and, to be kept, how.....	240	109
by third and fourth class postmasters.....	241	109
by first and second class postmasters.....	242	110
postal, how kept by first and second class postmasters.....	243	110
quarterly return of, how rendered.....	244	112
to be sworn to.....	245	112
penalty for neglect to render.....	246	112
directions for rendering.....	247	112
when lost, transcripts to be sent.....	248	113
of postmasters outgoing.....	249	114
incoming.....	249	114
deceased.....	250	114
no change in renewing bond.....	251	114
corrections of errors in.....	252	114
to be preserved two years.....	253	115
at carrier offices, what required.....	254	115
how report made.....	254	115
of special-delivery service and fees, how kept.....	684	278
Sixth Auditor to adjust.....	261	117
<b>Accrued rights</b> of United States not abridged in attachment proceedings.....	290	127
<b>Acting clerks</b> in Railway Mail Service, how paid.....	235	107
<b>Acting officer</b> in case of vacancy, absence, or sickness of head or of Bureau chief.....	25	34
authority of chief clerks, acting as assistants.....	25	35
<b>Acting special agents</b> , who may be detailed.....	27	35
<b>Actions</b> to collect debts due Department.....	279	125
jurisdiction of State courts of.....	280	125
Federal courts.....	281	125
attachments in, when may issue.....	282	125

	Sec.	Page.
<b>Actions</b> —Continued.		
credits, when allowed in.....	292	128
on what grounds allowed.....	293	123
judgment at return term.....	294	128
interest on balances recoverable, when.....	295	128
United States attorney to prosecute.....	296	128
equity suits, when to be brought.....	297	129
returns of marshals in.....	300	129
to recover penalties, how brought.....	301	130
what offenses subject to penalty.....	302	130
compromise of judgments.....	308	132
remission of liabilities.....	309	132
discharge of judgment debtors.....	310	132
no bar to execution.....	311	132
for moneys paid by mistake or collusion.....	133	73
against postal employes for gains from illegal interest on public contract.....	91	61
<b>Address</b> not to be changed on letters.....	526	225
not to be changed by postal clerks.....	1010	366
how to be made on postal cards.....	325	137
to be ascertained from city directory.....	651	268
<b>Address in care</b> , letters addressed, how delivered.....	566	237
<b>Adjustment</b> of pay of railroads for carrying the mail.....	746	297
made by Second Assistant.....	7	19
<b>Administrators</b> , liability of, for debts due United States.....	313	133
when entitled to mail matter of decedent.....	589	239
<b>Admission</b> of second-class publications to pound rate.....	323	140
<b>Advances</b> of public moneys forbidden.....	72	53
but may be made for expenses of special agents.....	219	102
<b>Advertisement for contracts</b> for supplies or service.....	88	59
must be authorized by head of Department.....	94	61
how made in District of Columbia.....	95	62
rates for, not to exceed commercial.....	96	62
estimates for.....	213	100
of mail lettings, how and when given.....	776	306
routes omitted in general letting.....	777	307
notice of change of terms of contract.....	778	308
<b>Advertisement</b> of foreign letters, how to be made.....	582	244
of non-delivered letters, how to be made.....	582	244
compensation therefor not to exceed one cent each.....	584	245
expenses therefor to be first authorized.....	584	245
lists to be furnished for gratuitous.....	585	245
list of advertised letters to be posted.....	586	245
manner of posting same.....	587	245
when to be made.....	588	245
what matter to be advertised.....	589	245
charge on advertised letters, one cent.....	590	246
to be accounted for as postal revenue.....	500	246
advertised matter to be so marked.....	591	246
<b>Advertisements</b> may be attached permanently to periodicals.....	343	145
<b>Advertising sheets</b> , when not admissible to pound rates.....	328	138
definition of.....	331	139
<b>Advises.</b> (See M. O. ADVICES.)		
<b>Aden</b> , mails exchanged with.....	389	163
<b>Additional carriers</b> , how appointed.....	624	260
<b>Affidavit.</b> (See OATHS.)		
to postmaster's quarterly return.....	245	112
false, of bidder's surety, perjury.....	780	309
counterfeiting.....	1459	497
<b>Africa</b> , mails exchanged with.....	389	163
<b>Age</b> of letter carriers.....	634	263
special-delivery messengers.....	672	275
mail carriers.....	856	332
<b>Agent.</b> (See SPECIAL AGENTS; NEWS AGENT.)		
may receive mail matter of principal, when.....	566	237
authority of, when implied.....	566	237
postmasters not to act as, for lotteries.....	478	207
contractors.....	773	305
news, defined and rights of.....	350	147
entitled to the pound rate.....	348	147
pension claim, not to receive letters of pensioner.....	507	238
letters addressed to person as, how delivered.....	506	238
of club may receive mail.....	575	241
officials not to act as, when.....	83	37
of adversely interested party not to act as officer.....	93	61
postal employe not to act as, for contractor.....	92	61
mail, on ocean steamers.....	40	40
<b>Agency.</b> (See AGENT.)		
foreign, where may be established.....	38	40
in China and Japan.....	39	40
stamp, postal-card, and stamped-envelope, duties of.....	41	40

	Sec.	Page.
<b>Agency</b> —Continued.		
postal-note, duties of .....	43	41
<b>Agreement</b> as to delivery of mail matter to be observed .....	573	241
<b>Agricultural</b> colleges, reports of, free matter .....	417	178
Department, reports of, and seeds from, free .....	411	174
experiment stations, bulletins and reports of, free .....	418	178
regulations as to admission .....	419	179
<b>Aiding</b> in injuring mail matter in letter box, how punished .....	1441	489
in making false return .....	259	116
<b>Ajuda</b> , mails exchanged with .....	389	164
<b>Albany and Rochester</b> (railway post-office) exchange office with Canada .....	616	255
<b>Alberta Territory</b> , money-order exchange office for, is Saint Paul, Minn. ....	1345	456
<b>Alexandria</b> , international money orders payable in .....	1322	448
<b>Algeria</b> , mails exchanged with .....	389	163
money-order exchange office for, is New York .....	1345	456
money orders issued in, forwarded to payees in United States .....	1350	458
international money orders payable in .....	1322	448
money orders payable in, must be sent by remitter to payee .....	1340	455
<b>Alhucemas</b> , mails exchanged with .....	389	164
<b>Alien</b> cannot be postmaster .....	441	188
unless he has declared intentions .....	441	188
<b>Allowances</b> may be made at first-class offices .....	460	190
for rent, fuel, light, stationery, clerks, &c. ....	460	199
for clerks at separating offices .....	461	200
for clerks at money-order offices .....	462	200
for extraordinary business .....	463	201
for clerks and employes to be fixed by order .....	464	201
for miscellaneous and incidental expenses, specifically made .....	465	202
for rent of post-offices leased .....	466	202
orders for, to be truly dated and filed .....	132	73
not made postmasters for expenses of collecting or depositing moneys .....	227	104
<b>Amur</b> , mails exchanged with .....	389	165
<b>Ambassador</b> , how, may receive mail matter .....	565	237
<b>Amirante Islands</b> , mails exchanged with .....	389	164
<b>Amoy</b> , mails exchanged with .....	389	163
<b>Andorra, Republic of</b> , mails exchanged with .....	389	164
<b>Angola, Province of</b> , mails exchanged with .....	389	164
<b>Annan</b> , mails exchanged with .....	389	163
<b>Annabon, Island of</b> , mails exchanged with .....	389	164
<b>Annual Reports.</b> (See REPORTS.)		
<b>Annual Estimates.</b> (See ESTIMATES.)		
<b>Annulment of contract to carry mail</b> , for illegal combination of bidder .....	790	312
for what delinquencies of contractor .....	808	319
for assignment without consent .....	819	321
when sublet at less price .....	823	324
of contract generally, by transfer or assignment .....	90	60
for foreign mail, may be terminated by Congress .....	830	325
<b>Antigua, West Indies</b> , mails exchanged with .....	389	164
<b>Antwerp</b> is money-order exchange office for Belgium .....	1346	457
<b>Appropriations</b> to be made out of revenue only .....	214	100
to be applied to objects for which made .....	214	100
unexpended balances to go to surplus fund .....	215	101
when to be covered into Treasury .....	216	101
<b>Appointment of clerks in Department.</b> .....	19	33
of women as clerks .....	21	33
of honorably discharged soldiers and sailors .....	20	33
civil-service law as to .....	19-24	33
of clerks in post-offices .....	497	216
number and grade of .....	464	201
of postmasters, (see POSTMASTERS) .....	440	188
of post-office inspectors .....	30	37
of letter-carriers .....	633	263
of railway postal clerks .....	899	345
<b>Appointment clerk</b> , appointment and salary .....	6	11
duties of .....	7	14
<b>Aracan</b> , mails exchanged with .....	389	163
<b>Archipelago of Banca</b> , mails exchanged with .....	389	164
<b>Gambier</b> , mails exchanged with .....	389	163
<b>Rhio (Riouw)</b> , mails exchanged with .....	389	164
<b>Argentine Republic</b> , mails exchanged with .....	389	163
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Arrears</b> , persons in, to United States, not entitled to salary, pay, &c. ....	71	53
<b>Arrest</b> , exemption of postal clerks from, when .....	977	359
mail-carriers, when .....	725	292
criminals, postmasters to report .....	702	284
to put prisoners in custody of marshal, when .....	1435	487
<b>Arrivals and departures</b> , postmasters to keep register of, of mails .....	852	331
what, to be reported therein .....	853	331
reports to be made monthly .....	858	323
special reports, when to be made .....	855	332

	Sec.	Page.
<b>Arrivals and departures—Continued.</b>		
changes in, of mails, how made .....	812	320
of postal clerks, record of, when kept by postmasters .....	231	106
their duty in keeping same .....	231	106
must report all failures .....	231	106
transfer clerks to keep record of .....	1024	368
and sign, as to entry on duty .....	1026	369
<b>Aruba</b> , mails exchanged with .....	389	164
<b>Asia</b> , mails exchanged with .....	360	163
<b>Assab</b> , mails exchanged with .....	389	164
<b>Assault</b> upon mail-carrier, &c., with intent to rob, how punished .....	1452	495
upon letter-carrier in uniform, how punished .....	1440	480
<b>Assessments</b> , political, forbidden .....	78	56
penalty for making .....	78	56
soliciting or receiving in public building .....	79	56
degrading, promoting, or discharging for refus- ing to contribute .....	80	57
<b>Assignee</b> , when entitled to mail matter of assignor .....	572	240
<b>Assignment</b> of bids to carry mail not permissible .....	789	312
of contracts, annuls them .....	90	60
<b>Assignments</b> of chief clerks in Railway Mail Service .....	902	345
to clerks for, in Railway Mail Service .....	909	347
<b>Assiniboia Territory</b> , money-order exchange office for, is Saint Paul, Minn. ....	1345	456
<b>Assinie</b> , mails exchanged with .....	389	163
<b>Assistant Attorney-General</b> , appointment and salary of .....	5	10
duties of .....	7	15
claims for credit for losses of stamps or money-order funds when sent to .....	273	122
<b>Assistant Postmasters-General.</b>		
appointment and salary of .....	4	10
(See FIRST ASSISTANT, SECOND ASSISTANT, THIRD ASSISTANT.)		
<b>Assistant postmasters</b> , to be employed by postmaster .....	496	216
who may act as .....	496	216
must take official oath .....	498	216
not to be interested in mail contracts .....	773	305
to be designated to sign money orders, when .....	1237	434
<b>Atlanta, Ga.</b> , headquarters of fourth division Railway Mail Service .....	897	344
of division of inspective force .....	36	39
<b>Attachments</b> against defaulting or delinquent postmasters .....	282	125
how issued in action .....	283	126
application for, how made .....	283	126
issue of warrant .....	284	126
duty of marshal therein .....	284	125
traverse of same, how tried .....	285	126
sale of attached property .....	285	127
investment of proceeds .....	286	127
publication of .....	287	127
discharge of, on bond given .....	289	127
accrued rights not abridged .....	290	127
holders of property to account for .....	288	127
when to be dissolved .....	291	127
mail matter not subject to, while in postal custody .....	1129	396
<b>Attachment</b> or garnishment, registered letters not subject to .....	1129	396
<b>Attorneys</b> , head of Department may not employ .....	73	53
officials not to act as .....	83	57
member of Congress not to act as, for what purposes .....	135	74
<b>Auckland</b> is money-order exchange office for New Zealand .....	1345	456
<b>Auditor.</b> (See SIXTH AUDITOR.)		
<b>Austin, Tex.</b> , headquarters of division of inspective force .....	36	39
<b>Australia</b> , exchange of mails with colonies in .....	406	172
<b>Austria</b> , indirect exchange of international money orders through Switzerland, pay- able in .....	1324	440
international money orders payable in .....	1322	448
<b>Austria-Hungary</b> , mails exchanged with .....	399	163
advice of money order issued in, for United States, retained by exchange office in money order payable in, should be retained by remitter as receipt .....	1351	458
samples of liquids, fatty substances, &c., may be sent to .....	1341	455
award of contracts for carrying the mail .....	397	168
for supplies .....	794	313
<b>Award</b> of contracts for carrying the mail .....	82	59
<b>Azores</b> , the mails exchanged with .....	380	164
international money orders payable in .....	1322	449
<b>Bad roads</b> , when shown to be excuses for delinquencies .....	859	333
<b>Bags.</b> (See MAIL BAGS.)		
<b>Bahamas</b> , mails exchanged with .....	389	164
<b>Bakel</b> , mails exchanged with .....	389	163
<b>Balances</b> to be entered in postal account .....	243	110
to foreign countries, estimates for .....	213	109
letter, in metric system, when furnished to post-offices .....	471	203
for letters, when furnished to post-offices .....	469	203
<b>Baleatic Isles</b> , mails exchanged with .....	389	164
<b>Bali Lombok</b> , mails exchanged with .....	389	164

	Sec.	Page.
<b>Banks</b> , national, postmasters may deposit in, when	185	92
private, cannot receive deposits	186	92
penalty for depositing public moneys in	1416	492
<b>Barbadoes, W. I.</b> , mails exchanged with	389	164
<b>Bar-room</b> , post-office not to be kept in	475	207
<b>Barbary</b> , mails exchanged with	389	164
<b>Basle</b> is money-order exchange office for Switzerland	1345	456
<b>Batavia</b> , mails exchanged with	389	164
<b>Bawdy books or pictures.</b> (See OBSCENE.)		
unavailable	390	159
<b>Bay Islands</b> , mails exchanged with	339	164
<b>Behavior</b> of letter carriers on duty	641	265
of special-delivery messengers	674	276
<b>Belgium</b> , money order exchange office for, is New York	1345	456
mails exchanged with	389	163
sample of liquids, fatty substances, &c., may be sent to	397	163
Antwerp is exchange office for	1346	437
advice of money order issued in, for United States, retained in exchange office of	1351	458
money orders for, payable in francs and centimes	1327	451
maximum amount of money order payable in	1329	452
international money orders payable in	1322	449
money-order payable in, should be retained by remitter as receipt	1341	455
<b>Bermuda</b> , international money orders payable in	1322	448
<b>Bermudas</b> , mails exchanged with	389	164
<b>Beyroth</b> , international money orders payable in	1322	448
<b>Bidders.</b> (See PROPOSALS.)		
must give bond with proposals	779	308
conditions of bond	779	308
liability thereon	779	308
sureties of, must qualify	780	309
approval of sureties	781	309
to give certified check or draft with bid, when	783	310
drafts, when returned to unsuccessful	784	311
how to prepare bids	785	311
must inform themselves as to service	786	311
special instructions to	787	312
must be competent to contract	788	312
may not assign or transfer bids	789	312
combination of, to prevent bidding, punishable	790	312
<b>Bids.</b> (See BIDDERS.)		
<b>Bien-Hoa</b> , mails exchanged with	389	163
<b>Billiton</b> , mails exchanged with	389	164
<b>Binding.</b> (See PRINTING AND BINDING.)		
<b>Bissao</b> , mails exchanged with	389	164
<b>Blank agency</b> , established in Department	468	202
is in division of post-office supplies	7	18
<b>Blanks</b> for use in post-offices, furnished	468	203
list of, furnished to Presidential offices	473	204
fourth-class offices	473	206
used in money-order business	1241	425
registry system	1051	376
to be entered in inventory of post-office	242	110
<b>Board of health</b> , when, may control receipt of mail matter	698	283
<b>Boarders</b> not entitled to hotel letter-boxes, &c.	492	214
<b>Bolivia</b> , mails exchanged with	389	163
registered matter from, cannot be recalled by senders	1168	405
<b>Bonaire</b> , mails exchanged with	389	164
<b>Bond division</b> , appointment and salary of chief of	6	11
assignment of work to	7	17
<b>Bonds.</b> (See SURETIES.)		
to be in name of United States	84	58
of superintendent and disbursing clerk	52	45
of chief of finance division	16	32
of post-office inspectors	31	37
of postmasters	442	189
condition of, in money-order offices	442	189
instructions as to execution of	443	189
must be under seal	443	189
of postmasters, when to be renewed	450	192
application of payments, after new, executed	451	194
when required of letter-carrier	635	264
of bidders to carry mails	779	308
sureties to qualify	780	309
penalty for illegally approving	781	309
<b>Books</b> are third-class matter	359	150
weight of, in mails	368	153
how must be presented for mailing	368	152
obscene, unmailable	380	159
how sent to Postal Union countries	395	167



	Sec.	Page.
<b>Books—Continued.</b>		
rates of postage on, to Canada.....	402	170
Canadian, supposed dutiable, how treated.....	621	258
by railway postal clerks.....	1008	366
in foreign mails, supposed dutiable, how treated.....	621	258
copyright to Librarian of Congress, free.....	420	180
what, are free matter.....	409-411	173
<b>Borneo</b> , mails exchanged with.....	389	164
<b>Boroughs</b> , when, entitled to free-delivery service.....	623	259
<b>Boston</b> , exchange office with Canada.....	616	255
headquarters of first division Railway Mail Service.....	897	344
of division of inspective force.....	36	39
<b>Boundary Line and Saint Paul</b> (railway post-office), exchange office with Canada.....	616	255
<b>Bourbon</b> , mails exchanged with.....	389	163
<b>Box holders</b> may provide their own boxes.....	430	213
must prepay rent.....	491	213
use of boxes restricted.....	492	213
<b>Box rents</b> , fourth-class postmasters allowed the whole of.....	459	199
must be prepaid.....	401	213
postmasters liable for, if uncollected.....	149	82
record of, to be kept.....	240	109
how to be kept.....	241	109
at first and second class offices.....	242	110
account of, how rendered.....	243	111
by fourth-class offices.....	241	109
<b>Branch post-offices</b> , when, may be established.....	437	187
belong to main office.....	437	187
accounts of, how kept.....	254	115
issue of money orders at.....	1235	423
<b>Brass-lock pouches</b> to be dispatched only as directed.....	1207	417
ordinary through mails to be also sent in.....	1212	417
where two or more, in one dispatch, registered matter not to be divided.....	1213	417
miscarriage of.....	1217	418
separate receipts where two or more are sent.....	1214	418
not to pass brass-lock offices.....	1216	418
witnesses to mailing and receipt of.....	1218	418
no accumulation of, permitted.....	1215	418
<b>Brass locks and keys</b> , for what purpose used. (See chapter on MAIL EQUIPMENTS.)		
to be kept in safe.....	1209	417
not to be handled by other than authorized officials.....	1210	417
not to be carelessly used.....	1211	417
<b>Brass-lock service</b> for through mails over star routes.....	1177	408
to be established only when authorized by Third Assistant Postmaster-General.....	1207	417
all irregularities in, to be reported.....	1219	418
<b>Brazil</b> , mails exchanged with.....	389	163
<b>Bridgetown</b> , Barbadoes, is money-order exchange office for the Windward Islands.....	1348	457
<b>Bridbane</b> is money-order exchange office for Queenstand.....	1346	457
<b>British Burma</b> , mails exchanged with.....	389	163
<b>British Colonies</b> , registered matter from, cannot be recalled by senders.....	1168	405
indirect exchange of international money-orders for, how effected.....	1323	450
mails exchanged with.....	389	163
<b>British Columbia</b> , money-order exchange office for, is Portland, Oreg.....	1345	456
<b>British Guiana</b> , mails exchanged with.....	389	164
<b>British Honduras</b> , mails exchanged with.....	389	164
<b>British India</b> , mails exchanged with.....	389	163
samples of liquids, fatty substances, &c., may be sent to.....	897	168
international money orders payable in.....	1322	448
registered matter from, cannot be recalled by senders.....	1168	405
money order payable in, should be retained by remitter as receipt.....	1341	455
<b>Buildings.</b> (See LEASES.)		
for Department, rent of.....	75	54
Postmaster-General to approve plans of, when.....	140	76
<b>Bulgaria</b> , mails exchanged with.....	389	163
<b>Bulletin</b> , Railway Mail Service, changes noted in, to be observed by superintendents.....	1033	371
<b>Bulletins</b> of agricultural experiment stations free.....	418	179
<b>Burglary</b> , loss by, how entered in account.....	241	110
claims for credit for losses by.....	273	122
of post-offices, how punished.....	1458	496
<b>Business hours</b> in Department.....	76	54
in post-offices.....	481	210
<b>By States</b> , mail to be made up.....	987	361
<b>Cachco</b> , mails exchanged with.....	389	164
<b>Cambodia</b> , mails exchanged with.....	389	163
<b>Canada</b> , postal arrangements with.....	389	163
classification of mail matter exchanged with.....	402	170
rates of postage thereon.....	402	170
exchange of mails with.....	616	255
list of exchange offices.....	616	255

	Sec.	Page.
<b>Canada—Continued.</b>		
Boston, New York, Suspension Bridge, Chicago, and San Francisco exchange of offices with .....	618	255
what matter sent free to .....	423	181
received from .....	423	181
exchange of pouches with .....	1013	366
mail bags to be returned to, empty .....	867	336
card and request matter returnable to .....	594, 619	240, 257
books and seeds from, supposed dutiable, and overweight samples of merchandise, how treated .....	621	258
supposed dutiable books from, how treated, by railway postal clerks .....	1008	356
international money orders payable in .....	1322	448
maximum amount of money order payable in .....	1329	452
money orders for, payable in dollars and cents .....	1327	451
money order payable in, must be sent by remitter to payee .....	1340	455
name of exchange office to be written in order and coupon .....	1336	453
money orders to be issued in, to be sent to payees .....	1351	458
undelivered registered matter from, how treated .....	1163	404
registered matter from, cannot be recalled by senders .....	1108	405
extra national correspondence from, how treated .....	1037	371
<b>Canadian books</b> , how treated in railway post-office .....	1008	366
<b>Canals</b> are post roads .....	727	293
contract for carrying mail on .....	734	294
<b>Canary Islands</b> , mails exchanged with .....	389	164
<b>Canceled stamps</b> , penalty for using, for postage .....	1468	499
penalty for removing cancellation .....	1468-69	500
<b>Canceling ink</b> , uniform, furnished to postmasters .....	467	202
to be entered in inventory .....	242	110
<b>Canceling stamps</b> furnished by Department .....	467	202
to be returned to Department when unfit for use .....	486	212
<b>Cancellation</b> of stamps, how to be effected .....	517	222
how done by railway postal clerks .....	985	361
postmarking stamps not to be used for .....	985	361
commissions of fourth-class postmasters on .....	459	199
to be entered in postal account .....	241	110
and daily statement made .....	241	110
<b>Canton</b> , mails exchanged with .....	389	163
<b>Cape Colony</b> , money-order exchange office for, is New York .....	1345	456
Capetown is exchange office for .....	1347	457
money orders issued in, forwarded to payees in United States .....	1350	458
money order payable in, must be sent by remitter to payee .....	1340	455
maximum amount of money order payable in .....	1329	452
money orders for, payable in pounds, shillings, and pence .....	1327	451
international money orders payable in .....	1322	449
<b>Cape Verde</b> , mails exchanged with .....	389	164
<b>Capetown</b> is money-order exchange office for Cape Colony .....	1345	457
<b>Carbon sheets</b> for registered pouch bills, how obtained .....	1181	409
to be used in making out registered pouch bills .....	1184	410
<b>Card matter</b> , defined .....	594	246
to be returned to sender, when .....	594	246
Canada, when .....	619	257
Mexico, when .....	594	246
<b>Cards</b> , postal. (See POSTAL CARDS.)		
printed, when third-class matter .....	364	152
<b>Care</b> , letters addressed, how delivered .....	586	237
when fictitious, how .....	574	241
<b>Caroline Islands</b> , mails exchanged with .....	389	165
<b>Carriers</b> . (See MAIL CARRIERS; LETTER CARRIERS.)		
of mail to receive mail for delivery at next post-office. (See FREE-DELIVERY SERVICE)	718	291
<b>Cars</b> . (See RAILWAY POSTAL OFFICERS.)		
<b>Cartoons</b> , political, not to be posted in post-offices .....	479	207
<b>Casa-Blanca</b> , mails exchanged with .....	389	164
<b>Case examinations</b> required at first and second class offices .....	499	217
how conducted, and result recorded .....	499	217
in Railway Mail Service, how made and reported .....	966	356
voluntary, when made .....	967	356
probationers to be examined monthly .....	968	356
<b>Casualty</b> . (See ACCIDENT.)		
claims for credit for losses by .....	273	122
<b>Catcher pouches</b> , manner of placing registered matter in .....	1075	381
<b>Catchers</b> , where used for exchange of mails .....	610	252
how to prepare pouches for .....	611	252
pouches to be used for no other purpose .....	612	253
only fifty pounds of mail allowed in pouch .....	613	253
special instructions for catcher service .....	614	253
how provided and kept in repair .....	893	342
<b>Catch stations</b> , delivery of mail at .....	1017	367
<b>Cetober</b> , mails exchanged with .....	389	164
<b>Celerity</b> , increased, compensation for, on mail route .....	815	320
readvertisement for, when made .....	816	321

	Sec.	Page.
" <b>Celerity, Certainty, and Security,</b> " proposals must be to carry the mails with .....	785	311
<b>Census</b> , matter relating to, passus free .....	414	175
not to be stopped on suspicion .....	416	177
<b>Certificate of deposit</b> , credit to be taken by, by postmaster .....	194	95
lost, how duplicates made .....	195	96
depositories to give .....	187	96
separate, when to be given .....	197	97
<b>Certified check</b> , bids to be accompanied by, when .....	783	310
how made payable .....	783	310
when returned to unsuccessful bidders .....	784	311
<b>Centa</b> , mails exchanged with .....	389	164
<b>Ceylon</b> , international money orders payable in .....	1323	448
mails exchanged with .....	389	163
<b>Chadfarine Islands</b> , mails exchanged with .....	389	164
<b>Chandernagore</b> , mails exchanged with .....	389	163
<b>Change of name</b> of post-office, when made .....	438	187
<b>Changing mail</b> , time allowed for, in star route offices .....	510	220
<b>Check.</b> (See CERTIFIED CHECK.)		
<b>Checking errors</b> , duty of railway postal clerks in .....	995	363
<b>Chicago</b> , exchange office with Canada .....	616	255
headquarters of sixth division Railway Mail Service .....	997	344
of division of inspective force .....	36	89
<b>Chief clerk</b> of Department, appointment and salary .....	5	10
duties of .....	7	14
duties of, in distributing work among clerks .....	8	29
to report existing defects .....	8	29
to certify and approve accounts .....	60	49
to First Assistant, appointment and salary of .....	5	11
to Second Assistant, appointment and salary of .....	5	11
to Third Assistant, appointment and salary of .....	5	11
<b>Chief clerks</b> of Railway Mail Service, how assigned .....	902	345
<b>Chief Post-Office Inspector</b> , appointment and salary of .....	5	11
reports to be made to—		
when registered package has failed to reach its destination .....	1093	385
letter or parcel has not been received .....	1103	388
contents are missing from letters or parcels received in bad order .....	1106	388
unsealed .....	1107	389
registered package envelope dispatched is received empty .....	1109	389
of missing registered matter .....	1142	400
of supposed loss of registered pouches .....	1188	411
when post-office inspector makes improper demand for registry keys .....	1194	413
of missing contents of pouch that has missed connection .....	1195	413
<b>Children</b> of postmaster, may be assistant, when .....	496	216
<b>Chili</b> , mails exchanged with .....	389	163
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>China</b> , postal agency may be established in .....	39	40
mails exchanged with, through intermediary .....	890	185
<b>Christiania</b> is money-order exchange office for Norway .....	1346	457
<b>Christmas</b> , observable as holiday .....	483	210
<b>Cincinnati, Ohio</b> , headquarters of fifth division Railway Mail Service .....	897	344
of division of inspective force .....	36	89
<b>Circuit court</b> , criminal jurisdiction of .....	1433	487
jurisdiction of, of postal actions .....	281	125
proceedings in actions .....	282	125
<b>Circular</b> , defined .....	390	151
rules as to mailing .....	361	151
bulk packages, how sent, and distributed .....	362	151
concerning lotteries, unavailable .....	379	159
penalty for depositing in mail .....	379	159
from Department to be preserved in post-office .....	501	218
of inquiry must be sent if registry bill is not returned .....	1092	385
how treated when returned indorsed "not received" .....	1093	385
<b>Civil service law</b> , classification of clerks in post-offices under .....	497	216
<b>Cities</b> , when entitled to free-delivery service .....	623	259
<b>Claims</b> for losses by fire, burglary, or other casualty .....	273	122
when, must be prosecuted .....	273	122
how prosecuted and proofs .....	274	122
evidence to be furnished .....	275	124
and proofs, how mailed .....	278	124
blanks for, how furnished .....	277	124
against Government pending in Department .....	119	69
subpoena for witnesses in .....	119	69
fees of witnesses in .....	120	69
disobedient witness punishable .....	121	69
legal aid, how provided .....	122	70
pending in Court of Claims .....	123	70
when to be certified to court .....	124	70
procedure thereon .....	125	71

	Sec.	Page.
<b>Claims</b> against Government pending in Court of Claims—Continued.		
judgment, how paid	126	71
controverted when certified to	127	71
Attorney-General to aid in	127	71
further provisions relating to	128	71
judgment may be entered	129	72
call on Department for information	130	72
Department to report to Attorney-General	131	72
penalty for member of Congress aiding, for a consideration	136	74
same in officer or clerk	136	74
<b>Classification</b> of domestic mail matter	319	135
letters and postal cards first-class matter	319	135
periodical publications embraced in second-class matter	319	135
printed matter embraced in third-class matter	319	135
merchandise embraced in fourth-class matter	319	135
of clerks and employes in post-offices, when required	497	216
in Department	14	31
of postmasters	454	195
of salaries	454	195
orders affecting, when to take effect	455	196
readjustment of, when made	456	196
of first-class, second-class, third-class postmasters	457	196
of acting postmasters <i>pro tem</i>	458	198
of fourth-class postmasters	459	199
of post-office, when change takes effect	258	116
<b>Clerks</b> in Department, appointment of	19	33
distribution of	18	33
employment of, authorized	10	29
to be employed only as per appropriation	12	30
other restrictions on employment	12	30
extra, not allowed, except, &c	11	29
classification of	14	31
changes in grading, authorized	15	32
salaries of	17	32
women may be appointed	21	33
soldiers and sailors, when preferred	20	33
salaries of, how paid	54	46
not allowed extra compensation	68	52
voluntary service of, forbidden	13	31
classification of, in post-offices, when required	497	216
number and grade of, fixed	464	201
salaries and duties of	464	201
case examinations of	499	217
who may act as	496	216
postmaster's liability for negligence or misconduct of, &c	697	282
may receive mail matter of employer, when	566	237
authority of, when implied	566	237
transfer. (See TRANSFER CLERKS.)		
<b>Clerk hire</b> , allowances for, at first and second class offices	460	199
at separating offices	461	200
for money-order service	462	200
allowance for, fixed by order	464	201
<b>Cleveland, Ohio</b> , headquarters of eighth division Railway Mail Service	897	344
<b>Closed mails</b> , how received and forwarded	620	258
customs duties, collection of at exchange offices	621	258
offices of destination	622	259
<b>Closing the mails</b> , time for, in post-offices	509	220
on intermediate star routes	510	220
<b>Clothing</b> , uniform to be worn by letter carriers prescribed	643	266
<b>Club</b> , disposal of mail matter bearing address of	574	241
distribution of newspapers of	579	242
delivery of mail matter to agent of	575	241
<b>Coal</b> , inspection and weight of for Department use	89	59
<b>Cochin-China</b> , mails exchanged with	389	163
<b>Coins</b> receivable for postage stamps	178	90
foreign, not so receivable	178	90
receivable for money orders	1257	429
money orders payable in	1257	429
how redeemed at Treasury	187	93
postal deposits may be remitted in	189	94
but not in foreign or mutilated	196	96
surplus money-order funds may be remitted in	1395	474
mail sacks for remitting provided	860	334
<b>Collection</b> of mail matter from receiving boxes, how made by carriers	659	270
letter carriers to receive letters for mailing	660	270
not to return deposited letters	661	271
no fee or extra postage charged for	662	271
<b>College</b> , matter bearing card of, not to be returned, when	594	247
use of letter box of, by students	492	213
agricultural, reports of, free	417	178

	Sec.	Page.
<b>College</b> —Continued.		
agricultural, bulletins of, when free .....	418	178
<b>Collusion</b> , payments by, to be sued for .....	133	73
<b>Cologne</b> , is money-order exchange office for the German Empire .....	1345	456
<b>Colombia, Republic of</b> , mails exchanged with .....	389	163
<b>Combination</b> to prevent bids, punishable .....	780	312
<b>Comino</b> , mails exchanged with .....	389	163
<b>Cominotto</b> , mails exchanged with .....	389	163
<b>Commissions</b> of fourth-class postmasters .....	459	109
how made, basis of allowances for post-offices .....	460	109
<b>Compensation.</b> (See SALARIES.)		
estimates for, of postmasters .....	213	100
of clerks in post-office .....	213	100
of letter carriers .....	213	100
of blank agents and assistants .....	213	100
of first-class and third-class postmasters .....	457	196
of acting postmasters .....	458	198
of fourth-class postmasters .....	459	199
of postmasters for making special delivery .....	684	278
for increased service on mail route, when authorized .....	813	320
for extended mail service on route .....	814	320
for increased celerity .....	815	320
decrease of, for decreased service .....	817	321
for advertising undelivered letters .....	584	245
of clerks of different classes .....	14	31
of railroad companies for carrying mail .....	746	297
reduction of, 10 per cent. ....	747	297
further reduction of, 5 per cent. ....	748	298
to be paid land-grant roads .....	750	298
in Department—		
double salaries not allowed .....	67	52
extra, forbidden .....	68	52
no increase of, to acting officers .....	67	52
<b>Compromise</b> of judgments, when, may be made .....	308	132
of fines, penalties, and forfeitures .....	309	132
rules for ascertaining facts, how prescribed .....	309	132
Postmaster-General's written consent required .....	309	132
<b>Conception.</b> (See ABORTION.)		
articles for preventing, unmailable .....	380	159
<b>Conduct</b> of postmasters, regulations as to .....	460	208
<b>Confectionery</b> , how wrapped for mailing .....	370	155
<b>Congo, Independent State of</b> , mails exchanged with .....	389	163
<b>Congressional documents</b> may be sent in mails free .....	46, 9	173
<b>Congressional Records</b> may be sent in mails free .....	410	174
or parts thereof .....	410	174
or speeches therefrom .....	410	174
frank to be written by member .....	410	174
<b>Constantinople</b> , international money orders, how payable in .....	1322	448
money orders issued in, forwarded to payees in United States .....	1350	458
money orders payable in, must be sent by remitter to payee .....	1340	455
<b>Contagious diseases</b> , duty of postmaster in respect to .....	698	283
<b>Contingent expenses</b> , limitations upon .....	60	48
appropriation for, how to be expended .....	60	49
<b>Contracts</b> , to be in name of United States .....	84	58
by whom, may be signed .....	85	58
for stationery or supplies limited to one year .....	86	58
not to exceed appropriation .....	87	59
to be made on advertisement .....	88	59
when exigency arises, how made .....	88	59
proposals for, how opened .....	88	59
for Department supplies, &c.:		
when to be made .....	60	49
orders upon contractors, when made .....	60	49
articles to be inspected .....	60	49
accounts, how approved .....	60	49
not assignable .....	90	60
member of Congress not to be interested in .....	91	60
nor postal employes .....	92	61
officers interested in, not to act for United States .....	93	61
member of Congress or officer procuring, for consideration, punishable .....	135	74
receiving compensation for .....	136	74
to be truly dated and filed .....	132	73
<b>Contracts for carrying the mail</b> , term of, limited to four years .....	772	305
persons who may not be interested in .....	773	305
division of country into contract sections .....	774	305
miscellaneous mail lettings defined .....	775	306
notice of mail lettings, how given .....	776	306
addition of routes omitted in general letting .....	777	307
notice of intention to change terms of .....	778	308

	Sec.	Page.
<b>Contracts for carrying the mail—Continued.</b>		
proposals and bidders:		
proposals to be accompanied by bond approved by postmaster	779	303
sureties on bonds must qualify under oath	780	309
penalty on postmaster for illegally approving bond	781	309
duty of postmaster in approving sureties	782	300
bids to be accompanied by certified check or draft, when	783	310
drafts, when returned to unsuccessful bidder	784	311
proposals, how prepared	785	311
bidders must inform themselves as to service	786	311
how proposals to be made	787	312
bidders must be competent to contract	788	312
and may not assign or transfer their bids	789	312
790	312	
combination to prevent bids punishable		
reception of proposals and award of contracts:		
all proposals to be recorded and filed	791	313
proposals, how delivered and opened	792	313
bids not to be considered, but rejected, when	793	313
how and to whom awarded	794	313
bidders not released until service commenced	795	313
procedure when bidder fails	796	314
contractor fails	797	314
temporary contracts, when authorized	798	315
service, when authorized	799	315
service, how supplied on failure of contractor	800	316
when postmaster to employ temporary service	801	316
gratuitous carriage of mails, when permissible	802	317
penalty for making straw bids	803	317
steamboat service, contracts for	804	317
may be let without advertisement, when and for what term	804	317
apartment to be furnished on mail steamboats, when	805	318
execution of, and requirements of, of service:		
time of executing	806	318
requirements of contractors	807	318
for what causes may be annulled	808	319
new sureties, when, may be required or accepted	809	319
payments on, for service	810	319
no payments on, after expiration of service	811	320
schedule time, when to be changed	812	320
increased compensation for increased service	813	320
extension of mail service	814	320
increased compensation for increased celerity	815	320
celerity, how provided	816	321
decreased compensation for decreased service	817	321
subletting of:		
cannot be assigned or transferred	818	321
when sublet without consent of Postmaster-General	819	321
subletting permissible with consent	820	322
regulations under which subcontracts made	821	322
lien of employe of contractor	822	323
annulment of, when sublet, authorized	823	324
notice of, to be given Auditor	824	324
<b>Contractors.</b> (See BIDDERS; PROPOSALS; CONTRACTS FOR CARRYING THE MAIL.)		
transfer of debts to	224	103
finable for delinquencies	848	329
subject to deductions for delays	848	329
causes for which fines imposable	849	330
deductions made	850	330
duty of, to deliver mail into post-office	851	331
<b>Contract sections,</b> country to be divided into	774	305
<b>Contributions</b> for political purposes forbidden	78	56
penalties for soliciting, giving, or receiving	78-81	56
letter carriers not to solicit	641	265
641	265	
<b>Controversy</b> forbidden to letter carriers on duty		
<b>Conventions.</b> (See POSTAL CONVENTIONS.)		
notices of, may be posted in post-offices	479	208
<b>Conversion,</b> postmaster liable for, of letters, papers, &c	697	282
<b>Copyright,</b> foreign publication which violates, unmailable	341	145
books, &c., may be sent free to Librarian of Congress	420	180
<b>Corisco,</b> mails exchanged with	389	164
<b>Corporation,</b> letters addressed to officers of, how delivered	566	238
mail addressed to, how delivered	570	239
employes of, may use letter box of	492	214
<b>Corrections</b> of postmasters' accounts, how to be entered	243	111
<b>Correspondence.</b> (See FIRST-CLASS MATTER; FOREIGN MAIL MATTER; LETTERS.)		
how conducted with Department	503	218
official, in Railway Mail Service, how conducted	963	355
<b>Costa Rica,</b> mails exchanged with	389	103
<b>Counting mail,</b> how done in railway post-office	1018	367

	Sec.	Page.
<b>Conpon</b> to manifold registered pouch bill must be detached and returned by receiving office.....	1101	412
entries on, by mailing office.....	1184	410
<b>Courtesy</b> enjoined on railway postal clerks.....	928	350
on letter-carriers.....	641	265
on special-delivery messengers.....	674	276
<b>Court-houses</b> to be supplied with mail.....	727-730	283
<b>Court of Claims</b> , jurisdiction of, over claims arising in Department.....	123-130	70
<b>Courts</b> , jurisdiction of, of postal actions.....	281	125
of crimes against postal laws.....	1433	487
<b>Crane</b> , use of, at catcher station.....	610	252
how kept in repair.....	893	342
<b>Credits</b> , how entered in postal account.....	243	111
when, allowed in suits.....	292	128
what, so allowed.....	293	128
for lost stamps, &c., when allowed.....	273	122
<b>Crimes</b> , punishment for:		
acting as officer, where adversely interested.....	93	61
aiding claims, &c., while member of Congress or officer.....	136	74
borrowing public moneys of custodian.....	186	92
breaking into post-office.....	1458	496
burglary of post-office.....	1458	496
conspiracy to defraud the United States.....	1472	502
contractors' wrongful failure to perform service in carrying the mails.....	803	317
counterfeiting bid or bond.....	1459	497
postage stamps.....	1438	489
foreign postage stamps.....	1439	489
money orders.....	1437	488
stamped envelopes.....	1438	489
postal cards.....	1438	489
mail key.....	1457	496
deserting the mail.....	1454	495
destroying letters by postal employés.....	1447	492
newspapers in mail.....	1451	495
detaining letters, &c., by postal employés.....	1447	492
newspapers.....	1451	495
embezzlement of letters containing inclosures by postal employés.....	1442	490
Government property.....	1444	491
loaning or using public moneys.....	1446	492
opening letters, &c.....	1449	493
of newspapers in mail.....	1451	495
money-order funds.....	1449	493
failure to deposit revenues.....	1464	499
affix postage-due stamps.....	557	233
make reports or returns.....	102	65
false presentation of officer.....	1472	502
returns of business.....	259	116
special-delivery business.....	696	273
forging of money orders.....	1437	488
postage stamps, &c.....	1438	489
foreign postage stamps.....	1439	480
mail locks or keys.....	1457	496
giving to or receiving from another officer or employé money, &c., for political purposes.....	81	57
injuring mail bags.....	1456	496
street-mailing boxes.....	1440	489
or matter therein.....	1441	489
intercepting letters.....	1448	493
issuing money orders without having first received money.....	1257	429
larceny of Government property.....	1444	491
loaning public moneys.....	1446	492
making public contract in which member of Congress is interested.....	81	60
member of Congress being interested in public contract.....	91	60
obstructing the mail.....	725	292
correspondence.....	1448	493
opening letters by postal employé, unlawfully.....	1447	492
any person, unlawfully.....	1449	493
painting "U. S. Mail" on vessel or vehicle.....	1466	499
procuring office or contract while member of Congress for consideration.....	135	74
promoting or degrading any officer, clerk, &c., for giving or refusing to contribute for political purposes.....	80	57
prying into business or secrets of another by opening letter.....	1448	493
purloining Government property.....	1455	495
receiving articles stolen from mail.....	1450	494
removing stamps, unlawfully.....	1467	499
cancellation from stamps.....	1468	499
robbery of the mail..... or selling or using same thereafter.....	1469	500
attempts to do so.....	1452	495
	1453	495

	Sec.	Page.
<b>Crimes, punishment for—Continued.</b>		
scheme to defraud by use of mail .....	1460	497
secretary letters, &c. ....	1448	493
selling stamps for more or less than lawful price .....	174	89
sending lottery matter in mails .....	379	159
matter in mails relating to gift concerts .....	379	159
obscene matter in mails .....	380	159
soliciting or receiving contributions for political purposes .....	78	56
stealing mail bags .....	1455	495
mail locks or keys .....	1457	496
mail matter .....	1449	493
newspapers from mail .....	1451	495
post-office property .....	1455	495
submitting false evidence as to publication .....	946	146
swearing falsely as to responsibility of surety on bidders' bond .....	780	309
taking from or giving gifts to official superiors .....	82	57
unlawful detention of mail matter to prevent arrival or delivery .....	508	220
unauthorized deposit of public moneys .....	1446	492
using penalty envelope unlawfully .....	415	176
using public moneys .....	1446	492
<b>Cuba, mails exchanged with .....</b>	<b>389</b>	<b>164</b>
<b>Cumbersome packages, too large for delivery by carriers, how disposed of .....</b>	<b>656</b>	<b>270</b>
<b>Curaçoa, mails exchanged with .....</b>	<b>389</b>	<b>164</b>
<b>Currency, what, accepted for stamps, &amp;c</b>	<b>178</b>	<b>90</b>
not to accept mutilated .....	<b>177</b>	<b>90</b>
money in postmasters' hands must be .....	<b>187</b>	<b>93</b>
deposits must be in .....	<b>196</b>	<b>96</b>
for redemption, no fee for registering .....	<b>1047</b>	<b>374</b>
manner of registering .....	<b>1048</b>	<b>374</b>
<b>Customs duties, registered matter liable to, how treated .....</b>	<b>1165</b>	<b>404</b>
treatment of matter supposed to be subject to .....	<b>621</b>	<b>258</b>
of matter sealed against inspection .....	<b>620</b>	<b>258</b>
of unsealed packages .....	<b>621</b>	<b>258</b>
of books .....	<b>621</b>	<b>258</b>
of overweight packages from Canada .....	<b>621</b>	<b>259</b>
of seeds from Canada .....	<b>621</b>	<b>259</b>
collection of, at office of destination .....	<b>622</b>	<b>259</b>
of books from Canada in railway post-offices .....	<b>1008</b>	<b>366</b>
<b>Cyprus, Island of, mails exchanged with .....</b>	<b>389</b>	<b>163</b>
<b>Dagana, mails exchanged with .....</b>	<b>389</b>	<b>163</b>
<b>Damaged registered matter, how treated .....</b>	<b>1097</b>	<b>386</b>
packages with tag envelopes attached .....	<b>1098</b>	<b>386</b>
stamp packages, how treated .....	<b>1099</b>	<b>387</b>
<b>Damao, mails exchanged with .....</b>	<b>389</b>	<b>164</b>
<b>Danish colonies, mails exchanged with .....</b>	<b>389</b>	<b>163</b>
<b>Dead-Letter Office, superintendent, his appointment and salary .....</b>	<b>6</b>	<b>11</b>
organization of .....	<b>7</b>	<b>27</b>
work of, opening division .....	<b>7</b>	<b>27</b>
unavailable and property division .....	<b>7</b>	<b>28</b>
money division .....	<b>7</b>	<b>28</b>
minor division .....	<b>7</b>	<b>28</b>
returning division .....	<b>7</b>	<b>28</b>
foreign division .....	<b>7</b>	<b>28</b>
established as separate office .....	<b>424</b>	<b>181</b>
assignment of duties thereto .....	<b>7</b>	<b>27</b>
treatment of dead matter in .....	<b>424</b>	<b>282</b>
examination of returns .....	<b>425</b>	<b>118</b>
unavailable matter examined .....	<b>425</b>	<b>182</b>
misdirected matter, returned or forwarded .....	<b>425</b>	<b>183</b>
hotel or fictitious matter, how treated .....	<b>425</b>	<b>183</b>
unclaimed matter from free-delivery offices, and credit for postage due .....	<b>425</b>	<b>183</b>
returns from other offices examined .....	<b>425</b>	<b>183</b>
opening dead letters .....	<b>426</b>	<b>183</b>
record of valuable letters kept .....	<b>427</b>	<b>183</b>
money letters, how disposed of .....	<b>428</b>	<b>184</b>
other valuable inclosures, how disposed of .....	<b>429</b>	<b>184</b>
parcels of third and fourth class matter .....	<b>430</b>	<b>184</b>
letters without valuable inclosures, how returned .....	<b>431</b>	<b>185</b>
printed matter without value sold as waste paper .....	<b>432</b>	<b>185</b>
magazines, pictorial, &c., sent to hospitals, &c .....	<b>432</b>	<b>185</b>
obscene and lottery matter to be destroyed .....	<b>433</b>	<b>185</b>
foreign dead letters returned to country of origin .....	<b>435</b>	<b>185</b>
returns to, of unclaimed matter .....	<b>605</b>	<b>249</b>
what dead matter to be sent to .....	<b>602</b>	<b>243</b>
returns of unavailable matter to .....	<b>608</b>	<b>250</b>
how made up and sent .....	<b>609</b>	<b>251</b>
return of letters received from .....	<b>680</b>	<b>242</b>
manner of sending registered matter to .....	<b>1138</b>	<b>399</b>
domestic undelivered registered letters not to be sent to .....	<b>1138</b>	<b>399</b>
foreign undelivered registered letters to be sent to .....	<b>1162</b>	<b>404</b>



	Sec.	Page.
<b>Dead-Letter Office</b> —Continued.		
registry return receipts not to be sent to .....	1161	404
<b>Dead letters.</b> (See DEAD-LETTER OFFICE.)		
estimates for .....	213	100
<b>Dead matter.</b> (See MAIL MATTER; DEAD-LETTER OFFICE.)		
consists of unclaimed, refused, fictitious, illegible, "hotel," obscene, lottery .....	602	248
disposal of same, return to Dead-Letter Office .....	609	250
returns of unmailable, how made up and transmitted .....	609	251
unclaimed .....	607	250
second class, how disposed of .....	598	248
refused, how treated .....	601	248
<b>Debits, how entered in postal accounts</b> .....	243	110
<b>Debts, priority of, due to United States</b> .....	312	132
proceedings to collect .....	279	125
postal clerks must pay just and honest .....	930	350
letter carriers must not contract .....	641	266
<b>Deceased person, mail matter addressed to, how disposed of</b> .....	569	239
<b>Deceased postmasters, accounts of, how rendered</b> .....	250	114
<b>Deductions.</b> (See FINES AND DEDUCTIONS.)		
for contractors' failures, when may be made .....	848	329
causes for which, may be made .....	850	330
excuses for delinquencies, how made .....	859	333
by postmasters from their receipts .....	221	102
vouchers to be sent for .....	222	103
of pay of railway postal clerks to be noted on pay roll .....	236	107
<b>Defacement of postage stamps required</b> .....	516	222
<b>Defective locks on pouches containing registered matter, treatment of</b> .....	1088	384
<b>Deficiency in address of letter, when to be supplied</b> .....	563	236
<b>Delinquencies.</b> (See FINES AND DEDUCTIONS.)		
contractors for carrying the mails may be fined for .....	848	329
what delinquencies finable .....	849	330
excuses for, how made .....	859	333
<b>Delivery, when to be kept open in post-office</b> .....	482	210
of ordinary mail matter must be from post-office of address .....	565	236
exceptions to this rule .....	565	237
must be to addressee or to his order .....	566	237
order, when implied .....	566	237
when to be filed in writing .....	566	237
proof of identity, when required .....	566	237
when two or more persons of same name .....	566	237
addressed to one in care of another .....	566	237
several, deliverable to any one .....	566	238
public official, to officer not person, when .....	566	238
husband, of wife's mail, when .....	566	238
official letters to pensioners .....	567	238
to minors, and when to parents and guardians .....	568	239
of matter addressed to deceased persons .....	569	239
to partnerships and corporations .....	570	239
receiver to be appointed, when .....	571	240
to assignee or receiver, when .....	572	240
according to a agreement of parties .....	573	241
to fictitious addresses, rules for .....	574	241
to agent of club, when permitted .....	575	241
to mail carriers, when permitted .....	576	242
injunctions of courts in respect to, to be obeyed .....	577	242
of letters opened by mistake, how made .....	578	242
of second-class matter, how made .....	579	242
of valuable letters from Dead-Letter Office .....	580	242
of unmailable matter, when, required .....	581	243
condition of delivery .....	581	243
of mail matter at letter-carrier offices to be prompt and frequent .....	626	260
instructions for letter carriers in .....	648	268
to exercise care .....	649.	268
to collect postage due .....	650	268
use of directory to ascertain addresses .....	651	268
rules for letter-carriers respecting .....	652	269
packages too large for, how disposed of .....	656	270
at houses where vicious dogs are kept not to be made .....	657	270
of transient or "To-be-called for" letters .....	658	270
of matter bearing special-delivery stamps .....	688	279
hours within which, to be made .....	688	279
to be made with greatest dispatch .....	686	279
need not be made on Sunday .....	688	280
but addressee notified .....	688	280
of special-delivery letters, to whom, to be made .....	689	280
within what limits, to be made .....	690	280
receipts to be taken upon .....	691	280
of registered special-delivery matter .....	692	281
record of, to be kept, and how .....	693	281
of registered matter at letter-carrier offices .....	1116	392

	Sec.	Page.
<b>Delivery</b> of registered matter—Continued.		
when, to be at general delivery	1116	392
receipt to be in delivery-book, when	1117	393
to be taken on	1118	393
to be made by carriers, when	1119	393
name of carrier making, to appear	1120	393
care in, identification of addressee	1121	394
of special-delivery matter	1122	394
postmasters responsible for wrong	1123	394
frequent efforts to make	1124	394
signature of receiver required	1125	394
of matter when addressee is dead	1127	395
or insane	1128	395
<b>Denmark</b> , mails exchanged with	389	103
money order payable in, should be retained by remitter as receipt	1341	455
indirect exchange of international money orders through Germany payable in	1323	449
advice of money order issued in, for United States, retained by exchange office of issuing country	1351	458
international money orders payable in	1322	448
<b>Department.</b> ( <i>See</i> POST-OFFICE DEPARTMENT.)		
<b>Departmental telegraphs</b> , operator for, detailed	137	75
use of limited	137	75
<b>Departures.</b> ( <i>See</i> ARRIVALS AND DEPARTURES.)		
<b>Depositaries.</b> ( <i>See</i> DEPOSITS.)		
duties of postmasters who are	197	96
accounts of, to be separately kept	198	97
report of, how to be made	198	97
to make deposits, how	199	97
statement of, quarterly	199	97
<b>Deposits</b> of postal revenues, transfer of, how made	210	99
by disbursing officer, how made	56	47
when, required of letter-box holders	495	214
rules governing	183	92
to be only in national banks	185	92
or with designated depositaries	185	92
private banks cannot receive	186	92
punishment for so receiving	186	92
at offices where there is a Treasury or sub-treasury	188	93
when to be made by postmasters	188	93
must be of entire balance	189	94
how made, and in what	189	94
by retiring postmasters, when made	190	94
failure to make, is embezzlement	1403, 1404	498
to be reported	192	94
cause for removal	191	94
letter of transmittal to be sent with	193	95
credit taken for, only on receipt of certificate	194	95
errors in certificates, how corrected	194	95
lost certificate, how duplicated	195	96
in what manner, made	196	96
may be remitted by draft	196	96
how remittance to be sent	196	96
duties of depositaries	197	96
accounts and reports of	198	97
by depositaries in their turn	199	97
how, brought into the Treasury	200	97
<b>Depredations</b> on the mails, estimates for	213	100
division of, under charge of Chief Post-Office Inspector	7	16
postmasters to report cases of	700, 701	284
punishment of. ( <i>See</i> CRIMES.)		
<b>Desirade or Desenda</b> , mails exchanged with	389	163
<b>Destructive matter</b> is unmailable	368	153
consists of what	369	153
conditions under which some articles of, admitted	369	153
how treated at mailing office	528	225
when to be delivered to addressee	581	243
disposed of under direction of superintendent of Dead-Letter Office, when	528	226
<b>Detail</b> of clerks in Railway Mail Service	911	348
<b>Detention</b> of mail matter by postmaster, penalty for	508	220
by other employes	1447	492
of newspapers	1451	495
<b>Detroit and Chicago</b> (railway post-office), exchange office with Canada	616	255
<b>Detroit and Peru</b> (railway post-office), exchange office with Canada	616	255
<b>Directory</b> to be used by letter carriers in ascertaining addresses	651	268
<b>Direct packages</b> , how made up	589	229
how made up for horse routes	540	229
by railway postal clerks	989	361
for Washington, D. C.	900	361
<b>Disbursing agents</b> , what postmasters may be	225	103
for what purposes	225	103

	Soc.	Page.
<b>Disbursing agents</b> —Continued.		
when to make disbursements	228	104
to be allowed no expenses for payments	227	104
payments to letter carriers	220	104
railway postal clerks	230	105
<b>Disbursing clerk.</b> (See SUPERINTENDENT OF BUILDING.)		
must give bond	52, 53	45, 46
how to make requisition for money	53	46
to make payment of salaries	54	46
disbursements for topographer's office	55	46
how to make deposits	56	47
forbidden to exchange funds	57	47
cash in hands of, to be verified	58	47
settlement of accounts of	59	48
to inventory Department property	62	50
to pay money into Treasury	64	51
<b>Disbursements, when to be made.</b>	228	104
from postal revenues, how made	211	99
<b>Discontinuance of post office, when to be ordered</b>	439	188
disposal of property thereupon	485	211
mail matter, how delivered thereafter	565	237
disposition of mail key upon	884	340
of service on post-roads	817	321
on mail-route, indemnity for	817	321
<b>Discases, contagious, duty of postmaster in respect to</b>	603	283
<b>Distribution of mails at post-offices, general directions as to</b>	534	228
to be upon official schemes	535	228
made "by States"	536	228
for railroad and stage lines	537	229
when to be in separate packages	538	229
direct packages	539	229
when in direct packages for horse routes	540	229
how put in pouches, not loose or under straps	541	229
of mails by schemes in railway post-offices	998	363
railway postal clerks	988	361
<b>Districing cities for letter-carrier delivery</b>	625	260
<b>District of Columbia, rent of buildings in</b>	75	54
advertising in, limited	95	62
<b>Dia, mails exchanged with</b>	389	164
<b>Division of appointments, appointment and salary of chief of</b>	6	11
work of	7	17
of free delivery, work of	7	18
of salaries and allowances, work of	7	18
of correspondence, work of	7	19
contract, work of	7	20
of inspection, work of	7	20
of mail equipment	7	21
of post-office supplies, work assigned to	7	18
of postage stamps, chief of	6	11
of inspection, chief of	6	11
of finance, chief of	6	11
work of	7	23
of postage stamps, &c., work of	7	24
of registration, work of	7	25
of files, records and mails	7	25
of Railway Mail Service	897	344
offices of superintendents of	897	344
of railway adjustment, appointment of superintendent of	5	11
<b>Division superintendents of Railway Mail Service</b>	7	22
appointment of, and assignment of duty	897	344
salaries of	897	344
duties of, to recommend promotions	901	345
to assign clerks for	909	347
may detail clerks from one route to another	911	348
when to report incompetent clerks	914	348
respecting arrivals and departures of mail	959	354
voluntary examinations of clerks	967	356
may grant leaves of absence	970	357
to forward resignations	974	358
and certificate of disability	973	358
to issue instructions for delivery of mails where trains do not stop	1017	367
may detail clerks for transfer service	1019	367
to keep record of errors by transfer clerks	1021	368
in respect to messenger service	1032	370
to changes of service	1033	370
to Canadian mail-matter misssent	1037	371
in investigation of losses	1038	371
when to turn cases over to inspective force	1038	371
reports to be made to—		
by postal clerks, of failure to return registered package receipts	1231	421

	Sec.	Page.
<b>Division superintendents of Railway Mail Service—Continued.</b>		
reports to be made to—		
by postal clerks, of failure of postmaster to properly fill out registered pack-		
ago receipt	1220	420
send registered package receipt	1225	420
registry books to be furnished to postal clerks by	1221	419
postmasters must observe schemes furnished by, in dispatching registered matter	1081	383
<b>Dogs</b> , delivery by letter-carriers at houses where vicious, are kept	657	270
<b>Dominican Republic</b> , mails exchanged with	369	163
<b>Dominica, West Indies</b> , mails exchanged with	389	164
<b>Double postage</b> , when chargeable on domestic matter	320	135
on foreign matter	398	169
on ship letters	841	328
when to be collected	558	233
<b>Doubt</b> , postmasters in, to ask instructions	502	218
<b>Drafts</b> , postmasters may remit postal funds to depositaries by	196	96
collection of balances by	201	96
duties of postmaster receiving	201	96
duty of drawee	202	97
Auditor to be notified of payment	203	98
non-payment	204	98
report on failure to collect	205	98
responsibility for, when uncollected	206	98
neglect to collect, ground for removal	207	98
suits upon, when instituted	208	98
renewal of, when lost	317	134
duplicate, how issued	317	134
collection, when lost, how renewed	318	134
for collection, when to be entered in account	243	110
of Treasurer, all moneys subject to	220	102
<b>Drawers</b> to be provided in fourth-class offices	488	212
<b>Drop letters</b> defined	326	137
may be sent to another post-office within 3 miles	326	137
how treated, if unclaimed	326	138
when, not to be returned to writer	594	247
<b>Duplicate certificates</b> of deposit, when issued	197	96
warrants, when issued	315	133
draft, when issued	317	134
<b>Dutiable matter</b> , treatment of, at exchange offices	621	258
at offices of destination	622	259
in railway post-offices	1008	366
<b>Ecuador</b> , mails exchanged with	389	163
<b>El Paso, Tex.</b> , exchange office with Mexico	616	255
<b>Egypt</b> , mails exchanged with	389	163
Italian office of, mails exchanged with	389	164
money-order payable in, should be retained by remitter as receipt	1341	455
international money orders payable in	1322	448
<b>Embezzlement.</b> (See CHIEFS.)		
by postal employé of letters containing inclosures	1442	490
of letters by any person	1449	493
of newspapers in mail	1451	495
of mail-bag or other property	1455	495
of money-order funds	1372	468
of key to mail lock	1457	496
by postmaster, failing to deposit revenues	1463	498
with proper depository	1464	499
loaning, using, or depositing in unauthorized bank	1446	492
<b>Employés</b> not to be interested in contract for carrying mail	92	61
in post-offices, when to be classified	497	216
to receive no fees or perquisites	212	100
in Department, employed only as per appropriation	12	30
<b>Employment</b> , restrictions upon, in the Departments	10	29
except as per appropriation	12	30
<b>Entries</b> , how made in registry delivery book	1110	389
<b>Entry</b> of second-class publication, payment for	333	140
how admitted	333	141
certificate of, when granted	334	142
<b>Epidemics</b> , duty of postmaster in respect to	698	283
<b>Equipment.</b> (See SUPPLIES.)		
of post-offices	487-494	212
of mail bags, locks, and keys	860	333
<b>Errors</b> , record of, by transfer clerks	1021	368
must be noted by railway postal clerks	995	363
<b>Estimates</b> , annual, for Department service	104	65
how and when made	105	66
amounts to be designated	106	66
what to specify	107	66
for printing and binding	108	66
for salaries, to be on existing law	109	67
explanations of, required	110	67

	Sec.	Page.
<b>Estimates</b> —Continued.		
for postal service, to be submitted.....	213	100
car service, to be separate.....	213	100
<b>Examination, case.</b> ( <i>See</i> CASE EXAMINATION.)		
of second-class matter at mailing office.....	343	145
rules for examination.....	344	145
<b>Examinations</b> of criminals, postmasters to report.....	703	285
<b>Exchange post-offices</b> , return receipts must be prepared by.....	1169	405
record and dispatch of return receipts by.....	1176	407
registered matter to be postmarked at.....	1170	405
registration label must be used by.....	1171	405
rules for dispatching registered matter from.....	1172	406
as to insufficiently paid matter at.....	1173-4	407
treatment of foreign registered matter received by.....	1175	407
<b>Executors</b> , liability of, for debts due United States.....	313	133
<b>Exemptions</b> of railway postal clerks from militia duty.....	697	282
but not from road duty.....	977	359
nor jury duty.....	977	359
of postmasters from militia duty.....	697	282
<b>Exchange of funds</b> , disbursing officers not to make.....	57	47
<b>Exchange</b> of pouches.....	1013	366
<b>Exchange post-offices</b> , list of, and countries with which exchanges are made.....	616	254
treatment of mail matter in.....	617	255
<b>Excuses</b> for contractors' delinquencies, how made.....	859	333
<b>Exigency purchases</b> , when authorized.....	60	49
how to be made.....	60	49
<b>Expenditures</b> , appropriation must be made for.....	211	99
from postal revenues.....	214	100
no fees allowed postal employes.....	212	100
estimates for postal service.....	213	100
unexpended balances carried to surplus fund.....	216	101
covered into Treasury after two years.....	216	101
how made, payments from Treasury.....	217	102
by deductions from postmasters.....	221	102
by disbursements by postmasters.....	225	103
how to be entered in postal account.....	243	111
for Department, how made.....	60	48
Postmaster-General to control.....	2	9
for contingent expenses limited.....	60	49
limitations upon.....	67-75	52
double salaries forbidden.....	67	52
no compensation for extra service.....	68	52
miscellaneous, estimates for.....	213	100
<b>Express trains</b> , when registered matter may be sent by.....	1073	381
<b>Extension of mail service</b> on routes, authorized, and limits of.....	814	320
<b>Extra postage</b> not to be charged by letter carriers.....	662	271
<b>Extra duty</b> , when may be required.....	76	55
<b>Faced up</b> , letters and circulars to be.....	991	881
<b>Facing slips</b> furnished to post-offices.....	469	203
printed, when furnished.....	472	204
how to be used by postmasters.....	543	230
use of, in railway post-office.....	994	362
disposition of.....	996	363
absence of, to be noted.....	997	363
<b>Failing contractor</b> , service, how let, in case of.....	799	815
liability of, on bond.....	779	808
when temporary service employed.....	797	315
supplied.....	800	316
punishment of, for wrongful failure to fulfill contract.....	803	317
<b>Failure</b> to return registered-package receipt.....	1091	385
registry bill.....	1092	385
send registry bill or receipt.....	1105	388
<b>Falkland Islands</b> , mails exchanged with.....	389	164
international money orders payable in.....	1322	448
<b>False evidence</b> relative to admission to pound rate, penalty for.....	346	146
postmasters to report.....	347	146
<b>False pretenses</b> , letters and circulars to defraud the public by, unmailable.....	379	159
obtaining key by, punishable.....	1457	496
<b>False returns</b> , penalty for making.....	259	116
of special-delivery business.....	666	273
<b>Faroe Islands</b> , mails exchanged with.....	389	163
<b>Fee</b> , registry, limit of.....	1045, 1046	374
when not prepaid, report to be made.....	1114	391
<b>Fees</b> , employes not to receive.....	212	100
letter-carriers not to exact.....	662	271
for registered matter.....	1045	374
not to be collected upon delivery of registered matter.....	1114	391
for special-delivery service.....	684	273
<b>Fernando Po, Island of</b> , mails exchanged with.....	389	164
<b>Ferrymen</b> on post roads exempt from militia duty.....	697	282

	Sec.	Page.
<b>Ferryman</b> —Continued.		
on post roads exempt from militia duty, but from no other State duties	697	282
delaying mail, how punished	726	293
<b>Fictitious addresses</b> , disposal of mail matter bearing	574	241
not to be delivered by letter carrier	655	270
nor registered	1043	373
advertised	589	246
when treated as "dead"	602	249
how treated in Dead-Letter Office	425	183
<b>Figures</b> , to designate number of letter-carrier, prescribed	644	267
<b>Fines</b> for violations of postal laws paid to postal revenues	303	131
disposal of moneys voluntarily paid, how deposited	306	131
remission or compromise of	309	132
<b>Firms and deductions</b> , when made for contractors' failures, &c	848	329
causes for which fines imposed	849	330
deductions made	850	330
railroad companies subject to	848	330
railroad, mails exchanged with	389	104
<b>Fire</b> , loss by, how entered in account	241	110
claims for credit for losses by	273	122
<b>Firms</b> , mail addressed to, how delivered	570	239
<b>First Assistant Postmaster-General</b> , appointment and salary	4	10
duties assigned to office of	7	16
may approve bonds and sign contracts for supplies	85	58
requisitions made upon, for supplies	165	85
and furnished only by	469	203
blank books and returns	239	108
printed labels	247	113
blank reports of sales of stamps	257	116
bond and oath of postmaster to be sent to	443	189
to notify postmaster to renew bonds	450	193
duplicates of quarterly returns to be sent to	457	196
removals or employment of clerks in post-offices to be reported to	464	201
what inventories to be sent to	484	211
to designate postmaster to receive property upon the discontinuance of a post-office	485	211
report of key-deposit fund made to	495	215
report made to, of withdrawal of letter after dispatch	533	227
as to claim of mail matter addressed to deceased person	569	239
mail matter in dispute	570	239
fictitious addresses	574	241
unmailable matter	581	243
supplies for letter-carrier offices furnished by	684	271
registration records to be furnished by	1050	375
registry blanks to be furnished by	1051	378
foreign letter bill to be furnished by	1172	406
registered-pouch supplies to be furnished by	1181	409
letter of advice for registered pouches to be furnished by	1188	411
<b>First-class matter.</b> (See MAIL MATTER.)		
embraces letters and postal cards wholly or partly in writing	321	135
rate of postage on	322	136
how mailed and dispatched for special delivery	685	278
<b>Floods</b> , mail delayed by, may be delivered from another post-office	565	237
<b>Flores</b> , mails exchanged with	389	164
<b>Flour</b> , how, may be sent in mails	370	155
<b>Foochow</b> , mails exchanged with	389	163
<b>Foreign closed mails</b> , how received and forwarded	620	258
<b>Foreign countries</b> , insufficiently prepaid registered matter from, how treated	1174	407
registered matter for, must be marked "foreign"	1158	403
package envelopes addressed to, how treated	1156	403
restrictions on registration to	1153	402
rules as to registering matter to	1151	401
<b>Foreign letters.</b> (See FOREIGN MAILS; FOREIGN MAIL MATTER; FOREIGN POSTAGE.)		
how to be advertised when uncalled for	583	245
when dead, subject to conventional stipulations	434	185
to be returned to country of origin	435	185
so returned from Dead-Letter Office	435	185
<b>Foreign mail</b> , transportation of, through United States	831	325
treated as domestic mail	832	326
in "closed mails," how treated	620	258
supposed liable to customs duty, how treated	621	258
treatment of, at exchange office	618	257
to be sent by route designated	615	254
postal clerks to so forward	1036	371
<b>Foreign mail matter</b> , treatment of, in exchange offices	618	257
treatment of, at office of destination	619	257
customs duties, on how collected	621, 622	258
postal conventions with foreign countries	383	161
publication of same	384	161
how printed	385	162

	Sec.	Page.
<b>Foreign mail matter</b> —Continued.		
foreign mails, how exchanged.....	388	162
Universal Postal Union countries, list of.....	389	163
countries reached through intermediary.....	390	165
rates to non-Postal Union countries.....	391	166
classification of, with Postal Union countries.....	392	166
postal cards, dimensions of.....	393	166
with paid reply on, two cents.....	393	166
commercial papers embrace what.....	394	167
printed matter includes what.....	395	167
samples of merchandise, dimensions of, and rules for inclosing.....	397	168
as to various coun- tries.....	397	168
liquids, to what foreign countries samples may be sent.....	397	168
rates and payment of postage.....	398	169
letters, five cents per half ounce if prepaid.....	398	169
double that rate if not prepaid.....	398	169
postal cards, two cents each.....	398	169
with paid reply, two cents on each part.....	398	169
printed matter, five cents for each two ounces.....	398	169
prepayment of letters not required.....	398	169
compound packages, how, may be sent.....	398	169
recall or change of address, how made.....	400	170
unmailable matter in.....	401	170
<b>Foreign mail service</b> , transportation of domestic mail through foreign countries.....	825	324
contracts for, between this and other countries.....	826	324
how mails may be carried.....	827	325
limit of compensation for.....	828	325
contractor may be fined.....	829	325
Congress may terminate contract.....	830	325
transportation of, through United States.....	831	325
foreign mails treated as domestic.....	832	326
rights of transportation in Postal Union countries.....	833	326
transportation charges.....	834	326
settlement of.....	835	327
<b>Foreign officials</b> , postmasters must not write to, on registered business.....	1167	405
<b>Foreign publications</b> , when admitted to pound rate.....	341	145
regulations for admission.....	342	145
general provisions:		
newspapers to be wrapped and dried.....	354	149
manner of folding and address.....	355	149
what marks or writing permissible on.....	356	149
bills, receipts, and orders for subscription may be inclosed with.....	356	149
form of list, bills, &c.....	357	149
<b>Foreign steamboat mail service</b> , when combined with inland.....	737	295
<b>Forfeitures</b> of letters seized, carried in violation of law.....	723-724	292
<b>Fort Gratiot and Chicago</b> (railway post-office), exchange office with.....	618	255
<b>Fort Gratiot and Detroit</b> (railway post-office), exchange office with Canada.....	616	255
<b>Forwarded</b> , prepaid letters may be.....	562	235
what may be, without charge.....	562	235
to be, with additional postage charged.....	562	235
at whose request.....	562	235
erroneously delivered matter to be.....	563	236
addressed, when to be.....	563	236
<b>Forwarded to be in next mail</b> .....	562	236
penalty envelopes not to be used for.....	562	236
letters under cover to postmaster, when.....	564	236
of special-delivery matter, when and how to be made.....	694	281
of registered matter, rules for.....	1113	390
of foreign registered matter, rule for.....	1166	405
<b>Fourth-class matter</b> , definition of.....	368	153
limit of weight as to.....	368	153
liquids, when admissible as.....	369	153
what liquids excluded.....	369	153
how prepare, for mailing.....	370	154
sharp-pointed instruments, how packed for mailing.....	370	155
powder, pepper, snuff, &c., how packed for mailing.....	370	155
queen bees, dried insects, reptiles, how to be packed.....	370	155
candies, confectionery, yeast cakes, and soap, how to be wrapped.....	370	155
pistols and revolvers, how sent in mails.....	370	155
flour, how sent in mail.....	370	155
permissible additions to.....	371	156
regulations for examination of.....	372	156
rate of postage on.....	373	156
"Fourth of July" observable as holiday.....	463	210
<b>France</b> , mails exchanged with.....	389	163
money-order exchange office for, is New York.....	1345	456
advice payable in, must be sent by remitter to payee.....	1340	455
maximum amount of money order payable in.....	1329	452
international money orders payable in.....	1322	443

	Sec.	Page.
<b>France</b> —Continued.		
money orders for, payable in francs and centimes.....	1327	451
issued in, forwarded to payees in United States.....	1350	458
<b>Franking privilege</b> granted to Mrs. Polk, Mrs. Garfield, and Mrs. Grant.....	412	174
regulation of.....	413	174
as to Congressional documents.....	409	173
records.....	410	173
as to seeds and agricultural reports.....	411	173
<b>Fraudulent payments</b> , when to be sued for.....	133	73
<b>Fraudulent schemes</b> , letters and circulars concerning, unmailable.....	379	159
penalty for depositing in mails.....	379	159
notes as to decisions thereon.....	379	159
using mails in aid of, punishable.....	1460	497
<b>Free county delivery</b> , to what subscribers made.....	421	180
regulations as to mailing.....	422	181
office of mailing.....	422	181
<b>Free county publications</b> , newspapers, when free in county.....	421	180
<b>Free delivery</b> , superintendent of, appointment and salary.....	6	11
<b>Free-delivery division</b> , work assigned to.....	7	18
<b>Free-delivery post-offices</b> , accounts of, how kept.....		
report of expenses of.....	254	115
rate of postage on newspapers at, when for delivery by carriers.....	255	115
rate on newspapers.....	352	148
second-class matter, how separated at.....	352	148
special-delivery messenger service at.....	353	148
employment of messengers therefor.....	672	275
their duties and service.....	672	275
	672-680	275
<b>Free-delivery service.</b> (See LETTER CARRIERS.)		
in what places to be established.....	623	259
application for, how made.....	624	260
districting of cities therefor.....	625	260
prompt and frequent deliveries required.....	626	260
postmasters to supervise, their duties.....	628	261
street mailing boxes, establishment of.....	629	261
regulations respecting.....	630	261
letter carriers, their appointment, promotion, leaves, &c.....	631	262
rules for behavior of.....	641	265
their suspension and removal.....	642	266
uniform to be provided.....	643	266
penalty for unlawful wearing of same.....	643	266
general duties of letter carriers.....	647-651	268
rules governing delivery by letter carriers.....	652-662	269
supplies for, how furnished.....	664	271
postmasters to report operations of.....	663	271
<b>Free matter.</b> Congressional documents may be franked.....	409	173
Congressional Record, or part thereof, or speeches therefrom.....	410	174
seeds and agricultural reports.....	411	174
franking privilege, to whom granted.....	412	174
regulation of.....	413	174
census matter, how sent in the mails.....	414	175
official or penalty envelopes.....	415	175
regulations as to use of.....	416	177
reports of agricultural colleges.....	417	178
bulletins and reports of agricultural experiment stations.....	418	178
regulations for transmission of.....	419	179
copy-right books to Librarian of Congress.....	420	180
second-class matter within county.....	421	180
regulations respecting mailing of.....	422	180
in foreign mails, official correspondence only.....	423	181
<b>French colonies</b> , mails exchanged with.....	389	163
<b>French Guiana</b> , mails exchanged with.....	389	163
<b>Furniture</b> for post-offices, estimates for.....	213	100
allowances for, when made.....	460	200
for letter-carrier offices, how furnished.....	604	271
in post-offices to be entered in inventory.....	242	110
<b>Fusam-po</b> , mails exchanged with.....	389	164
<b>Gifts</b> , letter carriers not to solicit.....	641	265
to superior officers forbidden.....	82	57
<b>Gift concerts</b> , letters and circulars concerning, unmailable.....	379	159
penalty for depositing in mails.....	379	159
<b>Gift enterprises</b> , fraudulent, payment of money orders to, when, may be stopped.....	1318	446
when registered matter may be returned.....	1130	396
<b>Goa</b> , mails exchanged with.....	389	164
<b>Gold Coast</b> , mails exchanged with.....	389	164
<b>Gorce</b> , mails exchanged with.....	389	163
<b>Gozzo</b> , mails exchanged with.....	389	163
<b>Grand Bassam</b> , mails exchanged with.....	389	163
<b>Grant, Julia D.</b> , granted franking privilege.....	412	174
<b>Gratuitous service</b> in carrying the mails, when permissible.....	802	317
acceptance of, forbidden, when.....	13	31



	Sec.	Page.
<b>Great Britain</b> , money orders issued in, forwarded to payees in United States.....	1350	458
money order payable in, must be sent by remitter to payee.....	1340	455
registered matter from, cannot be recalled by senders.....	1168	405
money-order exchange office for, is New York.....	1345	456
mails exchanged with.....	389	163
international money orders payable in.....	1322	448
money orders for, payable in pounds, shillings, and pence.....	1327	451
maximum amount of order payable in.....	1329	452
<b>Greece</b> , mails exchanged with.....	389	164
<b>Greenland</b> , mails exchanged with.....	389	163
<b>Grenada, West Indies</b> , mails exchanged with.....	389	164
<b>Gross receipts</b> of post-offices, how, affect salaries.....	457	196
<b>Gudaloupe</b> , mails exchanged with.....	389	163
<b>Gudur</b> , mails exchanged with.....	389	163
<b>Guardian</b> of pensioner's children, when, may receive his letters.....	567	238
<b>Guatemala</b> , mails exchanged with.....	389	164
<b>Guides</b> to be entered in inventory.....	242	110
<b>Gaboon</b> , mails exchanged with.....	389	163
<b>Gambia</b> , international money orders payable in.....	1322	448
<b>Garfield, Lucretia R.</b> , granted franking privilege.....	412	174
<b>Garishment</b> , mail matter not subject to, while in postal custody.....	1129	396
<b>General Superintendent of Railway Mail Service.</b> (See RAILWAY MAIL SERVICE.)		
his appointment, &c.....	894	343
his duties, supervising service.....	895	343
as to mailability of matter.....	896	343
reports to Second Assistant Postmaster-General.....	7	21
postmasters to observe schemes for dispatch of registered matter furnished by.....	1081	383
registered pouches failing to arrive to be reported to.....	1188	411
registered-pouch schemes to be furnished by.....	1182	409
<b>Genanshin</b> , mails exchanged with.....	389	164
<b>German Empire</b> , money order exchange office for, is New York.....	1345	456
<b>Germany</b> , indirect exchange through, of international money orders payable in Denmark.....	1323	449
money orders for, payable in marks and pfennigs.....	1327	451
international money orders payable in.....	1322	448
money order payable in, should be retained by remitter as receipt.....	1341	455
mails exchanged with.....	389	163
indirect exchange through, of international money orders payable in Grand Duchy of Luxemburg.....	1323	449
advice of money order issued in, retained by exchange office of issuing country.....	1351	458
maximum amount of money order payable in.....	1329	452
<b>Gibraltar</b> , mails exchanged with.....	389	163
international money orders payable in.....	1322	448
<b>Hamilton, Ontario</b> , is money-order exchange office for Canada.....	1345	459
<b>Hand bills</b> not mailable as supplements.....	338	143
<b>Hand-to-hand receipts</b> for registered matter to be given whenever practicable.....	1071	381
<b>Hankow</b> , mails exchanged with.....	389	163
<b>Hatien</b> , mails exchanged with.....	389	163
<b>Hawaii</b> , money order exchange office for, is San Francisco.....	1345	456
international money orders payable in.....	1322	449
maximum amount of money order payable in.....	1329	452
money orders for, payable in dollars and cents.....	1327	451
order payable in, must be sent by remitter to payee.....	1340	455
orders issued in, forwarded to payees in United States.....	1350	458
<b>Hawaiian Islands</b> , mails exchanged with.....	389	164
<b>Hayti</b> , mails exchanged with.....	389	164
registered matter from, cannot be recalled by senders.....	1168	405
" <b>Held-for-postage</b> " matter, how treated in mailing office.....	525	224
when to be sent to dead-letter office.....	529	226
<b>Heligoland</b> , mails exchanged with.....	389	163
<b>Helpers</b> in railway post-office lines, salary and class of.....	906	347
<b>Highway taxes</b> , postmasters not exempt from.....	697	282
nor railway postal clerks.....	977	359
nor mail contractors.....	697	282
<b>Hindustan</b> , mails exchanged with.....	389	163
<b>Hobart</b> is money-order exchange office for Tasmania.....	1346	457
<b>Holidays</b> , when post-offices may close upon.....	483	210
<b>Honduras</b> , Republic of, mails exchanged with.....	389	164
<b>Hong-Kong</b> , mails exchanged with.....	389	163
international money orders payable in.....	1322	448
money order payable in, should be retained by remitter as receipt.....	1341	455
<b>Honolulu</b> is money-order exchange office for Hawaiian Kingdom.....	1346	457
<b>Hooks</b> , use of, in handling mail bags forbidden.....	544	230
same, by railway postal clerks.....	954	354
<b>Horse express</b> , when mail to be sent by, over railroad route.....	761	301
<b>Horse routes</b> , direct packages to be made up for, how.....	540	229
<b>Hotel</b> , use of letter box of, by guests.....	492	216
<b>Hotel matter</b> , bearing card of, not to be returned, when.....	594	247

	Sec.	Page.
<b>Hotel matter</b> —Continued.		
when treated as "dead".....	602	249
how disposed of in Dead-Letter Office.....	425	183
<b>Hours</b> of labor in Department.....	76	54
when Department to be open.....	76	54
clerks and employes to be present in.....	76	54
of business at post-offices for registry work.....	1044	374
at post-offices.....	481	210
when office to be open on Sunday.....	481	210
within which special deliveries to be made.....	688	279
<b>Hungary</b> , international money orders payable in.....	1322	448
indirect/exchange of international money orders through Switzerland, payable in.....	1324	449
<b>Husband</b> , no control over wife's letters.....	566	238
of deceased minor entitled to her letters.....	568	239
<b>Iceland</b> , mails exchanged with.....	389	163
international money orders payable in.....	1322	448
<b>Identity</b> , postmaster to be sure of addressee.....	566	237
payee or indorsee of money order.....	1290	437
may require proof of.....	1294	439
on delivery of registered matter.....	1121	394
responsibility of, for wrong delivery.....	1123	394
letter carriers to be sure of.....	649	268
<b>Ignorance</b> no excuse for disregard of regulations.....	1150	401
<b>Immoral use</b> , things intended for, unmailable.....	380	159
<b>Incidental expenses</b> , allowances for, at post-offices.....	465	202
<b>Increased celerity</b> , compensation for.....	815	320
when contract for, to be relet.....	816	321
<b>Increased service</b> , compensation for, how made.....	813	320
<b>Indecent publications</b> , when unmailable.....	380	159
<b>Indemnity</b> upon discontinuance or curtailment of service under contract.....	817	321
<b>Infectious diseases</b> , duty of postmaster in respect to.....	698	283
<b>Information</b> , postmasters not to give, as to mail matter, when.....	507	220
what, not to be given by clerks in Railway Mail Service.....	927	350
as to vacancies in Railway Mail Service not to be given, when.....	975	358
<b>Informers</b> entitled to half of penalties received, when.....	303	131
when, liable for costs of defendant.....	304	131
and fees of officers.....	805	131
<b>Injunctions</b> of courts to be obeyed.....	577	242
<b>Ink.</b> (See CANCELING INK.)		
<b>Inking pads</b> , how furnished postmasters.....	467	202
to be entered in inventory of post-office.....	242	110
to be returned to Department when unfit for use.....	486	212
<b>Inland steamboat mail service</b> , when combined with foreign.....	737	295
<b>Inner sacks</b> for certain exchanges of registered mails, none other to be used.....	1202	416
when, may be bagged with other mail.....	1205	416
pouched with other packages.....	1206	417
registered-package receipts to accompany.....	1204	416
must in every case be counted as one piece.....	1205	416
received, record of by postal clerks.....	1222	419
regulations concerning, postal clerk to be governed by.....	1233	421
postal clerks must receive and account for.....	1223	419
<b>Inner sack service</b> for through registered matter over route partly rail and partly star.....	1177	408
regulations governing.....	1202	416
kinds of sacks and locks used in.....	1203	416
offices between which, may be established.....	1204	416
<b>Inspection</b> of fuel for Department use.....	89	59
<b>Inspection of service</b> , deductions for contractors' failures.....	848	329
fines for delinquencies.....	848	329
causes for which fines imposed.....	849	330
causes for which deductions made.....	850	330
delivery of mails to way post-offices.....	851	331
registers of arrivals and departures of mail.....	352	331
postmasters to report delinquent carriers.....	853	331
all arrivals and departures.....	854	331
special reports of delinquencies, when required.....	855	332
when special reports to be made.....	856	332
postmasters to notify contractors of failures.....	857	332
regular reports, how sent and preserved.....	858	333
contractors' excuses for delinquencies.....	759	333
<b>Instructions</b> , when postmaster may ask special.....	502	218
<b>Interest</b> , postmasters not to receive, upon deposits.....	185	92
on balances due Department at 6 per cent.....	295	128
<b>International</b> registered pouches, dispatch of matter in.....	1152	402
<b>Intoxicating liquors</b> , letter carriers not to use.....	641	265
use of, prohibited by postal clerks on duty.....	929	350
excessive use of, off duty subjects to removal.....	929	350
not to be sold in room where post-office is kept.....	475	207
cannot be sent in the mails.....	369	153
<b>Inventory</b> of Department property to be made.....	62	50

	Sec.	Page.
<b>Inventory</b> —Continued.		
of public property, how kept by postmasters	242	110
<b>Ionian Isles</b> , mails exchanged with	389	164
<b>Ireland</b> , mails exchanged with	380	163
money-order exchange office, is New York	1345	456
payable in, must be sent by remitter to payee	1340	455
<b>Irregularities</b> in transmission of mails to be reported	1015	366
<b>Isle of Pines</b> , mails exchanged with	389	163
<b>Issue</b> of second-class publication must be regular	323	138
regularity of, defined	329	138
period of, may be changed	320	138
<b>Italy</b> , mails exchanged with	389	164
international money orders payable in	1322	448
money orders for, payable in lire and centesimi	1327	451
maximum amount of money order payable in	1329	452
money-order exchange office for, is New York	1345	456
payable in, should be retained by remitter as receipt	1341	455
advice of money order issued in, for United States, retained by exchange office in	1351	458
<b>Jamaica</b> , mails exchanged with	389	164
international money orders payable in	1322	449
money orders for, payable in pounds, shillings, and pence	1327	451
maximum amount of money order payable in	1329	452
money order payable in, must be sent by remitter to payee	1340	455
exchange office for, is New York	1345	456
money orders issued in, forwarded to payees in United States	1350	458
<b>Japan</b> , mails exchanged with	389	164
postal agency may be established in	39	40
international money orders payable in	1322	440
money orders for, payable in dollars and cents	1327	451
maximum amount of money order payable in	1329	452
money order payable in, should be retained by remitter as receipt	1341	455
exchange office for, is San Francisco	1345	456
advice of money order issued in, for United States, retained by exchange office of	1351	458
registered matter from, cannot be recalled by senders	1168	405
<b>Java</b> , mails exchanged with	389	164
<b>Jinsen, Corea</b> , mails exchanged with	389	164
<b>Jurisdiction</b> of actions under postal laws	280	125
<b>Jury duty</b> , postal officers not exempt from	697	282
<b>Karikal</b> , mails exchanged with	389	163
<b>Key deposits</b> , when required, and how refunded or forfeited	495	214
<b>Keys.</b> (See MAIL LOCKS AND KEYS.)		
to receiving boxes, letter carriers to return to post-office at night	654	269
regulations respecting care of	680	261
how furnished for letter-carrier offices	664	271
loss of, to be reported	630	201
to letter boxes in post-offices	405	214
deposit for safe return of, redemption and forfeiture thereof	495	214
punishment for malicious injury to	1440	489
stealing	1455	495
forging	1457	496
to rotary locks, how obtained	1180	409
safety of	1104	413
must be kept in safe	1194	413
damaged, how disposed of	1107	415
<b>Keys to brass locks.</b> (See BRASS LOCKS AND KEYS.)		
<b>Kingsston</b> is money-order exchange office for Jamaica	1346	457
<b>Kinngchow</b> , mails exchanged with	380	163
<b>Labels</b> , return of	1000	364
wooden or slide, how furnished to post-offices	473	204
printed, not to be defaced	1001	364
<b>Laban</b> , mails exchanged with	380	163
<b>Ladronc</b> , mails exchanged with	389	164
<b>Lagos</b> , mails exchanged with	389	164
<b>Land-grant railroads</b> to carry mails for compensation fixed by Congress	749	298
compensation fixed by Congress	750	298
Pacific railroads, account for transportation, how stated	764	302
rates of pay, how applied	762	301
<b>Laredo, Tex.</b> , exchange office with Mexico	610	255
<b>Larrache</b> , mails exchanged with	389	164
<b>Lascivious</b> books, prints, &c., unavailable	380	159
<b>Law clerk</b> , appointment and salary	5	11
<b>Lease</b> of buildings for Department use	75	54
of post-offices	466	202
of buildings in District of Columbia	75	54
<b>Leaves of absence.</b> (See ABSENCE.)		
rules governing, in Department	77	55
to letter carriers, how granted	639	266
to railway postal clerks	970	357
how granted for sickness	970	357
back-runs, how paid	971	357

	Sec.	Page.
<b>Leaves of absence</b> —Continued.		
substitutes for clerks on.....	972	357
for disability.....	973	358
<b>Leeward Islands</b> , international money orders payable in.....	1322	449
money orders for, payable in pounds, shillings, and pence.....	1327	451
maximum amount of money order payable in.....	1329	452
money order payable in, must be sent by remitter to payee.....	1340	455
exchange office for, is New York.....	1345	456
money orders issued in, forwarded to payees in United States.....	1350	458
<b>Legal proceedings</b> to collect debts and penalties.....	279	125
<b>Legal service</b> for Department, how obtained.....	73	53
<b>Les Saintes</b> , mails exchanged with.....	380	163
<b>Letter balances</b> , when furnished to post-offices.....	469	203
<b>Letter boxes</b> , how provided in post-offices.....	489	213
box holders may erect.....	490	213
but must pay rental therefor.....	490	213
rental to be prepaid.....	491	213
use of, regulated.....	492	213
names of holders not to be disclosed.....	493	214
record of holders and receipts to be kept.....	494	214
key deposits, when required and how applied.....	495	214
right of postmaster to use, regulated.....	492	214
when placed in railroad stations.....	1035	371
postal clerks to visit and get mail.....	1035	371
injury to, how punished.....	1440	489
matter therein.....	1441	489
<b>Letter carriers</b> , where to be employed.....	623	259
prompt and frequent deliveries required by.....	626	260
sale of postage stamps by.....	627	260
postmasters to supervise service.....	628	261
duty of, respecting street mailing boxes.....	630	261
classification and salaries of.....	631	262
payment of salaries to, how made.....	229	104
number of, to be limited.....	632	263
appointment and promotion of, how made.....	634	263
bonds and oaths required.....	635	264
application for appointment, how made.....	634	263
substitute, when employed, and pay of.....	636	264
vacancies, how filled.....	637	264
promotions of.....	638	265
leaves of absence, how granted.....	639	265
absence without leave, how dealt with.....	640	265
rules for behavior of.....	641	265
reprimand, suspension, and removal of.....	642	265
uniforms to be provided for.....	643	266
prescribed.....	643	266
penalty for unlawful wearing of.....	643	266
to provide their uniforms.....	645	267
to be numbered, number how indicated.....	644	267
inspection and repair of, uniforms, how made.....	646	267
general duties of.....	647	268
in delivery of mail matter.....	648	268
to exercise care in delivery.....	649	268
collect postage due and account for same.....	650	268
use directory to ascertain addresses.....	651	268
rules respecting delivery.....	652	269
their duties when mounted.....	653	269
to return undelivered matter, satchels and keys to office at night.....	654	269
collect mail matter from receiving boxes.....	659	270
receive letters for mailing.....	660	270
not to return deposited letters.....	661	271
to receive no fee or charge extra postage.....	663	271
books for registered matter, custody and examination of.....	1124	394
delivery of registered matter by.....	1119	393
names of, delivering registered matter, must be recorded.....	1120	393
not to accept matter for registration.....	1057	377
may carry mail to patrons from post-office, when.....	576	242
when and how to make special deliveries.....	679	277
<b>Letters</b> are first-class matter.....	321	135
preference of, over other matter in mails.....	738	295
may be carried out of mail by private bands, when.....	715	290
in stamped envelopes, how.....	716	135
seizure and detention of, carried in violation of law.....	721-724	291
postage on.....	322	136
to be dispatched if one full rate be paid.....	557	233
double postage on, when to be collected.....	558	233
prepayment optional to Postal Union countries.....	398	169
instructions as to mailing.....	516-530	222
registered. (See REGISTRY SYSTEM.)		
when to be returned. (See RETURN.)		

	Sec.	Page.
<b>Letters</b> —Continued.		
when to be forwarded. (See FORWARDED.)		
and how advertised. (See ADVERTISEMENT.)		
sent to Dead Letter Office. (See DEAD MATTER.)		
embezzlement of. (See EMBEZZLEMENT.)		
delivery of. (See DELIVERY.)		
special delivery of. (See SPECIAL-DELIVERY SERVICE.)		
detention of, by postmaster, penalty .....	508	220
by any employé .....	1447	492
opening of, penalty for. (See CRIMES.)		
opened by mistake, how treated .....	578	242
withdrawal after mailing. (See WITHDRAWAL.)		
ship. (See SHIP LETTERS.)		
steamboat. (See STEAMBOAT LETTERS.)		
not to be placed under straps of pouches .....	541	229
missent, how treated in post-offices .....	546	230
in railway post-offices .....	1016	367
received unsealed to be sealed and stamped by postmasters .....	522	223
(See MAIL MATTER; POSTAGE.)		
<b>Letter-sheet envelopes</b> , authority to provide .....	159	84
furnished only to Presidential offices .....	159	84
<b>Levant</b> , French post-offices in the, indirect exchange of international money orders for, how effected .....	1326	450
<b>Lewd publications</b> unmailable .....	380	159
<b>Liability</b> of person taking newspaper from office .....	579	242
of postmaster for misconduct or neglect .....	657	282
for wrong delivery of matter .....	697	282
for misconduct of clerks .....	697	282
for misdelivery of registered matter .....	1123	394
for improper payment of money order .....	1291	437
<b>Liberia</b> , mails exchanged with .....	389	164
<b>Light</b> , allowance for, to first and second class post-offices .....	460	199
for post-offices, estimates for .....	213	100
<b>Limit of weight</b> in matter in the mails .....	374	157
exception to rule .....	368	153
of printed matter in foreign mails .....	395	167
and samples of merchandise .....	397	168
same in Canadian mails .....	402	171
Mexican mails .....	404	171
same in Australian mails .....	407	172
<b>Liquors</b> . (See INTOXICATING LIQUORS.)		
not to be sent in mails .....	369	153
<b>Liquids</b> , when admissible to the mails .....	370	154
how inclosed for mailing .....	370	154
<b>Lisbon</b> is money-order exchange office for Portugal .....	1346	457
<b>Lobby</b> of post-office, order to be preserved therein .....	478	207
what advertisements may be in .....	479	207
notices of public meetings, how posted in .....	479	207
<b>Local agents</b> . (See TRANSFER CLERKS.)		
designated railway postal clerks .....	898	344
<b>"Locals,"</b> how treated in railway post-office .....	1005	365
to be sent to proper post-office, when .....	1009	366
<b>Locks</b> . (See MAIL LOCKS AND KEYS.)		
<b>Loitering</b> forbidden to letter carriers on routes .....	641	265
<b>Lombok</b> , mails exchanged with .....	389	164
<b>London</b> is money-order exchange office for Great Britain and Ireland .....	1346	457
<b>London, Ontario</b> , is money-order exchange office for Canada .....	1346	457
<b>Loose matter</b> found in mail, how treated .....	1003	364
<b>Loss</b> of registered mail matter, Post-Office Department or its revenue not to be liable for .....	1039	373
<b>Losses</b> , investigation of, how referred by division superintendent .....	1038	371
of stamps, by fire, burglary, or other casualty .....	273	122
of money-order funds in transit, claims for .....	273	122
credits for, how entered in account .....	243	110
of mail matter, postmasters to report, and how .....	699	284
from failure to seal registered package envelope, responsibility for .....	1064	379
of stamp packages to be reported to Third Assistant Postmaster-General .....	1141	400
from damaged and unsealed letters, to be reported to Chief Inspector .....	1106-7	389
of registered matter, to be reported to Chief Inspector .....	1142	400
pouches, instructions concerning .....	1188	410
<b>Lotteries</b> , postmasters not to be agents for .....	477	207
letters and circulars relating to, unmailable .....	379	159
circulars relating to, sent to Dead-Letter Office .....	529	226
not to be delivered to addressees .....	581	243
stopped in transit .....	546	230
to be destroyed in Dead-Letter Office .....	433	185
<b>Lottery ticket</b> , when unmailable .....	379	159
<b>Longers</b> not permitted in post-office, when .....	478	207
<b>Low Islands</b> , mails exchanged with .....	389	163
<b>Loyalty Islands</b> , mails exchanged with .....	389	163

	Sec.	Page.
<b>Luxemburg, Grand Duchy of, mails exchanged with</b> .....	389	164
international money orders payable in.....	1322	448
indirect exchange of international money orders through Germany, payable in.....	1323	449
advice of money order issued in, for United States, retained by exchange office in issuing country.....	1351	458
<b>Luzon, mails exchanged with</b> .....	389	164
<b>Macao, mails exchanged with</b> .....	389	164
<b>Macassar, mails exchanged with</b> .....	389	164
<b>Madagascar, mails exchanged with</b> .....	389	163
<b>Madeira, Island of, mails exchanged with</b> .....	389	164
international money orders payable in.....	1322	449
<b>Madura, mails exchanged with</b> .....	389	164
<b>Mahé, mails exchanged with</b> .....	389	163
<b>Mails, time of closing, in post-offices</b> .....	509	220
opening and closing, on star-routes.....	510	220
only clerks and employes to have access to.....	511	221
regulations for dispatch of.....	534-545	228
to be kept in post-office over night, when.....	547	230
penalty for obstructing.....	725	292
delaying mail at ferry.....	726	293
railroad companies must deliver, into post-office.....	744	296
and take from post-office.....	744	296
when Department provides for carriage to and from an intermediate post-office.....	744	296
to be carried on fastest train.....	751	299
when and how to be weighed on railroad.....	752	299
separate, for distribution by railway postal clerks.....	988	361
"making up" of, by railway postal clerks.....	987	361
not to be delivered in transit.....	1012	366
nor at places not post-offices.....	1014	366
guarding of, by transfer clerks.....	1022	368
distribution of, by schemes.....	535	228
States.....	536	228
local, on railroad and steamboat lines.....	537	229
opening of, at receiving offices.....	550	231
exchange offices for foreign list of.....	616	254
received from foreign countries, treatment of.....	618	257
foreign closed, how treated.....	620	258
agents for, on ocean steamers.....	40	40
revenues derived from transportation of foreign.....	148	81
estimates for transportation of.....	213	100
Sixth Auditor adjusts accounts for transportation of.....	263	119
accounts to show expenditure for transportation of.....	264	120
matter admitted to. (See MAIL MATTER.)		
foreign. (See FOREIGN MAIL MATTER.)		
robbery of, to be reported.....	701	284
transportation of domestic. (See TRANSPORTATION OF THE MAI LS.)		
establishing post roads for carriage of. (See POST ROADS.)		
transportation of, by railroads. (See TRANSPORTATION OF THE MAI LS; RAILWAY MAIL SERVICE; RAILROADS.)		
by Pacific railroads, pay, how applied.....	762	301
payments to be withheld.....	763	302
account thereof, how stated.....	764	302
on star routes.....	772-824	305
of domestic, through foreign countries.....	825	324
contracts for carrying foreign.....	826	324
how foreign, may be carried.....	827	325
limit of, for carrying foreign.....	828	325
transportation of foreign, through United States.....	831	325
foreign, treated and protected as domestic.....	832	326
rights of transportation of, in Postal Union countries.....	833	326
charges for.....	834	326
settlement of charges for... ..	835	327
duties of contractors for carrying. (See INSPECTION OF SERVICE.)		
through-registered. (See REGISTRY SYSTEM.)		
robbery of, how punished.....	1452	495
attempts to rob, how punished.....	1453	495
accessory to, how punished.....	1461	498
desertion of, how punished.....	1454	495
sending letters through, with intent to defraud, how punished.....	1460	497
<b>Mail agents, appointment of, for ocean steamers</b> .....	40	41
<b>Mail apartments, to be furnished on steamboats</b> .....	805	318
in railway cars (see RAILWAY POSTAL CARS).....	746	297
<b>Mail bags, different kinds of, described</b> .....	860	333
how provided.....	861	334
every mail route to be supplied with.....	862	334
application for, how made.....	863	334
use of, restricted.....	864	335
when, may be taken by publishers.....	865	335
containing public documents to be returned.....	866	335

	Sec.	Page.
<b>Mail bags</b> —Continued.		
Canadian, to be promptly returned, empty .....	867	336
exchange of lock pouches .....	868	336
waste or abuse of, to be prevented .....	869	336
fastening straps not to be cut .....	870	336
what mutilation of, allowable .....	871	336
by railway postal clerks .....	953	353
register of outgoing and incoming, to be kept .....	872	336
reports of, by postmasters .....	873	337
unsound, in transit, how treated .....	874	337
depositories for, list of .....	875	337
accounts of depository offices, how rendered .....	876	338
surplus stock of, to be kept apart .....	877	338
damaged, to be sent to repair shops .....	878	338
surplus, not to accumulate .....	879	338
care of, by postal clerks .....	945	352
for what to be used in Railway Mail Service .....	951	353
unsound in transit, how treated .....	952	353
what mutilation of, allowed .....	953	353
hooks not to be used in handling .....	954	354
estimates for .....	213	100
<b>Mail carriers.</b> (See FINES AND DEDUCTIONS; LETTER CARRIERS; TRANSPORTATION OF THE MAILS.)		
private, forbidden .....	707	288
to receive mail for delivery at next post-office .....	718	291
may carry mail from office to patrons .....	576	242
lien of, on contractors' pay .....	822	323
postmasters to report delinquent .....	853	331
must be not under sixteen years of age .....	856	332
secreting, embezzling, or destroying mail, how punished .....	1442	490
for larceny or embezzlement of Government property, how furnished .....	1444	491
stealing, detaining, or destroying newspapers in mail, how punished .....	1451	495
deserting the mail, how punished .....	1454	495
not to handle registered matter outside of pouch .....	1076	382
<b>Mail catchers,</b> how provided and kept in repair .....	893	342
cranes for, to be constructed and kept in repair by railroad companies .....	893	342
where used for exchange of mails .....	810	252
how to prepare pouches on .....	611	252
pouches to be used for no other purpose .....	612	253
only fifty pounds of mail allowed in pouch .....	613	253
special instructions for catcher service .....	614	253
<b>Mail contracts.</b> (See CONTRACTS FOR CARRYING THE MAILS.)		
<b>Mail equipments,</b> mail bags, various kinds furnished .....	860	333
how same provided .....	861	334
every mail route to be supplied with .....	862	334
application for, how made .....	863	334
legitimate use of, restricted .....	864	335
canvas sacks may be taken by publisher, when .....	865	335
sacks containing public documents to be returned to office .....	866	335
Canadian mail bags to be returned immediately, empty .....	867	336
exchange of lock pouches .....	867	336
waste or abuse of mail bags to be prevented .....	869	336
fastening strap not to be cut .....	870	336
what mutilation of mail bag allowable .....	871	336
register of outgoing and incoming mail bags to be kept .....	872	336
repairs of mail bags by postmasters .....	873	337
unsound mail bags, how treated in transit .....	874	337
depository offices for mail-bags .....	875	337
account to be rendered .....	876	338
surplus stock to be kept apart .....	877	338
damaged mail bags to be sent to repair shops .....	878	338
surplus mail bags not to accumulate .....	879	338
mail locks and keys, how furnished .....	880	338
care of keys, penalty for loss .....	881	339
keys to have specific number .....	882	339
exchange of mail keys in railway post-offices .....	883	340
receipt to be taken for .....	884	340
repair of locks and keys forbidden .....	885	340
defective keys to be reported to Department .....	886	340
brass locks not to be sent to iron-lock post-offices .....	887	341
procedure when defective key will not open mail lock .....	888	341
lock cannot be opened .....	889	341
economy in use of mail locks .....	890	342
unlawful use of locks to be reported .....	891	342
communications respecting mail locks, how addressed .....	892	342
mail catchers, how provided and kept in repair .....	893	342
<b>Mails, foreign.</b> (See MAILS; SHIP AND STEAMBOAT LETTERS.)		
transportation of, through foreign countries .....	825	324
contracts for carrying .....	826	324
how, may be carried .....	827	325

	Sec.	Page.
<b>Mails, foreign</b> —Continued:		
limit of compensation for carrying .....	828	325
contractors for carrying, may be fined for delays or non-performance.....	829	325
contracts for carrying, may be terminated by Congress.....	830	325
transportation of foreign, through United States.....	831	325
in transit, to be treated as domestic.....	832	326
special arrangements for carriage of, with Postal Union countries.....	833	326
transportation charges in Postal Union countries.....	834	326
settlement of transportation charges.....	835	327
contractors' fines for neglect to care for.....	849	330
<b>Mail keys</b> , care of, by clerks in Railway Mail Service ( <i>see</i> MAIL LOCKS AND KEYS).....	945	352
to be secured by safety chain.....	946	352
tenure of, by such clerks.....	946	352
transfer of, to new clerks.....	946	352
receipts to be taken for, when.....	947	352
repair of, forbidden, when.....	948	352
defective, to be reported to superintendent.....	949	353
penalty for loss of.....	950	353
<b>Mail letting</b> . ( <i>See</i> CONTRACTS FOR CARRYING THE MAIL)		
miscellaneous, defined.....	776	306
notice of, how given.....	776	306
general, how given.....	776	306
temporary, how given.....	776	308
<b>Mail locks and keys</b> , estimates for.....	213	100
by whom furnished.....	280	338
care of keys, penalty for loss.....	881	339
key to have specific number.....	882	339
exchange of keys in Railway Mail Service.....	883	340
receipt to be taken for keys.....	884	340
repair of keys, forbidden.....	885	340
defective keys to be reported to Department.....	886	340
brass locks not to be sent to iron-lock post-offices.....	887	341
procedure when defective key will not open lock.....	888	341
lock cannot be opened.....	889	341
economy in use of.....	890	342
unlawful use of, to be reported.....	891	342
communications respecting, how addressed.....	892	342
railway postal clerks to secure, and how to keep.....	945	352
to hold key until when.....	946	352
receipt to be taken for key.....	947	352
repair of, forbidden.....	948	352
defective keys to be reported to superintendent.....	949	353
penalty for loss of key.....	950	353
stealing, forging, or obtaining by false pretenses, how punished.....	1457	496
<b>Mail matter</b> , divided into four classes.....	319	135
each class defined.....	319	135
prepayment of postage the rule.....	320	135
letters of soldiers, sailors, and marines pass without prepayment.....	320	135
first-class matter defined.....	321	135
rate of postage thereon.....	322	136
soldiers', &c., letters, how certified to pass without prepayment.....	323	136
postal-cards, first-class matter, regulating issue.....	324	137
what words constitute part of address.....	324	137
may be forwarded or returned.....	324	137
to be treated as sealed letters.....	324	137
messages on, not to be read.....	324	137
address on, how may be written, printed, or affixed.....	325	137
drop-letters, definition of.....	326	137
rate of postage on.....	326	137
may be transferred to any office within three miles.....	326	137
when, may be forwarded.....	326	138
second-class matter, embraces newspapers and periodical publications.....	327	138
conditions of admission to pound rate.....	328	138
regular issue required.....	328	138
date of issue to be required.....	328	138
from known office of publication.....	328	138
on printed paper, sheets without binding.....	328	138
devoted to literature, science, art, or special industry.....	328	138
must have legitimate list of subscribers.....	328	138
not designed for advertising purposes, or for free circulation.....	328	138
regularity of issue defined.....	329	138
known office of publication defined.....	330	139
advertising sheets defined.....	331	139
subscription price and list requisite.....	332	140
application for admission for entry and to pound rate, how made.....	333	140
interrogatories to be answered.....	333	141
temporary permit to issue, when.....	333	141
certificate of entry, when to issue.....	334	142
record of, kept in Department.....	335	142
extra editions, entitled to pound rates, when.....	336	142



	Sec.	Page.
<b>Mail matter—Continued.</b>		
second-class, supplements, admissible as .....	337	142
character of, how determined .....	338	143
inclosures containing illegal, how rated .....	339	144
sample copies, when and how may be sent at pound rates .....	340	144
foreign publications, entitled to same rates when .....	341	145
regulations for admission to .....	342	145
examination of, at mailing office .....	343	145
to be frequent and how conducted .....	344	146
record of, to be kept in post-offices .....	345	146
false evidence to secure admission, punishable .....	346	146
postmasters to report false evidence .....	347	146
rate of postage on .....	348	147
mode of payment of postage .....	349	147
rights of newsagents as to .....	350	147
newsagents defined and conditions of admission .....	350	147
rate on, when sent by other than publisher or newsagent .....	351	148
rate on, at free-delivery offices .....	352	148
how to be mailed .....	353	148
newspapers to be wrapped and dried .....	354	149
manner of folding and address .....	355	149
permissible marks or writing on .....	356	149
bills, orders, or receipts, may be inclosed with .....	357	149
detection of matter and collection of proper rate .....	358	150
postmaster at receiving office to examine .....	358	150
when to rate at and collect third-class rate .....	359	150
third-class matter defined, and rate thereon .....	360	151
circulars, defined .....	360	151
rules as to circulars .....	361	151
bulk packages for separate delivery, how rated .....	362	151
printed matter defined .....	363	152
what reproductions, printed matter .....	364	152
corrections of proof sheets, how, may be mailed .....	365	152
package of, what, may contain .....	366	152
permissible additions to .....	367	153
fourth-class matter defined .....	368	153
liquids, &c., when admissible .....	369	153
preparation of liquids for mailing .....	370	154
seeds for mailing .....	370	154
ink, powder, pepper, snuff, &c., for mailing .....	370	155
sharp-pointed instruments for mailing .....	370	155
queen-bees, reptiles, &c., for mailing .....	370	155
candies, yeast-cakes, and soap for mailing .....	370	155
pistols and revolvers for mailing .....	370	155
must admit of easy examination .....	370	156
permissible additions to .....	371	156
regulations for examination of .....	372	156
rate of postage on .....	373	156
limit of weight of .....	374	157
penalty for evasion of payment of postage .....	375	157
for concealing higher class matter within lower .....	375	157
packages must admit of examination .....	376	157
regulations as to wrapping .....	377	157
unmailable matter, definition of .....	378	158
"held for postage" is .....	378	158
misdirected is .....	378	158
destructive is .....	378	158
coin and jewelry for foreign mails is .....	378	158
obscene matter is .....	378	158
lottery matter is, when .....	378	158
mutilated is, when .....	378	158
excess of weight and size is .....	378	158
foreign matter forbidden .....	378	158
publication which violates a copyright, when .....	378	158
foreign, its classification within the Postal Union .....	392	166
postal conventions with foreign countries .....	383	161
their publication .....	384	161
existing arrangements explained .....	383	162
treaty relations, with what countries .....	389	163
rates of postage to countries with which no treaties exists .....	391	166
classification of, with Postal Union countries .....	392	166
postal cards, width and size limited .....	393	166
commercial papers, include what .....	394	167
printed matter, includes what .....	395	167
dimensions of packets of .....	395	167
permissible additions to commercial papers .....	396	168
samples of printed papers, size and weight .....	397	168
rates and payment of postage .....	398	169
rate on compound packages .....	398	169
recall or change of address .....	400	170

	Sec.	Page.
<b>Mail matter—Continued.</b>		
foreign, unmailable matter in Postal Union mails.....	401	170
mails with Canada, classification of and rates of postage.....	402	170
Mexico, classification of and rates of postage.....	403	171
unmailable matter to Mexico, includes what.....	404	171
return of correspondence.....	405	172
mails with New Zealand, classification.....	406	172
rates of postage thereon.....	407	172
mails with other foreign countries.....	408	173
mailing rates published in Official Guide.....	408	173
free matter, Congressional documents.....	409	173
Congressional Record, and parts thereof, speeches therefrom.....	410	174
State and agricultural reports.....	411	174
special grants of franking privilege.....	412	174
regulation of franking privilege.....	413	174
census matter.....	414	175
official matter in penalty envelopes.....	415	175
regulations as to use of penalty envelopes.....	416	177
reports of agricultural colleges.....	417	178
experiment stations.....	418	179
regulations for treatment of bulletins and reports.....	419	179
copy-right books, to pass free, when.....	420	180
second-class matter within the county, free.....	421	180
regulations as to free county matter.....	422	180
in foreign mails, official correspondence, when.....	423	181
treatment of, in post-offices.....	508	219
privacy of first-class.....	508	219
sanctity of the seal.....	506	219
postmasters not to give information concerning.....	507	220
except to officers of the law, when.....	507	220
penalty for unlawfully detaining.....	508	220
remission of overcharges upon.....	512	221
not to be solicited from outside post-office delivery.....	515	221
duties in respect to, at mailing office.....	516-545	222
treatment of, in receiving office.....	550	231
opening pouches.....	550	231
errors in making up to be noted.....	550	231
and in distribution to be reported.....	550	231
facing slips, how disposed of.....	552	232
back stamping.....	553	232
deficient postage on, to be rated up.....	554	233
to postmaster himself, he may refuse.....	556	233
postage due to be collected.....	557	233
and postage-due stamps affixed.....	557	233
double postage, when to be collected.....	557	233
in bad order, how treated.....	522	223
delivery of ordinary (see DELIVERY).....	565-581	236
bearing special-delivery stamps (see SPECIAL-DELIVERY SERVICE).....	665-696	271
of registered (see REGISTRY SYSTEM).....	1114-1128	391
card and request defined, and when returnable.....	594	246
treatment of, in exchange offices.....	617-618	253
foreign, duties on, how collected.....	621-622	258
delivery of, by letter carriers.....	647-661	288
letter carriers to return undelivered, at night.....	654	289
may be received on cars for mailing.....	978	359
treatment of ordinary, in railway postal cars (see RAILWAY MAIL SERVICE).....	978-1018	359
registered in railway postal cars (see REGISTRY SYSTEM).....	1220-1233	419
injuries to, in letter box, &c., how punished.....	1442	490
detaining, opening, or destroying, how punished.....	1447	492
fraudulently obtaining, how punished.....	1449	493
<b>Mail messengers.</b> (See MAIL MESSENGER SERVICE.)		
to deliver mails into postal cars and post offices.....	1034	371
<b>Mail-messenger service,</b> act authorizing same.....	765	303
how employed.....	766	303
duties of mail-messengers.....	767	304
duties of postmasters in respect to.....	868	304
reports of, how and when made.....	769	304
employment of, temporary.....	770	305
payment for, how made.....	771	305
supervision of, by transfer clerks.....	1023	308
<b>Mail-route messengers,</b> designated railway postal clerks.....	898	344
<b>Malacca,</b> mails exchanged with.....	389	163
international money orders payable in.....	1322	448
<b>Malmo</b> is money-order exchange office for Sweden.....	1345	456
<b>Malta,</b> mails exchanged with.....	389	163
international money orders payable in.....	1322	448
<b>Mandalay,</b> mails exchanged with.....	389	163
<b>Manifold bills</b> for registered pouches, how obtained.....	1181	409
how to be made out.....	1184	410
to be preserved by receiving offices.....	1192	412

	Sec.	Page.
<b>Manilla</b> , mails exchanged with.....	389	164
<b>Manitoba, Province of</b> , money-order exchange office for, is Saint Paul, Minn.....	1345	456
<b>Mariana, Archipelago of</b> , mails exchanged with.....	389	164
<b>Married woman</b> . ( <i>See WIFE.</i> )		
may be postmaster.....	441	188
bond as such valid.....	442	189
money order payable to, to be in her own name, not her husband's.....	1269	432
<b>Marie-Galante</b> , mails exchanged with.....	389	163
<b>Marines' letters</b> , when, may pass without prepayment.....	320	135
how to be certified.....	323	136
<b>Marquesas Islands</b> , mails exchanged with.....	389	163
<b>Martinique</b> , mails exchanged with.....	389	163
<b>Massouah</b> , mails exchanged with.....	389	164
<b>Mauritius</b> , mails exchanged with.....	389	164
international money orders payable in.....	1322	448
<b>Mayor of city</b> may administer oath to postal account.....	272	122
<b>Mayotte</b> , mails exchanged with.....	389	163
<b>Mazagan</b> , mails exchanged with.....	389	164
<b>Melilla</b> , mails exchanged with.....	389	164
<b>Memorial Day</b> , post-office may be closed on.....	483	210
<b>Member of Congress</b> not to be interested in contract.....	91	60
nor procure same for consideration.....	135	74
nor receive pay for services in matter before Department.....	137	74
<b>Melbourne</b> is money-order exchange office for Victoria.....	1346	457
<b>Mexico</b> , mails exchanged with.....		
exchange of mails with.....	616	255
list of exchange offices.....	616	255
exchange of pouches with.....	1013	306
New York, New Orleans, San Francisco, Saint Louis, Laredo, and El Paso, Texas,		
exchange offices with.....	616	255
classification and rates of postage with.....	403	171
what matter unmailable to.....	404	171
what matter entitled to return.....	405	172
<b>Militia</b> , postal officers, employes, and contractors exempt from service in.....	697	282
may be officers in.....	446	161
<b>Mindanao</b> , mails exchanged with.....	389	164
<b>Minor</b> , ineligible as postmasters.....	441	188
correspondence of, how controlled.....	568	239
parents may receive letters addressed to, when.....	568	239
guardians may receive letters addressed to, when.....	568	239
<b>Miquelon</b> , mails exchanged with.....	389	163
<b>Miscellaneous expenditures</b> of post-offices, estimates for.....	213	100
allowances for, how made.....	460	199
<b>Misdirected matter</b> , treatment of, in mailing office.....	526	225
at office in transit.....	546	230
when sent to Dead-Letter Office.....	602	248
registered letters, how treated.....	1112	390
packages, how treated.....	1094	385
stamp packages, how treated.....	1096	386
<b>Mis sent matter</b> , to be sent in right direction.....	546	230
to be so stamped.....	1016	367
registered letters, how treated.....	1111	390
packages, how treated.....	1095	386
<b>Missing registered matter</b> , report of, to be made.....	1142	400
<b>Mistake</b> , payments by, recoverable back.....	133	73
letters opened through, how treated.....	594	247
<b>Mogadore</b> , mails exchanged with.....	389	164
<b>Mojetics</b> , informer entitled to, of penalty or forfeiture.....	303	131
<b>Moldavia</b> , mails exchanged with.....	389	164
<b>Moluccas</b> , the, mails exchanged with.....	389	164
<b>Monaco</b> , the principality of, mails exchanged with.....	389	163
<b>Money</b> . ( <i>See PUBLIC MONIES.</i> )		
current, only to be received for stamps.....	178	90
mutilated, not receivable.....	177	90
postal funds to be kept in.....	187	93
money-order funds to be kept in.....	1257	429
foreign, not receivable for postage.....	178	90
must be safely kept.....	183, 184	92
how to be deposited, ( <i>see DEPOSITS</i> ).....	188	93
in national banks, when.....	185	92
not to be sent to Department.....	148	81
nor turned over to successor.....	190	94
counterfeit, received by postmasters must be replaced by genuine.....	197	96
when to be deposited.....	188	93
how transmitted for deposit.....	196	96
denominations and kinds of, issued by United States.....	1395	474
public, to be kept separate from private.....	488	212
money-order funds to be kept separate.....	1385	472
recovered from mail robbers, how disposed of.....	704	285

	Sec.	Page.
<b>Money</b> —Continued.		
in dead letters returned to owner .....	424	182
postmasters to return, when .....	580	242
stolen in mails to be returned to owner .....	151	82
unclaimed, in dead letters, part of postal revenues .....	150	82
voluntarily paid as penalty, how deposited .....	306	131
<b>Money letters</b> , delivery of, when returned from Dead-Letter Office .....	580	242
duty of postmasters receiving such for delivery .....	580	242
return of, to Dead-Letter Office when owner not found .....	580	242
treatment of, in Dead-Letter Office .....	428	184
<b>Money-order advices</b> , blank forms for, how treated when spoiled .....	1266	431
contents of, to be kept strictly secret .....	1294	438
correctness of, to be verified by postmaster .....	1277	433
date of payment of money order to be stamped upon .....	1302	442
examined and filed alphabetically as soon as received .....	1293	438
instructions for making out .....	1269	432
invalid, more than a year old, returned to Department .....	1308	443
missent to be promptly remailed to destination .....	1295	439
missing, inquiry for, to be made .....	1299	440
name of paying post-office to be written in full upon .....	1272	433
omitted and defective blanks for, to be reported .....	1267	431
receipt of, necessary before money order can be paid .....	1292	438
repayment of money order, how noted upon .....	1315	445
repeated failure to receive, from any one post-office must be reported .....	1249	427
retained upon file for four years .....	1293	438
special instructions for forwarding .....	1261	430
of repayment of money order, when sent .....	1311	444
to be sent without delay to postmasters on whom money orders are drawn .....	1256	429
stamped with special stamp .....	1262	430
unpaid, less than two weeks' old, how reported .....	1382	471
<b>Money-order business</b> at branch post-offices .....	1235	493
accounts of, how to be kept by Auditor .....	269	121
compensation to postmasters for transacting .....	1244	426
letters upon, to Superintendent, to be in separate envelopes, without other in-		
closures .....	1250	428
net proceeds of, turned into Treasury .....	148	81
international, authority to make postal conventions for, in whom vested .....	1322	448
list of countries with which conventions have been concluded .....	1322	448
expenses of, how paid .....	1322	448
<b>Money-order conventions</b> , Postmaster-General may conclude with foreign		
postal administrations .....	1322	448
<b>Money-order funds</b> , claims for credit for, lost by fire .....	273	122
burglary .....	273	122
other casualty .....	273	122
in transit .....	273	122
credits for, on New York, how drawn upon .....	1392	473
on New York allowed for .....	1391	473
daily remittances of, how made .....	1377	470
received for .....	1378	470
not credited until receipt is obtained .....	1379	470
reports of remittances received .....	1390	471
definition of, assistant treasurer of United States to open an account for .....	1870	467
deposit of, in national banks permitted .....	1872	468
other than national banks prohibited .....	1372	468
drafts for, must be on printed forms only .....	1394	474
embezzlement of, penalty for .....	1372	468
fixed reserve, how determined .....	1376	469
postal funds, how transferred to .....	1374	468
receipts and payments of, how entered on cash book .....	1373	468
regulations for postal funds do not apply to .....	1383	471
remittances and deposits must be promptly made of .....	1381	471
of, special instructions for making .....	1395	474
special drafts for, in emergencies .....	1393	474
drawer to be provided for, to keep separate from other cash .....	1385	472
transfer of postal revenues to, by Postmaster-General .....	1369	467
to postmasters and creditors, by Postmaster-General .....	1368	467
transferred from postal account, how entered in cash book .....	1375	469
unpaid advices less than two weeks old, how reported in weekly statement of .....	1382	471
weekly statements of, at close of quarter, how made .....	1389	472
form for .....	1339	472
how transmitted .....	1384	471
made up every Saturday .....	1387	472
must be promptly transmitted .....	1396	476
"no business" .....	1388	472
required from postmasters .....	1371	467
to be numbered consecutively from January of each year .....	1386	472
vouchers accompanying .....	1390	473
<b>Money-order post-offices</b> , account books, blanks, and circulars furnished to, to be		
carefully preserved by postmasters .....	1241	425
band required of postmasters at .....	1240	424

	Sec.	Page.
<b>Money-order post-offices—Continued.</b>		
classification of .....	1239	424
has no reference to classification of post-offices under laws fixing salaries .....	1230	424
clerical service at .....	1244	426
clerks and postmasters at, must not fill out money-order applications .....	1253	428
compensation to postmasters at .....	1244	426
discontinuance of, to be carefully noted .....	1273	433
employees at, not to act as agent in competitive business .....	1248	427
expenditures at, for money-order business, not allowed without authority from Department .....	1246	427
incidental expenses at, how allowed .....	1246	427
money orders issued by, may be repaid at office of issue, when and how .....	1288	436
fee not refunded .....	1288	436
new postmasters at, to debit themselves with funds received from late postmaster .....	1243	425
official money-order business envelopes furnished to .....	1246	427
postmaster at, not to act as agent in competitive business .....	1248	427
retiring postmasters at, to deposit funds with, and turn over blank circulars, &c., to successor .....	1242	425
specially authorized not to keep registers, must preserve all advices on file, and not dispose of them at expiration of four years .....	1293	438
stationery and clerk hire at .....	1245	426
<b>Money orders, domestic, acts of clerks designated to sign, covered by postmasters' bonds .....</b>	<b>1236</b>	<b>424</b>
advices of .....	1256	429
amounts of, to be expressed in writing upon .....	1271	432
applicants for, to be instructed upon what post-offices to draw .....	1274	433
applications for blank forms of, supplied by Postmaster-General .....	1253	428
to be numbered to correspond with order and filed .....	1261	430
for, must be filed out by applicant only .....	1254	428
blank forms for, how treated when spoiled .....	1266	431
must be securely kept; postmasters responsible for fraud committed by reason of lost or stolen money-order blanks .....	1268	431
clerks designated to sign, to write signature, how .....	1238	424
date of payment to be stamped upon .....	1302	442
deliverable to applicant only on payment therefor .....	1261	430
disagreeing with advice, to be refused payment, except .....	1300	441
duplicate cannot be issued by postmasters .....	1286	436
duty of postmaster applying for .....	1282	435
having been applied for, original may be paid, when .....	1284	436
postmasters must certify to non-payment of original .....	1285	436
issue of, how and when permitted .....	1280	434
issued by Superintendent of Money-Order System, under what conditions .....	1281	434
notice of receipt of, to be sent by postmaster to payee .....	1317	446
to be drawn only upon issuing or paying post-offices .....	1267	436
erroneously made out must be canceled and new money orders issued .....	1285	431
paid, how recovered for owner .....	1307	443
fees charged for issuing .....	1258	429
fractional parts of a cent not to be included in .....	1259	430
how paid, when remitters are payees .....	1291	437
improperly issued to be refused payment .....	1298	440
indorsed more than once become invalid .....	1289	437
indorsement upon, permitted only once .....	1289	437
payee of, to be identified before payment of .....	1290	437
payment by issue of .....	1319	446
of, by duplicate, how noted .....	1303	442
tendered in silver, nickel, and copper coins of United States to be accepted in amounts for which they are legal tender .....	1257	429
by postmaster at his own risk when State of paying post-office is erroneously given .....	1320	447
forbidden until advices are received .....	1292	438
on day of issue .....	1306	443
terminates responsibility of Department .....	1307	443
to fraudulent concerns may be stopped by order of Postmaster-General, when .....	1318	446
to payee at office of issue .....	1313	445
upon power of attorney, upon indorsement, and to legal representatives of deceased payee .....	1304	442
upon presentation, to be provided for .....	1301	441
unclaimed, measures to be taken .....	1294	433
withheld by postmaster, when .....	1318	446
postage stamps not receivable for fees upon .....	1261	430
postmaster responsible for payment of, to wrong person .....	1297	439
to designate clerk to sign, when .....	1237	424
precautions to be taken before payment of .....	1297	439
printed forms for, to be furnished by Postmaster-General .....	1255	428
purchasers should carefully examine .....	1263	431
reissue of, payment of new fee required .....	1276	433
rules for .....	1279	434

**Money-orders, domestic**—Continued.

	Sec.	Page.
reissued on account of fault of issuing postmaster, fee upon, to be paid by postmaster in fault .....	1279	434
issued by acting postmasters, how signed .....	1238	424
designated clerks, how signed .....	1238	424
issue of, by clerks designated for that purpose .....	1236	424
for more than \$300 upon any other than a first-class post-office to be specially reported .....	1276	433
on Sunday, forbidden .....	1252	428
on credit, or for any money not legal tender, except national-bank notes, prohibited .....	1257	429
to be recorded in "register of money orders issued," subsequent action upon, to be noted therein .....	1275	433
upon branch post-offices, &c. ....	1235	423
invalid, illegally indorsed, duplicates for, how obtained .....	1308, 1309	443, 444
more than one year old, duplicates for, how obtained .....	1308	443
limited to \$100, fees for issuing .....	1258	428
more than three, of \$100 each, to one remitter in favor of same payee, forbidden to be drawn in one day .....	1260	430
must be truly dated and stamped .....	1261	430
name of post-office drawn upon to be written in full upon .....	1272	433
omitted and defective blanks for, to be reported .....	1267	431
paid, not correctly receipted and stamped, charged to paying postmaster .....	1305	443
payable only at money-order post-offices upon which drawn .....	1316	445
to one person or firm only .....	1269	432
payee of, cannot be prevented by remitter from receiving payment .....	1234	423
refusal of postmaster to pay, except from lack of funds, cause for his removal .....	1301	441
remitter of, cannot revoke after receipt by payee .....	1234	423
repaid, how to be signed .....	1313	445
to be so stamped .....	1312	444
repayment of, by duplicate, how noted .....	1314	445
rules for .....	1311	444
to applicant, fee not returned .....	1310	444
responsibility of postmasters for money received for issue of .....	1235	423
signature to receipt on face of, must be that of person presenting, for payment of person on, as acting postmaster, when .....	1290	437
upon, of postmaster or issuing clerk, must be written, not stamped .....	1238	424
to be stamped with a special stamp .....	1264	431
unpaid, Auditor to prepare statement of .....	1262	430
valid and payable only one year from date .....	1321	447
<b>Money-order second advices</b> , entry of, by receiving postmaster, upon register. to be furnished when needed to secure issue of duplicate money order .....	1288	436
when and how to be made .....	1296	439
<b>Money orders, international</b> , maximum amount for which issued .....	1283	435
expenses of conducting system of, how paid .....	1270	432
payable in Denmark through Germany .....	1322	448
Luxemburg through Germany .....	1322	448
Iceland through Germany .....	1323	449
extra fee for such orders .....	1323	449
Austro-Hungarian monarchy through Switzerland, extra fee for such orders .....	1324	449
British colonies and Egypt through Great Britain, extra fee for such orders .....	1325	450
such orders may be drawn upon postmaster at British post-office, "Constantinople," and no extra fee exacted .....	1325	450
at French post-offices in the Levant .....	1326	450
no extra fee therefor .....	1326	450
can be drawn upon either the British or French post-office in Constantinople .....	1326	450
denominations and equivalents of moneys in countries using .....	1327	451
on Japan, converted into Japanese currency at Tokio .....	1327	451
fees for issuing .....	1328	451
maximum amount of .....	1329	452
fractions of a cent, &c., inadmissible in .....	1330	452
application for, how made out .....	1331	452
postmaster prohibited from filling out .....	1332	452
if postmaster fills out, and improper payment results, he will be held accountable .....	1332	452
particulars to be given in application for .....	1333	452
application for German, should not be written in German characters .....	1333	452
applicant for, unable to converse with postmaster, should have recourse to interpreter .....	1333	452
form of, and manner of issue .....	1334	453
blank, to be issued in regular sequence .....	1334	453
for each, payable in Germany, postmaster to use "card order" .....	1334	453
applications for German, to be closely scrutinized by issuing postmaster .....	1334	453
amount of, how expressed .....	1335	453
Canadian, name of exchange office to be written in .....	1336	453
lists of, published in book form for Great Britain, France, and Algeria .....	1337	454

	Sec.	Page.
<b>Money-orders, international</b> —Continued.		
lists of, pamphlet, for other offices	1337	454
not required for Germany, Denmark, Switzerland, Austria-Hungary, Italy, Belgium, Portugal, Sweden, Norway, Netherlands, Japan, India, or Egypt.	1337	454
spoiled forms of, how treated	1338	454
advices and coupons should be compared	1339	455
sent to payee by remitter, when	1340	455
retained by remitter as receipt, when	1341	455
advices of, how made out	1342	455
corrections of particulars after certification	1343	455
special envelopes for (German)	1344	455
to be dispatched by earliest mail	1344	455
special envelopes for (Canada)	1344	455
sent to what exchange office	1345	456
exchange offices for	1345-6	456-7
payment of	1347	457
care to be observed by postmaster in	1347	457
to person not residing at money-order office	1348	458
from abroad, how certified	1349	458
directly to payees, when sent	1350	458
now orders furnished in country of destination, when	1351	458
advices of, issued in Canada, how transmitted	1351	458
drawn directly on United States, bears what upon its face	1352	458
how paid to indorsees, attorneys, or legal representatives of deceased payees	1352	459
paid, how stamped, &c.	1353	459
Canadian, must have name of exchange office written thereon	1354	459
payment of, should be refused, when	1355	459
payable in United States, missing advices of	1356	459
forms of inquiry for	1358	459
uncertified advices of, how disposed of	1357	460
corrections in, exchange office to obtain	1358	460
amounts of, discrepancies in, action to be taken	1359	460
A auditor not to accept any, as a voucher for payment of any sum greater than that expressed upon its face	1360	461
missing advices of, issued in United States, action to be taken	1360	461
duplicate advice issued, when	1360	461
duplicates of, payable in United States, issued in lieu of orders missent, lost, or destroyed, by whom	1361	461
applications for, how made	1361	461
invalid, how treated	1362	461
missing, for sums payable in foreign countries	1363	461
repayment of, how and when made	1364	462
invalid, definition of, action of postmasters regarding them	1365	462
complaints from remitters of, how received	1366	462
how entered upon weekly statement	1367	463
recapitulation of each week's issue of	1367	464
sequence to be observed in entering	1367	465
international numbers of, paid, how entered in weekly statement	1367	465
<b>Money-Order System</b> , Superintendent of, appointment and salary	6	11
allowance of clerk hire for	462	201
books and records required by, furnished postmasters on application to Superintendent of	1251	428
design of Congress in establishing	1234	423
establishment of	1234	423
net proceeds of, turned into Treasury	148	81
objects of	1234	423
regulations of, must be strictly conformed to by postmasters	1249	427
safety of, to be commended to the public by postmasters	1247	427
Superintendent of, how appointed	6	11
<b>Monopoly</b> , by the Government, of mail transportation	705	287
private express forbidden	706	287
carriers forbidden at carrier offices	707	288
penalties for violation of law	706-714	287
<b>Montenegro</b> , mails exchanged with	389	164
<b>Month's extra pay</b> , when allowed upon discontinuance or curtailment of mail service upon route	817	321
<b>Montreal, Quebec</b> , is money-order exchange office for Canada	1345	456
<b>Montserrat, West Indies</b> , mails exchanged with	389	164
<b>Morocco</b> , mails exchanged with	880	163
<b>Mother</b> entitled to mail matter of children	568	239
<b>Mounted letter carriers</b> , their duties	653	260
<b>Neosho</b> , mails exchanged with	389	164
<b>Neusent</b> , mails exchanged with	880	163
<b>Non-liquid currency</b> , not receivable for stamps or on deposit	177	90
<b>Non-liquid matter</b> , when to be forwarded to Dead-Letter Office	659	226
<b>Non-liquid stamps</b> not receivable for postage	621	223
<b>Nyaho</b> , mails exchanged with	389	163
<b>Natal</b> , international money orders payable in	1322	448
<b>Navigable waters</b> are post roads	727	298
<b>Neshe and Barnesville</b> (railway post-office) exchange office with Canada	610	255

	Sec.	Page.
<b>Needles</b> , when admissible to mails .....	370	155
how inclosed for mailing .....	370	155
<b>Negligence</b> , liability of postmaster for .....	697	282
ground for disallowance of credit for losses resulting from .....	273	122
<b>Netherlands</b> , mails exchanged with .....	389	164
money-order exchange office for, is New York .....	1345	456
advics of money order issued in, for United States, retained by exchange office of .....	1351	458
money-orders for, payable in florins and cents .....	1327	450
international money orders payable in .....	1322	449
money order payable in, should be retained by remitter as receipt .....	1341	455
maximum amount of money order payable in .....	1329	452
exchange of money orders with .....	1322	448
denominations and equivalents of moneys .....	1327	450
money orders on, should be retained by remitter .....	1341	455
exchange office of .....	1346	457
now orders furnished in country of destination .....	1351	458
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Netherlands colonies</b> , mails exchanged with .....	389	164
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Netherlands Guiana</b> , mails exchanged with .....	389	164
<b>Nevis, West Indies</b> , mails exchanged with .....	389	164
<b>New Brunswick, Province of</b> , money-order exchange office for, is Bangor, Me. . . . .	1345	456
<b>New Caledonia</b> , mails exchanged with .....	389	163
<b>Newfoundland</b> , mails exchanged with .....	389	164
money-order exchange office for, is Bangor, Me. . . . .	1345	456
<b>New Guinea (Papua)</b> , mails exchanged with .....	389	164
<b>New Orleans</b> , exchange office with Mexico .....	616	255
<b>News agents</b> , rights of, to pound rates .....	350	147
what proofs to be filed with postmaster .....	350	147
must be in writing .....	350	147
<b>New South Wales</b> , classification of matter exchanged with .....	406	172
rates of postage thereon .....	407	172
money-order exchange office for, is San Francisco .....	1345	456
money orders for, payable in pounds, shillings, and pence .....	1327	451
money order payable in, must be sent by remitter to payee .....	1340	455
money orders issued in, forwarded to payees in United States .....	1350	458
maximum amount of money order payable in .....	1322	452
international money orders payable in .....	1322	449
exchange of money orders with .....	1322	449
denominations and equivalents of moneys .....	1327	451
money orders payable in, postmaster to designate paying office .....	1337	454
order on, should be sent by remitter .....	1340	455
exchange office of .....	1346	457
<b>Newspapers</b> , illegal, subject to what rates .....	339	144
of foreign publications, when admissible .....	341	145
regulations for admission of .....	342	145
may be carried out of mails for sale or distribution .....	717	290
collection of, by carriers, from receiving boxes .....	659	270
expenditure for, in Department limited .....	74	54
advertising lotteries, not unailable .....	379	159
to be wrapped and dried for mailing .....	354	149
manner of folding and address .....	355	149
when second-class matter .....	327	138
conditions of admission to second-class rate .....	328	138
regularity of issue .....	320	138
may change time of issue .....	329	138
must have known office of publication .....	330	139
when designed primarily for advertising purposes .....	331	139
subscription price and list requisite .....	332	140
application for admission of, to pound rate .....	333	140
proofs to be made .....	333	141
entry of, as second-class publication .....	334	142
record of entry to be kept .....	335	142
extra edition, when admissible .....	336	142
supplements may be folded with .....	337	142
character of .....	338	143
illegal, how rated .....	339	144
sample copies, how, may be mailed at pound rate .....	340	144
foreign, entitled to pound rate .....	341	145
regulations for admitting .....	342	145
examination of, at mailing office .....	343	145
how to be made .....	344	145
submitting false evidence as to character of, penalty .....	346	146
to be reported .....	347	146
postmaster to keep record of .....	345	146
postage on, at pound rate .....	348	147
mode of payment .....	349	147
at free-delivery offices .....	352	148
how to be separated at free-delivery offices .....	353	148



	Sec.	Page.
<b>Newspapers—Continued.</b>		
rights of news agents to pound rates .....	350	147
transient, postage on .....	351	148
to be wrapped and dried .....	354	149
manner of folding and address .....	355	149
so as to admit of examination .....	377	157
permissible marks or writing on .....	356	149
form of bills, orders, or receipts to accompany .....	357	149
detention of, illegally mailed .....	358	150
postage on, in foreign mails .....	398	169
Canadian mails .....	402	170
Mexican mails .....	403	171
Australian mails .....	407	172
free county delivery of, when .....	421	180
how mailed for .....	422	180
and at what office .....	422	181
unclaimed, not to be sent to Dead-Letter Office .....	598	248
publisher to be notified of refusal or failure to take from post-office .....	599	248
notice, how given .....	600	248
disposal of, when unclaimed .....	598	248
refused, how disposed of .....	601	248
left on collection boxes, carriers to take to post-office .....	659	270
how, may be mailed by publishers and news agents in railway post-offices .....	980	360
not to be carried outside of mail bags except for outside delivery .....	981	360
to be promptly dispatched .....	981	360
reading of, mailed in railway post-office, forbidden .....	982	360
railway postal clerks not to beg them from publishers .....	983	360
stealing, detaining, or destroying, while in mail, how punished .....	1451	495
<b>Newspapers and periodicals</b> are second-class matter, when .....	327	138
statutory conditions of admissibility .....	328	138
what is regularity of issue .....	329	138
known office of publication .....	330	139
advertising sheets defined .....	331	139
subscription price and list requisite .....	332	140
application for admission to pound rate .....	333	140
entry of, how granted .....	334	142
record of, kept in Department .....	335	142
extra editions, when admissible .....	336	142
supplements, when, may pass with regular issue .....	337	142
supplements defined .....	337	142
rules for determining character of .....	338	143
<b>Newspaper and periodical stamps, use of, defined</b> .....	153	83
postmasters to be supplied with, when .....	164	85
first requisition for, how made .....	168	86
damaged supply, how treated .....	170	87
their proper use explained .....	179	90
never to be sold or loaned .....	179	90
how affixed to matter .....	179	90
quarterly report of sales to be made .....	179	90
and stubs of receipts returned therewith .....	179	90
quarterly report of sales .....	256	115
cannot be received in prepayment of postage on letters .....	521	223
<b>New York, exchange office with Canada</b> .....	616	255
Mexico .....	616	255
credits for money orders allowed on .....	1391	473
is money-order exchange office for France and Algeria .....	1346	457
money allowances to, for clerk hire, &c .....	460	199
for international money-order business .....	1244	426
salary of postmaster of .....	456	196
headquarters of second division Railway Mail Service .....	897	344
of division of inspection force .....	36	39
<b>New York and Chicago</b> (railway post-office), exchange office with Canada .....	616	255
<b>New Zealand, classification of mail matter exchanged with</b> .....	406	172
rates of postage thereon .....	407	172
money-order exchange office for, is San Francisco .....	1345	456
international money orders payable in .....	1322	449
money order payable in, must be sent by remitter to payee .....	1340	455
money orders for, payable in pounds, shillings, and pence .....	1327	451
maximum amount of money order payable in United States .....	1350	458
exchange of money orders with .....	1323	452
denominations and equivalents of moneys .....	1322	449
money orders payable in, postmaster to designate paying office .....	1327	451
exchange office of .....	1337	454
exchange office of .....	1346	457
<b>Nicaragua, mails exchanged with</b> .....	389	164
registered matter from, cannot be recalled by senders .....	1168	405
<b>Night, custody of mails arriving at</b> .....	1031	370
departing at .....	1032	370
<b>Night duty of railway postal clerks</b> .....	969	357
<b>Night trains, registered matter not to be sent on</b> .....	1072	381



	Sec.	Page.
<b>Office of Third Assistant Postmaster-General--Continued.</b>		
division of finance	7	23
postage stamps, &c	7	24
registration	7	25
files, records, and mails	7	25
<b>Office of Superintendent of Foreign Mails</b>	7	26
<b>Office of Superintendent of Money-Order System</b>	7	25
examining division	7	25
blank division	7	25
duplicate division	7	25
division of domestic correspondence	7	26
drafts, credits, and transfers	7	26
international division	7	26
postal agency	7	26
chief clerk's duties	7	26
<b>Officer not allowed double salary, when</b>	67	53
nor extra compensation for acting in another office	67	52
nor for extra service	68	52
nor unauthorized salary	69	53
nor when not confined	70	53
nor salary when in arrears	71	53
nor in advance of service	72	53
mail matter addressed to, how delivered	580	238
<b>Ogdensburg and Utica (railway post-office) exchange office with Canada</b>	616	255
<b>Omissions on registry bills and receipts to be supplied</b>	1104	388
Ontario, Province of, money-order exchange office for, is Buffalo, N. Y.	1345	456
or Detroit, Mich.	1345	456
<b>Opened through mistake, letters, when, to be returned</b>	594	247
letters, how treated	578	242
<b>Opening mails, time for, in star-route offices</b>	510	220
<b>Order books to be kept in second-class offices</b>	500	217
railway postal clerks to examine, when	921	349
<b>Orders to be truly dated and filed</b>	132	73
affecting salaries, when to have effect	455	190
<b>Pacific railroads, rates of pay of, for carrying mails, and how applied</b>	762	301
payments, to be withheld	763	302
accounts of, how stated	764	302
<b>Packages, duties on, how collected</b>	621, 822	258
<b>Palawan, mails exchanged with</b>	389	164
<b>Panay, mails exchanged with</b>	389	164
<b>Paraguay, mails exchanged with</b>	389	164
<b>Parent entitled to letters addressed to minor children</b>	568	239
<b>Partnerships, mail matter addressed to firm, how delivered</b>	570	239
upon dissolution and dispute	571	240
<b>Patagonia, mails exchanged with</b>	389	163
<b>Payments, how made by disbursing clerk</b>	54	46
of double salaries, when forbidden	67	52
of extra compensation forbidden	67	52
of unauthorized salary forbidden	69	52
to unauthorized officer forbidden	70	53
or to person in arrears to United States	71	53
in advance, for services or materials, forbidden	72	53
limited to service performed or articles delivered	72	53
fraudulent, to be recovered by suit from payee	133	73
for debts only	219	102
to be made only on appropriation	217	102
and by warrants, how drawn	217	102
to persons to whom due	219	102
of salaries of clerks, how made in Department	54	46
of other disbursements' to be by check on Treasurer when	54	46
of postmasters' salaries, how retained from receipts	221	102
authorized expenses, how deducted from receipts	221	102
receipts to be taken therefor	221	103
by disbursing postmasters, how and when made	228	104
how and when made for clerk hire and other expenses	228	104
same, how made when postmaster retires during a quarter	249	114
of letter-carriers, how made	229	104
of railway postal clerks, how made	230	105
of special-delivery messengers, to be made at end of month	677	277
how receipted for	678	277
of railroads carrying mail, conditions of	746	297
rate of, reduced 10 per centum	747	297
further reduction of 5 per centum	748	298
on contracts for carrying the mail, how and when made	810	319
not to be made after expiration of contract	811	320
for advertised letters, how made	584	245
advertisement of undelivered letters may be made	585	245
application of, after postmaster gives new bond	451	184
<b>Pegu, mails exchanged with</b>	389	163
<b>Pennsylv. (See CRIMES.)</b>		

	Sec.	Page.
<b>Penalties—Continued.</b>		
actions to collect	301	130
what offenses, subject to, list of	302	130
how recoverable	303	131
informer or prosecutor entitled to half	303	131
when informer liable for costs and fees of officers	304,	305
voluntary payments of, how deposited	306	131
compromises and remissions of, how made	309	132
<b>Penalty envelopes or official envelopes, how provided.</b>	415	175
what indorsement to bear	415	175
to contain penalty clause	415	176
what officers may use	415	176
on Government business only	415	176
may be inclosed with return address, when	415	176
to be inclosed to Senators, &c., in communications requiring answers	415	176
regulations for use of	416	177
form of penalty clause	416	177
ex-officer cannot use	416	177
not to be used in forwarding letters by postmasters	562	236
<b>Penang, mails exchanged with</b>	389	163
international money orders payable in	1322	448
<b>Penon de la Gomera, mails exchanged with</b>	389	164
<b>Pensioners, official letters to, how delivered</b>	507	238
<b>Periodicals.</b> (See SECOND CLASS MATTER; NEWSPAPERS AND PERIODICALS.)		
<b>Periodical stamps.</b> (See NEWSPAPER AND PERIODICAL STAMPS.)		
<b>Permits to ride in railway postal cars, how obtained</b>	956	354
not good for transportation	958	354
annual, not to be taken up	957	354
<b>Permissible additions to second-class matter</b>	366	149
to third-class matter	367	153
to fourth-class matter	371	156
examination with respect to	372	156
<b>Persia, mails exchanged with</b>	389	164
<b>Persian Gulf, mails exchanged with</b>	389	163
<b>Pera, mails exchanged with</b>	389	164
samples of liquids, fatty substances, &c., may be sent to	397	168
<b>Philippine Archipelago, mails exchanged with</b>	389	164
<b>Pictures, obscene, unmailable</b>	380	159
<b>Pistols, how, may be sent in mails</b>	370	155
<b>Plank roads are post-roads</b>	727	293
contract for carrying mail on	735	194
<b>Political assessments, collection or payment of, when forbidden</b>	78-81	56
postmasters forbidden to make or receive, when	504	218
<b>Political conduct of postmaster, regulation as to</b>	480	208
<b>Polk, Sarah, granted franking privilege</b>	412	174
<b>Pondicherry, mails exchanged with</b>	389	163
<b>Port Huron and Detroit (railway post-office), exchange office with Canada</b>	616	255
<b>Portland, Oregon, may have allowance for clerical labor in money-order business.</b>	1244	426
is depository for mail bags	875	37
<b>Port Townsend and Tacoma (railway post-office), exchange office with Canada</b>	616	255
<b>Porto Rico, mails exchanged with</b>	389	164
<b>Portugal, mails exchanged with</b>	389	164
samples of liquids, fatty substances, &c., may be sent to	397	168
international money orders payable in	1322	449
money orders for, payable in milreis and reis	1327	451
maximum amount of money order payable in	1329	452
money order payable in, should be retained by remitter as receipt	1341	455
exchange office for, is New York	1345	456
exchange office for, is Lisbon	1346	457
advice of money order issued in, for United States, retained by exchange office in	1351	458
<b>Portugal and the Azores and Madeira Islands, exchange of money orders.</b>		
with	1322	448
denominations and equivalents of moneys	1327	450
maximum amount of orders payable in	1329	452
order on, should be retained by remitter	1341	455
exchange office of	1346	457
new orders furnished in country of destination	1351	458
<b>Portuguese colonies, mails exchanged with</b>	389	164
<b>Postage to be paid in stamps</b>	152	82
prepayment of, required on domestic matter	320	155
rate of, on first class matter	322	136
letters	322	136
soldiers', sailors', and marines' letters	323	136
drop letters, when sent to neighboring office	326	137
second-class matter mailed by publisher or news agent	348	147
on matter to Postal Union countries	398	169
and from Canada	402	170
Mexico	403	171
Australian colonies	406	172
mode of payment of, on second class	349	147

	Sec.	Page.
<b>Postage</b> —Continued.		
mode of payment of, on transient newspapers.....	351	148
at free-delivery offices.....	352	148
on third-class matter.....	359	150
bulk packages of circulars.....	362	151
fourth-class matter.....	373	156
penalty for evasion of payment of.....	375	157
to be rated up in mailing office.....	524	224
at receiving office.....	554	232
prepayment not required on letters to Postal Union countries.....	398	169
part payment at least required on matter other than letters to Postal Union countries.....	398	169
double deficiency charged on unpaid or part paid matter from Postal Union countries.....	398	169
collected at office of delivery.....	399	169
prepayment, how far obligatory on matter to and from Canada.....	402	170
one full rate on letters and full payment required on matter to and from Mexico..	404	171
prepayment of one full rate on letters, and full prepayment on newspapers required on matter to Australian colonies.....	407	172
on matter to foreign countries, by affixing stamps valid in country of origin.....	398	169
overcharges cannot be remitted.....	512	221
double rates, when to be collected.....	558	233
extra, not to be charged by letter carriers.....	662	271
penalty for exacting more than legal.....	1465	499
report of, collected from publishers.....	256	115
due, to be collected (see POSTAGE-DUE STAMPS).....	557	233
matter held for. (See HBLD FOR POSTAGE.)		
<b>Postage-due stamps</b> , how used.....	180	91
not receivable as postage.....	521	223
to be affixed on unpaid matter.....	557	233
amount collected on delivery.....	650	268
when, by letter carriers.....	557	233
penalty for failure to affix or collect.....	559	234
when to be affixed at free-delivery offices.....	559	234
other offices.....	560	234
credit for, affixed to undeliverable matter, how obtained.....	425	183
allowed by the Dead-Letter Office.....	548	231
<b>Postage-due matter</b> not to be stopped in transit.....	213	100
<b>Postage Stamps</b> , estimates for.....	84	58
manufacture of, contracts for.....	85	58
may be signed by Third Assistant Postmaster-General.....	41	40
agent to superintend manufacture, his duties.....	153	83
kinds of, and denominations.....	153	83
ordinary, defined.....	153	83
postage-due stamps defined.....	153	83
newspaper and periodical, defined.....	153	83
special-delivery stamps defined.....	160	84
improvements in, to be adopted.....	161	84
portrait of living person not to be on.....	162	85
to be furnished and sold.....	163	85
postmaster, when supplied.....	164	85
to keep themselves supplied.....	165	85
requisitions for, how made.....	166	86
first, for newspaper, &c., stamps, how made.....	169	87
postmasters to count supplies when received.....	170	87
damaged, to be returned to Department.....	172	88
sale of, by agents.....	174	88
by postmasters, only for face value.....	174	88
penalty for selling for more or less.....	174	88
other than cash.....	174	88
pledging or hypothecating.....	174	89
for payment of debts.....	176	90
exchange of, prohibited.....	177	90
mutilated currency not to be accepted for.....	178	90
what money not receivable for.....	273	122
when lost by fire or burglary, how credit obtained for.....	257	115
Presidential postmasters to report monthly sales of.....	516	222
to be defaced at mailing office.....	517	222
how to be canceled.....	521	223
canceled, or previously used, how treated.....	521	223
matter mailed with previously used, how treated.....	521	223
mutilated, not receivable for postage.....	521	223
not to be canceled in transit.....	549	231
sale of, by letter carriers.....	627	260
special delivery, not receivable as postage.....	521	223
<b>Postal agencies</b> , foreign, Postmaster-General may establish.....	38	40
at what ports.....	38	40
in China and Japan.....	39	40
<b>Postal cards</b> , to be provided, and use of.....	157	88

	Sec.	Page.
<b>Postal cards</b> —Continued.		
for foreign use, authorized .....	158	84
double, authorized .....	159	84
postmasters to keep supplied .....	163	85
requisitions for, how made .....	165	85
supplies to be counted when received .....	169	87
damaged supplies to be returned .....	170	87
illegal sales of, punishable .....	174	89
what money receivable for .....	177	90
cannot be issued by private parties .....	324	127
when, subject to letter postage .....	324	137
when, constitute circular .....	324	137
what may written or printed on address side .....	324	137
may be forwarded or returned .....	324	137
to be treated as sealed letters .....	324	137
address on, may be written, printed, or affixed .....	325	137
when to be returned to writer .....	595	247
<b>Postal card agents</b> , appointment of, and duties .....	41	41
<b>Postal conventions</b> , Postmaster-General may conclude .....	383	161
publication of, how made .....	384	161
how printed .....	385	162
duty of Public Printer thereon .....	387	162
as to money order arrangements .....	1322	448
<b>Postal Guide.</b> (See OFFICIAL GUIDE.)		
<b>Postal note agent</b> , appointment and duties of .....	42	41
to give bond .....	42	41
<b>Postal note business</b> , rates of compensation for conducting .....	1425	484
<b>Postal note offices</b> , special envelopes furnished to, for inclosing paid postal notes .....	1407	480
can only issue postal notes .....	1429	485
supplies at .....	1429	485
postal notes issued at, at remitter's risk .....	1430	485
if lost or destroyed no duplicate issued .....	1430	485
cash-book at, how kept .....	1431	485
daily remittance of postal-note funds by postmaster at .....	1432	485
how made .....	1432	485
<b>Postal notes</b> , authorization of, by Congress .....	1397	477
supplies connected with issue of, furnished by .....	1398	478
consist of what .....	1398	478
blank, to be kept securely .....	1399	478
postmaster responsible for loss of .....	1399	478
not to take the place of money orders .....	1400	478
applicants for, should be informed that postal notes are sent at remitter's risk .....	1400	478
fee for, is uniformly three cents .....	1401	478
amount for which issued .....	1402	478
how issued by postmaster .....	1403	478
models of, postmasters should carefully study .....	1404	479
how paid by postmaster .....	1405	479
issued at money-order office, how paid .....	1406	480
postal-note office, cannot be paid thereat .....	1406	480
paid, how canceled .....	1407	480
transmitted weekly to Department .....	1407	480
written application for, not required .....	1408	481
particulars of, issued and paid, not to be entered in registers .....	1409	481
number of, allowed to be issued to one person in one day, no limit .....	1410	481
should be examined by purchaser .....	1411	481
stubs of, issued to be safely kept in issuing office .....	1412	481
postmasters held accountable for safe keeping of stubs of .....	1412	481
postmaster's neglect to keep stubs of, will subject him to prompt removal .....	1412	481
"spoiled" and "not issued," how treated .....	1413	481
blank forms of, how accounted for weekly .....	1413	481
no advice of .....	1414	481
books of, to be examined by postmaster upon receipt .....	1415	481
irregularities in, to be reported .....	1415	481
blank note omitted, how treated .....	1415	481
defective or mutilated notes in, how treated .....	1415	481
duplicates notes in, how treated .....	1415	481
issued, stamp and date omitted from .....	1416	482
omitted from .....	1416	482
of either office omitted from, rejected as vouchers .....	1416	482
having been paid, United States not liable for any further claim for the amount thereof .....	1417	482
payable to bearer .....	1416	482
complaints of loss of letters containing, how treated .....	1417	482
to be examined as to genuineness .....	1418	482
altered or counterfeit, paid at postmaster's risk .....	1418	482
erased or altered, how treated by postmaster .....	1419	482
telegraph to be used by postmaster when .....	1419	482
having coupons pasted or otherwise fastened to them, not to be paid until .....	1419	482
how paid .....	1419	482
paid by postmaster at his risk .....	1419	482

	Sec.	Page.
<b>Postal notes</b> —Continued.		
lost, duplicates of, cannot be issued	1424	483
invalid, definition of	1421	483
how paid	1421	483
additional fee for payment of	1421	483
duplicate of, issued by Superintendent of Money Order System	1421	483
receipt for, to be given up to postmaster upon payment of	1421	482
when presented for reissue	1421	483
duplicates of, only to be drawn upon what post-office	1421	483
placard in relation to, where posted	1422	483
office hours at offices issuing	1423	484
application for supplies of, how and to whom made	1424	484
rates of compensation for issuing and paying	1425	484
funds from sale of, how treated	1426	484
surplus funds from sale of, how treated	1426	484
funds from sale of, not to be kept separate from money-order funds	1428	484
amount of, issued, fees received upon, and amount of, postal notes paid to be daily entered in cash book	1427	484
issued and paid, entered separately from money orders issued and paid in weekly statements	1427	484
instructions as to manner of entering, in weekly statements, found where	1428	484
paid, caution regarding loss of	1428	484
list of paid, desirable for postmaster to keep copy of	1430	486
sent at remitter's risk	1430	486
lost or destroyed, no duplicate issued therefor	1430	485
<b>Postal revenues</b> to be paid into Treasury	61	46
duty of disbursing officer in respect to	52-59	45
whence derived	148	81
system of, explained	148	81
post-office receipts are	149	82
net proceeds money-order business are	150	82
unclaimed money in dead letters are	150	82
moneys stolen from mail are, when	150	82
finer and penalties are	150	82
receipts for transportation of mails of foreign countries are	150	82
provision of stamps and stamped paper	152-161	82
supplies of, to postmasters	162-171	85
disposition of	172-182	85
duties of postmasters as custodians of public moneys	183	92
moneys to be safely kept	184	92
deposits only in national banks or with depositaries	185	92
private banks cannot receive, on deposit	185	92
nor banker, broker, or other person	186	92
penalty for borrowing from custodian	186	92
care of, while in custody	187	93
deposit of, when required	188	93
not to be made with Department	188	94
entire balance to be deposited	189	94
deposits by retiring postmaster	190	94
failure to deposit, embezzlement	1463, 1464	498
to report cause of failure to deposit, when	192	94
letter of transmittal with deposit	193	95
certificate of deposit	194	95
lost certificate, how duplicated	195	96
deposits, how made	196	96
duties of depositaries	197	96
accounts and reports by	198	97
deposits and reports by	199	97
deposits, how brought into Treasury	200	97
collection of, by drafts	201	97
duties of drawee	202	98
notification of payment	203	98
non-payment	204	98
report of cause of failure to collect	205	98
failure to collect, cause for removal, when	207	98
responsibility for uncollected draft	206	98
to be paid into the Treasury	209	99
transfer of, how made	210	99
expenditures from. ( <i>See</i> EXPENDITURES; DISBURSEMENTS.)		
" <b>Poste restante</b> ," letters marked, not to be advertised	589	246
registered letters must be held not longer than three months if undelivered	1164	404
<b>Posting</b> of list of advertised letters, how to be made	587	245
<b>Postmarking</b> of all but second-class matter required	518	222
Impressions of stamp, how taken	519	222
to be legible and clear	520	223
of mail matter placed in railway post-office	986	361
postal clerks to report neglect in	986	361
of unclaimed matter sent to Dead-Letter Office	607	250
<b>Postmarking stamps</b> to be entered in inventory	242	110
how to be used	517	222





**Postmaster-General—Continued.**

	Soc.	Page.
may make allowances to postmasters.....	460	190
for money-order service.....	462	200
separating offices.....	461	200
extraordinary business.....	463	201
may adopt uniform canceling ink, &c.....	467	202
establish blank agency.....	468	203
to furnish metric balances.....	471	203
may direct business hours at post-offices.....	474	207
to arrange clerks, &c., into classes in post-offices where fifty or more employed....	497	216
to prescribe time of closing mail.....	500	220
use of postage-due stamps at free delivery offices.....	557	233
may direct publication of list of non-delivered letters.....	562	244
establish, free delivery service, when.....	623	259
receiving boxes, when.....	629	261
special-delivery service, when.....	665	271
and extend same to all offices.....	666	272
authority of, in establishing mail carriage:		
may select post-roads.....	728	294
change terminus thereof.....	729	294
shall cause court-houses to be supplied.....	730	294
provide mail carriages on post-roads.....	731	294
may contract for transportation of mails.....	732	294
extend facilities to special offices.....	733	294
contract for mail carriage on canals.....	734	294
plank roads.....	735	294
waters of United States.....	736	295
inland and foreign combined, when.....	737	295
give preference to letter over other mail.....	738	295
discontinue service on post-roads.....	739	295
as to mail carriage by railroads:		
may decide on trains and manner.....	740	295
contract without advertising.....	741	295
readjust compensation.....	746	297
by reducing same ten per cent.....	747	297
by reducing same five per cent more.....	748	298
fix rate in land grant roads, when.....	749	298
to have mails weighed.....	752	299
may request railroad companies to report receipts and expenses.....	760	301
use horse express, when.....	761	301
authorized to establish mail-messenger service.....	765	303
as to contracts for mail carriage:		
may order advertisements in what newspapers.....	776	306
advertise routes omitted.....	777	307
to designate amount of bonds of bidders.....	779	308
to prescribe form of bond and affidavit of bidders' sureties.....	780	309
opening of proposals for carrying mails.....	792	313
to whom to award contracts.....	794	314
bidder failing, to let to next lowest bidder.....	796	314
contractor failing, how to proceed.....	797	314
may authorize temporary contracts, when.....	798	315
extend service, when.....	799	315
employ temporary service, when.....	799	315
contract for steamboat service.....	804	317
fix time of executing contracts.....	806	318
require new sureties, when.....	809	319
annul contract, when.....	808	319
change schedules of arrivals and departures, when.....	812	320
extend service on routes, when.....	814	320
expedite service, when.....	815	320
discontinue or curtail service, when.....	817	321
annul contracts sublet without consent.....	819	321
or when sublet at less than contract price.....	823	324
as to transportation of domestic mails through foreign countries:		
may make suitable arrangements for.....	825	324
contract for carrying mail between United States and foreign countries.....	826	324
employ sailing vessels therefor, when.....	827	325
allow what compensation for carrying foreign mails.....	828	325
impose fines on contractors.....	829	325
discontinue contracts for, when.....	830	325
arrange for carrying foreign mails through United States.....	831	325
pay masters of vessels for ship letters.....	837	327
as to fines and deductions on contractors:		
may make deductions for failures.....	848	329
and impose fines for delinquencies.....	848	329
as to railway mail service:		
may appoint general superintendent therefor and assistant superintendents....	894	343
railway postal clerks.....	898	344
and fix their salaries.....	898	344

**Postmaster-General—Continued.**

	Sec.	Page.
as to registry system:		
may establish uniform system of registration .....	1039	373
and direct manner of accounting for fees therefor .....	1045	374
prescribe regulations for sending currency for redemption free .....	1047	374
as to money-order system:		
may establish uniform system for .....	1234	423
at post-offices and branch post-offices .....	1235	423
make allowances for clerk hire for money-order business .....	1244	426
pay for stationery and incidental expenses out of proceeds of .....	1245	426
shall supply money-order offices with blanks, &c. ....	1253	428
may prescribe proof as to genuineness of indorsement of money order .....	1289	437
make arrangements for exchange of international money orders .....	1322	448
transfer money-order funds .....	1368	467
postal revenues to money-order funds .....	1369	467
to require postmasters to render reports of money-order funds .....	1371	468
may direct deposit of money-order funds .....	1372	468
authorize issue of postal notes .....	1397	477

**Postmasters, appointment of, by President.**

Postmaster-General .....	440	188
when fourth-class office becomes Presidential .....	440	188
Presidential office becomes fourth-class .....	440	188
minors and aliens ineligible .....	441	188
alien, having declared intention, may be .....	441	189
married woman may be .....	441	189
wife of contractor may not be .....	441	189
must be of full age .....	441	189
bonds of, required .....	442	189
additional conditions of, at money-order offices .....	442	189
how to execute .....	443	189
instructions as to execution of bond .....	443	189
liability of sureties of .....	447	192
limit of time of sureties' liability .....	447	192
action of sureties upon death of .....	448	192
release of sureties of, by renewal of bond .....	449	193
when, must execute new bond .....	450	193
application of, for new bond .....	451	194
release of sureties by Court of Claims .....	453	194
commission of, when issues .....	444	190
must reside within delivery of office .....	445	190
cannot hold other office, when .....	446	190
classification of .....	454	195
compensation of .....	455	196
orders affecting salaries, when take effect .....	455	196
readjustment of salaries, when made .....	456	196
salaries of first, second, and third class .....	457	196
compensation when acting <i>pro tempore</i> .....	458	198
of fourth-class .....	459	199
money allowances .....	460	199
at what offices, and for what, made .....	460	199
basis on which allowed .....	460	199
at separating offices .....	461	200
clerk hire for money-order offices .....	462	200
extraordinary business .....	463	201
clerks and employés of .....	404	201
allowances to, how made .....	465	202
for leased post-office .....	466	202
supplies furnished to .....	467	202
of uniform canceling ink .....	467	202
blanks .....	468	203
facing slips, wrapping paper, and twine .....	469	203
postal balances .....	471	208
printed, or wooden, or slide labels .....	472	204
list of blanks furnished to .....	473	204
directions in applying for blanks .....	473	204
organization and management of office .....	474	207
to keep an office .....	474	207
not located in bar-room .....	475	207
may transact other business at fourth-class office .....	476	207
must not act as lottery agent .....	477	207
not to permit loungers or disorderly persons in post-office .....	478	207
what advertisements allowed posted in post-office .....	479	207
personal conduct of .....	480	208
political action restricted .....	480	208
business hours at post-office .....	481	210
when to keep delivery open .....	482	210
may observe what holidays .....	483	210
care of public property .....	484	211
inventory of same to be taken .....	484	211

Postmasters—Continued.	Sec.	Page.
may allow box-holders to provide lock-boxes .....	490	213
must employ assistant .....	496	216
must keep record of box-holders .....	494	214
records of public property .....	484	211
provide letter-box at office .....	487	212
drawers for stamps, &c. ....	488	212
take care of property in office .....	486	212
turn over property to successor .....	485	211
at first and second class offices must examine distributing clerks .....	499	217
keep order books .....	499	217
fourth-class offices may transact other business .....	470	207
duty of, as to key deposits .....	494	214
forbidden to disclose names of box-holders .....	493	214
rent boxes for longer term than three months .....	491	213
in doubtful cases, must get instructions from Department .....	502	218
instructions for, as to corresponding with Department .....	503	218
political assessments .....	505	218
are not supplied with stamps, &c., until commissioned .....	183	85
to keep themselves supplied with stamps, &c., how .....	164	85
first requisition of, for newspaper and periodical stamps .....	166	86
collection of drafts by .....	201-208	97-98
deposit of funds by .....	185-190	92-97
duty of, as to special-request envelopes .....	167	86
instructions for making requisitions for stamps, &c. ....	165	85
as to use of newspaper and periodical stamps .....	179	90
must count supplies when received .....	169	86
redeem certain spoiled stamped paper .....	181	91
safely keep public funds .....	184	92
not required to accept mutilated money .....	177	90
as to newspaper and periodical publications:		
duty of, as to examination of second-class matter .....	343, 344	145
must ascertain whether subscription price and list of subscribers are genuine .....	232	140
detain publications suspected to be third-class matter .....	358	150
inform publishers as to regulations concerning second-class matter .....	334	142
keep record of publications .....	345	146
report false evidence presented as to second-class matter .....	347	146
require certain information from publishers .....	333	140
rules for guidance of, as to supplements .....	638	143
sample copies .....	340	144
as to other classes of mail matter:		
instructions for, as to circulars .....	361	151
free county publications .....	422	180
printed matter .....	364	152
must examine fourth-class matter .....	372	156
receive and mail free copy-right books, &c., to Librarian of Congress .....	420	180
as to treatment of mail matter in post-offices:		
duty as to hour of closing mails .....	509	220
forbidden to allow unauthorized persons to handle the mails .....	511	221
give information concerning mail matter .....	507	220
open sealed matter .....	506	219
solicit the mailing of matter .....	515	221
instructions for advertising of letters .....	532-591	244-246
distribution and dispatch of matter .....	534-545	228-230
collection of deficient postage .....	554-561	232-235
forwarding of matter .....	562-564	235, 236
handling matter at catcher offices .....	610-614	252, 253
mailing matter to foreign countries .....	615-617	254-256
receiving matter from foreign countries .....	618-622	257-259
sending matter to Dead-Letter Office .....	602-609	248-251
treatment of matter received in transit .....	546-549	230, 231
at office of destination .....	550-553	231, 232
misdirected matter .....	526	225
refused second-class matter .....	509-601	248
unclaimed matter .....	592-598	246-281
unmailable matter .....	527-530	225-226
unpaid matter .....	525	224
must cancel stamps on matter .....	517	222
postmark mail matter .....	518	222
penalty for detention of mail matter .....	508	220
as to expenditures:		
all Presidential, are disbursing officers .....	226	104
disbursements by, to letter-carriers .....	229	104
railway postal clerks .....	230-237	105-107
may be designated to act as disbursing officers .....	225	103
must make all authorized disbursements before sending accounts to Auditor .....	228	104
may retain salary and allowances expended .....	221	102
but no more .....	221	102
must send vouchers to Auditor .....	222	103
deduct balances from next quarter's receipt .....	223	103



	Sec.	Page.
<b>Postmasters—Continued.</b>		
as to the registry system:		
duty of, when registered matter is too large for registered-package envelope	1065	379
package envelope contains only bill and receipt	1103	388
is received empty	1109	389
pouch arrives with defective lock	1088	384
forbidden to enter registry fees on quarterly postal account	1147	401
reprimand one another	1149	401
return fraudulent registered matter without express authority	1130	396
send registered matter over star routes to postal clerks	1078-1079	382
tie or wrap registered matter with ordinary	1074	381
write to foreign postal officials	1167	405
must be able to certify to dispatch of registered matter	1077	382
check return of registry bills and receipts	1090	385
deliver registered matter to addressee only	1121	394
inclose registered matter in registered-package envelope	1062	378
encourage registration	1041	373
indorse registered special-delivery letters	1063	379
enter registered matter on registration book	1054	377
for delivery on delivery book	1110	389
transit matter on transit book	1087	384
give and take hand-to-hand receipts when practicable	1071	381
in certain cases use registered-tag envelopes	1066	379
keep registered matter secure	1059	377
make quarterly reports of registry business	1146	401
out and send registry-return receipt and bill	1060, 1061	377, 378
registered package receipts	1067	380
mark registered matter of third and fourth classes	1053	376
number registered matter consecutively	1055	377
observe registry schemes	1081	383
preserve used registered-package envelopes	1145	400
promptly answer inquiries	1140	399
return registered-package receipts	1070	381
receive registered matter from postal clerks	1100	387
register all matter properly presented	1041	373
require registered matter to be indorsed	1053	376
re-mail registry return receipts to senders	1126	395
report when registered letter arrives unsealed	1064	379
send circular of inquiry in certain cases	1092	385
duplicate receipt if original be not returned	1091	385
notice of arrival of registered matter	1115	392
registered matter by most secure route	1080	382
return receipts for foreign matter to exchange offices	1160	404
supply omissions in registry bill and receipt	1104	388
take receipt when registered matter is delivered	1118	393
special interest in registry system	1148	401
turn over registry records to successor	1143	400
on star routes must place registered matter in way pouches	1082	383
rules for registering currency for redemption	1048	374
sending remittances of postal and money-order funds	1049	375
should consult Postal Guides as to registered matter for foreign dispatch	1155	403
will be held accountable for registered matter	1059	379
responsible for certain losses of registered matter	1064	377
in connection with free delivery of letters. (See FREE-DELIVERY SERVICE.)		
mail equipments. (See MAIL EQUIPMENTS.)		
money orders. (See MONEY-ORDER SYSTEM.)		
special delivery of letters. (See SPECIAL-DELIVERY SERVICE.)		
railway mails. (See RAILWAY MAIL SERVICE.)		
transportation of the mails. (See TRANSPORTATION OF THE MAILS.)		
<b>Post-Office Department, establishment of</b>	1	9
officers of	6	10
organization of	7	13
office of Postmaster-General	7	13
the chief clerk	7	14
the appointment clerk	7	14
superintendent of buildings and disbursing clerk	7	15
Assistant Attorney-General	7	15
law clerk	7	16
topographer	7	16
Chief Post-Office Inspector	7	16
First Assistant Postmaster-General	7	16
division of appointments	7	17
bond division	7	17
division of salaries and allowances	7	18
free-delivery division	7	19
division of correspondence	7	19
division of post-office supplies	7	18
duties assigned to office of Postmaster-General	7	13
chief clerk	7	14

**Post-Office Department—Continued.**

	Sec.	Page.
duties assigned to office of appointment clerk .....	7	14
superintendent of buildings and disbursing clerk .....	7	15
Assistant Attorney-General .....	7	15
Chief Post-Office Inspector .....	7	16
clerks in, employment authorized .....	10	20
only as provided by law .....	10	29
extra, when employed .....	11	29
restrictions in employing .....	12	30
voluntary service of, forbidden .....	13	31
classification of .....	14	31
change in grading, authorized .....	15	32
salaries and compensation of .....	17	32
distribution of .....	18	33
appointment of .....	19	33
soldiers and sailors preferred as .....	20	33
appointment of women .....	21	33
only two of a family eligible .....	22	34
intemperance a bar .....	23	34
what recommendations considered .....	24	34
financial maintenance of .....	51	45
property of, to be inventoried .....	62	50
sales of waste paper in, authorized .....	63	50
telegraph for use of .....	137	75
<b>Post-office inspectors, employment of, authorized</b> .....	26	35
appointment authorized .....	26	35
Department officers may be .....	27	35
compensation and per diem of .....	28	35
appointment of, probationary .....	28	36
their payment, how made .....	29	37
required to give bond .....	31	37
general authority of .....	32	38
duties of, how to be performed .....	33	38
to observe service .....	34	38
confidential communications of .....	35	39
organization of the force .....	36	39
headquarters of divisions .....	36	39
confidential regulations for .....	37	39
must exhibit commissions to postmasters .....	504	218
must receive mail matter from postal car, when .....	565	237
railroads to carry, without charge .....	743	296
railway postal clerks must assist .....	931	350
<b>Post-offices, Postmaster-General to establish and discontinue</b> .....	2	9
establishment of .....	436	187
professing to keep, without authority, punishable .....	436	187
establishment of branch .....	437	187
change of name and site of .....	438	187
discontinuance of ( <i>see</i> DISCONTINUANCE) .....	439	188
organization and general management of .....	474-505	207-219
postmasters required to keep open, when .....	474	207
not to be located in bar-room .....	475	207
fourth-class, what room may be kept .....	476	207
other business to be kept separate from .....	476	207
lounge or disorderly persons not permitted in .....	478	207
dispute or controversy not permitted in .....	478	207
disturbers, when to be expelled .....	478	207
to be kept clean and orderly .....	478	207
public not excluded from lobby, when .....	478	207
smoking may be prohibited in .....	478	207
business hours at .....	481	210
what advertisements permissible in .....	479	207
delivery of, when to be kept open .....	482	210
when to be opened on Sunday .....	481	210
may be closed on holidays .....	483	210
equipment of .....	487	212
receiving boxes for mailing, when to be provided .....	487	212
drawers for mailing, &c .....	488	212
letter boxes, how provided in .....	489-495	213-214
breaking burglariously into, how punished .....	1458	496
embezzlement of property in .....	1455	495
letter deposited in, deemed "intended to be conveyed by mail" .....	1443	491
what constitutes a .....	1449	494
need not be a building set apart for that use, nor apartment or room in, when .....	1449	494
receiving articles stolen from, how punished .....	1450	494
stealing property from, how punished .....	1455	495
<b>Post-office supplies.</b> ( <i>See</i> SUPPLIES.)		
division of, chief of, appointment and salary .....	6	11
attached to office of First Assistant .....	7	18
what, are furnished .....	467-473	202-206
<b>Post roads, what are established as</b> .....	727	293

	Sec.	Page.
<b>Post roads</b> —Continued.		
Postmaster-General may select terminus of, may be changed	728	294
court-houses to be supplied with mail	730	294
service may be established on authority to establish	732	294
extension of mail facilities to special offices	733	294
carrying mail on canals	734	294
plank roads	735	294
inland waters	736-737	295
discontinuing service on	739	295
<b>Post-route maps</b> , disbursement of appropriation for	55	46
sales of, how made	61	49
issue of, to officers in service	61	50
<b>Pouches</b> . (See MAIL BAGS.)		
return of	1000	364
catcher, how used	612-614	253
<b>Ponto-Condor</b> , mails exchanged with	359	163
<b>Pound rate</b> . (See SECOND-CLASS MATTEE.)		
<b>Powders</b> , liquids, &c., may be mailed to certain countries under restrictions	397	168
<b>President</b> , order of, as to acting heads of Department	25	35
holding of other offices by United States officers	446	190
United States officers, their participation in political campaigns	430	208
appoints first, second, and third class postmasters	440	183
when to fill vacancies in office of postmaster	447	192
<b>Prepaid</b> . (See POSTAGE.)		
<b>Premium</b> , on sales of public securities to be accounted for	66	51
<b>Present</b> , letter carriers not to solicit	641	265
<b>Presidential post-offices</b> , change to, from fourth class	258	116
<b>Prince Edward Island</b> , Province of, money-order exchange office for, is Bangor, Me.	1345	456
<b>Printed matter</b> , low, lascivious, or obscene, unmailable	380	159
book, when obscene, unmailable	380	159
<b>Printing and binding</b> for Department, estimates for	108	66
to be done by Public Printer	111	67
account to be kept	112	67
reports, when to be printed	113	67
not to contain irrelevant matter	114	68
form and style of	116	68
number of reports, &c., to be printed	115	68
<b>Priority</b> of debts due United States	312	132
<b>Probation</b> of railway postal clerks	809	345
of post-office inspectors	30	37
<b>Profane language</b> forbidden to letter carriers on duty	641	265
<b>Promotions</b> in letter carrier force, how made	633, 638, 263,	265
of railway postal clerks	900	345
<b>Proposals</b> for carrying the mail, to be accompanied by bonds	779	308
bond to be approved by postmaster	779	308
condition of bond	779	308
liability in case of failure	779	308
sureties on bonds must qualify	780	309
penalty for illegal approval of bond	780	309
postmaster's duties upon approval of sureties	782	309
to be accompanied by certified check or draft	783	310
when returned	784	311
how, must be prepared	785	311
bidders to inform themselves as to service	786	311
special instructions to bidders	787	312
must be made by persons competent to contract	788	312
cannot be assigned or transferred	789	312
penalty for combination to prevent	790	312
to be recorded and filed	791	313
how delivered and opened	792	313
when to be rejected	793	313
right reserved to reject all	793	313
contracts, when awarded on	794	313
when bidders released from bonds	795	313
<b>Public moneys</b> , disbursing clerks to give bond for	52	45
requisition for, how made	53	46
deposits of, by disbursing officers, how made	56	47
exchange of, for other funds, restricted	57	47
settlement of accounts of disbursing officers	59	48
distinct accounts of, to be rendered according to appropriation	59	48
disbursing clerk to account for, monthly	59	48
expenditures and purchases from, for Department use	60	48
of contingent fund restricted	60	49
payment of, to Treasurer	65	51
duty of postmasters as custodians of	183	92
to safely keep without loaning, using, or depositing in unauthorized bank	184	92

	Sec.	Page.
<b>Public moneys</b> —Continued.		
duty of postmasters—when may deposit in national bank.....	185	92
private bank cannot receive on deposit.....	186	92
postmasters, when and where to deposit.....	188	93
entire balance to be deposited.....	189	94
deposit by retiring postmaster.....	190	94
deposits, in what manner made.....	196	96
duties of depositaries receiving.....	197	96
accounts and reports by depositaries.....	198	97
deposits, how brought into Treasury.....	200	97
postal revenues, how brought into Treasury.....	209	99
transfer of postal deposits, how made.....	210	99
payments from Treasury, how made.....	217	102
subject to drafts of Treasurer.....	220	102
embezzlement of, how punished.....	1444	491
receiver of stolen, how punished.....	1445	492
custodian of, when liable to embezzlement.....	1446	492
for failure to safely keep without loaning, using, applying to his own use, or de- positing in unauthorized bank.....	1446	492
postmaster neglecting to deposit, how punished.....	1463	498
failing to deposit with proper depository, how punished.....	1464	499
<b>Public property</b> in Department to be inventoried.....	62	50
sale of waste paper in Department.....	63	50
how to be made.....	64	51
inventory to be made of, by postmaster.....	484	211
record to be thereof kept.....	484	211
to be turned over to successor, when.....	485	211
receipts therefor, to be taken.....	484	211
care in preserving and use enjoined.....	486	212
care of, by postal clerks.....	940	351
transfer of, by postal clerks.....	941	351
embezzlement or larceny of, how punished.....	1444	491
receiving stolen or embezzled, how punished.....	1445	492
purchasing from post-office, how punished.....	1455	495
<b>Publishers.</b> (See NEWSPAPERS AND PERIODICALS.)		
when entitled to pound rate.....	348	147
deemed a news agent.....	350	148
how to apply to enter publication as second-class.....	333	140
proofs to be made by.....	333	141
may fold supplements with issues.....	337	142
send sample copies.....	340	144
submitting false evidence, punishable.....	346	146
when to be notified that publication is refused.....	600	248
mail bags may be supplied to, when.....	865	335
may inclose bills, receipts, and orders for subscription with second-class matter.....	356	149
when, must pay third-class rate.....	358	150
<b>Purchases.</b> (See CONTRACTS.)		
for Department use, when authorized from contingent fund.....	60	48
when, to be made to meet exigency.....	88	59
of coal in District of Columbia.....	89	59
of postage stamps by one postmaster from another.....	164	85
<b>Qualification</b> of postmaster and postal employes by taking oath.....	43	41
of sureties of postmasters by justifying responsibility.....	443	189
bidders to carry mail.....	780	309
<b>Quarterly returns,</b> postmasters to render, of postal account.....	244	112
to be sworn to.....	245	112
penalty for neglect to render.....	246	112
such neglect embezzlement.....	1403	498
directions for rendering.....	247	112
transcripts to be sent when lost.....	248	113
from letter-carrier offices.....	255	115
unchanged by renewal of bond.....	251	114
correction in, to be made and notified.....	252	114
to be preserved two years.....	253	115
how made on change of class of office.....	258	116
penalty for making false.....	259	116
no statement of registry fees to be entered on.....	1147	401
<b>Quebec, Province of,</b> money-order exchange office for, is Saint Albans, Vt.....	1345	456
<b>Queen bees,</b> how, may be sent in mails.....	370	155
<b>Queensland,</b> classification of matter exchanged with.....	406	172
rates of postage thereon.....	407	172
exchange of money orders with.....	1322	449
international money orders payable in.....	1322	449
denominations and equivalents of moneys.....	1327	451
money orders for, payable in pounds, shillings, and pence.....	1327	451
maximum amount of money order payable in.....	1329	452
postmaster to designate paying office for orders payable in.....	1337	454
money order payable in, must be sent by remitter to payee.....	1340	455
exchange office for, is San Francisco.....	1345	456



	Sec.	Page.
<b>Queensland</b> —Continued.		
exchange office of .....	1346	457
money orders issued in, forwarded to payees in United States .....	1350	458
<b>Rabat</b> , mails exchanged with .....	380	164
<b>Railroad employes</b> not to carry letters out of mail .....	1030	370
<b>Railroads</b> are post roads .....	727	293
transportation of mail upon .....	740-764	295-303
Postmaster-General to decide what trains carry mail .....	740	295
	and may contract for, without advertisement .....	741 295
company must carry mails upon any train .....	742	296
supplies and special agents free of charge .....	743	296
must deliver mails into post-office .....	744	296
not to carry mails beyond termini .....	745	297
conditions of service and rates of pay .....	746	297
compensation reduced ten per cent. ....	747	297
further reduction five per cent. ....	748	298
Congress may fix compensation of land-grant roads .....	749	288
compensation to be paid land-grant roads .....	750	298
mails to be carried on fastest train .....	751	299
mails how and when to be weighed .....	752	299
companies to give notice of readiness for weighing .....	753	299
to provide post-office cars .....	754	299
dimensions of, and additional pay for, post-office cars .....	755	300
cars to be furnished as required .....	756	300
special facilities, how furnished .....	757	300
specific requirements of services on .....	758	300
financial agent to receive pay for services of .....	759	301
correspondence with the Department .....	759	301
companies to report receipts and expenses .....	760	301
when mail may be carried by horse express .....	761	301
rates of pay on Pacific .....	762	301
payments thereto, to be withheld .....	763	302
accounts with, how stated .....	476	302
<b>Railway Mail Service</b> .....	7	21
office of Superintendent, in Department .....	7	21
organization of .....	894	343
general superintendent of, appointment and salary .....	894	343
duties of .....	896	343
as to mailability of doubtful matter .....	896	343
division superintendents of, appointment of .....	897	344
offices of, where established .....	897	344
classification of employes in .....	898	344
persons in, designated railway postal clerks .....	898	344
clerks in, how appointed .....	899	345
promoted .....	900	345
recommendations for promotion of, how made .....	901	345
assignment of chief clerks, how made .....	902	345
railway postal cars designated railway post-offices .....	903	346
organization of working crews .....	905	346
helpers, how employed .....	906	347
clerks on steamboat lines, when detailed .....	907	347
transfer service, where and how maintained .....	908	347
assignment of clerks for .....	909	347
chief clerks of, designation of .....	910	348
detail of clerks, how made .....	911	348
assignments to duty, how made .....	911	348
salaries regulated by duties assigned .....	913	348
disposal of incompetent clerks .....	914	348
general instructions to railway postal clerks .....	915-977	348
in handling ordinary mail matter .....	978-1029	359
changes in, how reported on .....	1033	370
<b>Railway postal cars</b> , railroads must furnish .....	754	299
with safety heaters and lamps, penalty for refusal .....	754	299
dimensions of, and pay for .....	755	300
to be furnished as required .....	756	300
designated as post-offices .....	903	346
clerks must not leave, when .....	936	351
care of, by postal clerks .....	938	351
to be examined at end of run .....	937	351
who may have access to .....	955	354
permits to ride in, how granted .....	956	354
when not to be taken up .....	957	354
not good for transportation .....	958	354
<b>Railway postal clerks</b> , salaries to, how paid .....	230	105
probationers .....	230	105
deductions from pay, how made .....	230	105
pay, how affected by record of arrivals and departures .....	231	106
absences .....	232	106

**Railway postal clerks—Continued.**

	Sec.	Page.
notices to paying postmaster to make deductions.....	233	106
partial suspension of pay, when required .....	234	106
payment of acting clerks .....	235	107
substitutes .....	235	107
deduction of pay of, to be noted .....	237	107
to turn in keys and records before final payment .....	237	107
classification of .....	898	344
appointment of, probationary.....	899	345
reappointment of, to be upon merit .....	899	345
promotions of, how recommended and made.....	900	345
by whom made;.....	901	345
assignment of chief clerks of.....	902	345
uniform prescribed for.....	904	346
organization of working crews.....	905	346
helpers, when employed .....	906	347
how paid on steamboat lines.....	907	347
may be detailed on transfer service.....	908	347
detail of, from one route to another, how made .....	911	348
reassignment to duty, how made.....	912	348
incompetent, to be reduced or retired .....	914	348
general instructions:		
to carry instructions, orders, schemes, and keys.....	915	348
report errors in Postal Guide.....	916	348
changes of schedules .....	917	349
needed in railway post-offices .....	918	349
duties of clerk in charge .....	919	349
to obey clerk in charge .....	920	349
must examine order books .....	921	349
reside where.....	923	349
paid for daily service .....	925	349
not to traffic while on duty .....	926	349
impart information.....	927	350
courtesy enjoined upon .....	928	350
use of intoxicating liquors by, prohibited .....	929	350
must pay honest debts.....	930	350
report accidents.....	932	350
observe rules of railway companies .....	933	350
vigilance required of, in guarding mail .....	934	350
must accompany mail to and from post-office.....	935	351
not to leave their cars, when .....	936	350
must examine car at end of run .....	937	351
not to deface or injure cars .....	938	351
keep stoves and heaters closed, when .....	938	351
must examine waste-paper and twine, when .....	939	351
when to turn over property of Department .....	940	351
transfer of property by, how made .....	941	352
not to apply public property to private use .....	942	352
sale of postage stamps by, authorized.....	943	352
not to mutilate property .....	944	352
care of mail bags, mail locks, and keys by:		
how to secure mail key .....	945	352
mail key, how held by .....	946	352
to take receipt for key on transfer or exchange.....	947	352
not to repair mail locks and keys .....	948	352
to report defective key to Superintendent .....	949	353
care of mail keys by, penalty for loss .....	950	353
how to use mail bags.....	951	353
treat unsound mail bags in transit.....	952	353
open mail-bag with defective lock.....	953	353
not to use hooks in handling mail bags .....	954	353
who may ride in railway postal cars .....	955	354
permits to ride in cars, how given .....	956	354
not to be taken up .....	957	354
not good for transportation.....	958	354
to sign record of arrivals and departures .....	959	354
how to reply to official communications.....	963	355
send telegrams .....	964	355
case examinations of, how made.....	966	356
voluntary examinations of, how made.....	967	356
probationers, to be examined monthly.....	968	356
duty of, on night lines.....	969	357
leaves of absence of.....	970	357
back runs, how paid .....	971	357
substitutes for clerks absent.....	972	357
when disabled to send certificate .....	973	358
how to send resignation .....	974	358
not to give information as to vacancies .....	975	358
entitled to expenses only when subpoenaed .....	976	358
exempt from militia duty .....	977	359

	Sec.	Page.
<b>Railway postal clerks</b> —Continued.		
general instructions:		
exempt from militia duty but not from jury duty, road duty, or arrest on criminal process	977	359
instructions to, in handling ordinary mail matter	978-1018	359
not to deliver matter to addressee	565	236
to receive mail for delivery at next post-office	718	291
duty of, as to pouching registered matter	1220	419
must check return of registered package receipts	1231	421
compare registered packages with accompanying receipts	1223	420
deliver registered matter to connecting postal car	1232	421
not deliver registered matter to employes of railroad companies	1226	420
postmark and return registered package receipts	1225	420
receive registered matter before leaving terminal office	1223	419
must receipt for registered matter	1224	420
report failures to properly make out registered package receipts	1229	420
postmasters must receive registered matter from	1100	387
record of matter to be kept by	1222	419
registry books for	1221	419
<b>Railway post-offices</b> , railway postal cars designated	903	346
<b>Rating stamps</b> furnished to postmasters	467	203
to be entered in inventory	242	110
returned to Department when unfit for use	486	212
<b>Reazors</b> , when admissible to mails	370	155
how inclosed for mailing	370	155
<b>Readjustment</b> of salaries, when made	456	196
<b>Receipts.</b> (See REVENUES.)		
to be given when matter is registered	1054	377
to be taken when registered matter is delivered	1118	393
postmasters to have, for all expenditures	222	103
of acting postal clerk, how made	235	107
on payment of money order, how taken	1290	437
of special-delivery matter delivered	678	277
<b>Receiver</b> , when to be appointed to receive mail matter	571	240
delivery of mail matter to	572	240
<b>Receiving boxes</b> to be provided at third and fourth class offices	487	212
how to be constructed	487	212
collection of mail matter from, by letter carriers	659	270
penalty for malicious injury to	1440	489
or to matter therein	1441	489
<b>Record</b> of receipts from stamps, box rents, &c.	241	109
how kept in third and fourth class offices	241	109
first and second class offices	242	110
of box rent account, how kept	494	214
arrivals and departures, how kept	960	355
of postal clerks, how kept in post-offices	959	354
to be kept at each station	1026	369
by transfer clerks	1024	368
clerks to sign	959	355
failure to sign, how entered	231	106
of errors by distributing clerk, when to be kept in post-offices	498	217
by transfer clerks	1021	368
how to be filled up	961	355
of second class publications to be kept in post-offices	345	146
Department	335	142
of registration business to be kept	1050	375
are public property	1143	400
in discontinued offices, where kept	1144	400
<b>Refused matter</b> of second class	589	248
notice of refusal to be given publisher	600	248
when to be placed with waste paper	601	248
when treated as "dead"	602	249
<b>Refused registered matter</b> , how treated	1135	398
special-delivery matter, how treated	695	282
<b>Register</b> , biennial, to be prepared	134	74
<b>Registered fourth-class matter</b> to be examined and marked	1053	377
<b>Registered letters</b> , addressed to lotteries, may be returned by order of the Postmaster-General	1130	396
arriving in bad order, treatment of	1106	388
containing currency for redemption, how treated	1047	374
delivery of	1117	393
at letter-carrier offices	1116	392
entry of, in delivery book	1110	389
fee on	1046	374
for special delivery, how treated	1122	394
found unsealed, how treated	1107	389
from Canada, return of undelivered	1163	404
may be forwarded without additional fee or postage	1113	390
misdirected, how treated	1112	390
missent, how treated	1111	390
must be placed inside of registered package envelopes	1063	378

**Registered letters—Continued.**

	Sec.	Page.
not subject to attachment or garnishment.....	1129	396
recall of, by writers.....	1133	397
report of missing, to be made to Chief Inspector.....	1142	400
return of undelivered.....	1134	397
when sent to Dead-Letter Office.....	1162	401
<b>Registered mail</b> , duty of transfer clerks as to.....	1027	369
<b>Registered matter</b> becomes so when receipt is given.....	1056	377
bill must accompany every package of.....	1061	378
cancellation of stamps on.....	1058	377
care required in delivering.....	1121	394
delivery of, general rule for.....	1117	393
at letter-carrier offices.....	1116	392
by letter carriers.....	1119	393
to other than addressee.....	1125	394
when addressee is dead.....	1127	395
insane.....	1128	395
Department not liable for loss of.....	1039	373
depredeation on, who responsible for.....	1064	370
must not be concealed from Department.....	1142	400
dispatch of, general manner of preparing for.....	1063	378
fees on, not to be reported in quarterly postal account.....	1147	401
for delivery, treatment of.....	1101	387
special delivery, how to be indorsed.....	1063	379
foreign countries, what may be included in.....	1153	402
dispatch from exchange offices.....	1172	406
other than exchange offices.....	1151	401
in international pouches.....	1152	402
label for.....	1171	405
may be forwarded from one country to another.....	1166	405
recalled by senders.....	1168	405
must be postmarked at exchange offices.....	1170	405
return receipts for.....	1157	403
treatment of insufficiently prepaid.....	1173	406
found among ordinary matter, how treated.....	1102	388
without cover in registered package envelope.....	1108	389
from Canada, how to be treated if undelivered.....	1163	404
foreign countries, delivery of.....	1159	403
general treatment of.....	1175	407
insufficiently prepaid.....	1174	407
return receipts for.....	1161	404
supposed liable to customs duty.....	1185	404
undelivered, to be sent to Dead-Letter Office.....	1162	404
when to be specially held for delivery.....	1164	404
post-offices at a distance from railroad.....	1078	382
hand-to-hand receipts for, when practicable.....	1071	381
how treated when too large for registered package envelopes.....	1065	379
in penalty envelopes, when to be reforwarded.....	1113	390
pouches with defective locks, how treated.....	1088	384
inquiries concerning, must receive prompt attention.....	1140	399
in through pouches (see REGISTERED POUCHES; INNER SACKS; BRASS-LOCK POUCHES).....	1177	408
mail carrier not to handle, outside of pouch.....	1076	382
manner of putting in catcher pouches.....	1075	381
signing receipts for.....	1069	381
may be forwarded from one office to another.....	1113	390
missing or lost, must be reported to Chief Inspector.....	1142	400
must be kept separate from ordinary mail.....	1059	377
numbered consecutively.....	1055	377
placed in registered package envelopes.....	1062	378
postmarked.....	1058	377
sent by most secure route.....	1080	382
no additional postage for forwarding first class.....	1113	390
no fee for forwarding.....	1113	390
not to be addressed to initials, box numbers, &c.....	1043	373
sent direct over railways from star route offices.....	1079	382
on night trains.....	1073	381
tied with ordinary mail.....	1074	381
not subject to attachment or garnishment.....	1129	396
on express trains, when it may be sent.....	1073	381
lottery business, return of.....	1130	396
not to be returned without express order.....	1131	396
no postage or fee on return of.....	1122	397
original record of, to show return.....	1136	399
postal clerks must receive, at terminal offices.....	1223	419
receipt for.....	1224	420
not deliver to railroad company unless specially directed.....	1226	420
deliver to connecting car or to terminal office.....	1232	421
keep record of.....	1222	419
pouch on failure to connect.....	1230	421
prompt return of bills and receipts for.....	1070	381

	Sec.	Page.
<b>Registered matter—Continued.</b>		
postal officials must be able to certify to dispatch of .....	1077	382
postmasters must always be prepared to receive, from postal clerks .....	1100	387
recall of, rules governing .....	1133	397
record of, by postal clerks, how to be kept .....	1222	419
receipt to be given sender of .....	1054	377
taken on delivery of .....	1118	393
refused, to be returned like undelivered matter .....	1135	398
registered package receipts to accompany .....	1067	380
return receipt must accompany every piece of .....	1060	377
of undelivered, rules governing .....	1134	397
special security given to .....	1040	373
tag envelopes for, when to be used .....	1066	379
third and fourth class postage on, when forwarded .....	1113	390
when to be sent to Dead-Letter Office .....	1138	399
<b>Registered packages, between postal cars and post-offices to be pouched.</b>	1220	419
comparison of, with accompanying receipts .....	1228	420
complete record of, by postal clerks .....	1222	419
condition of, to be indorsed upon them .....	1089	384
continuous receipt and examination of, on star routes .....	1086	384
damaged, with tag envelopes attached .....	1098	386
for dispatch in catcher pouches, how put up .....	1075	381
found in bad order or damaged, how treated .....	1097	386
hand-to-hand receipts for, when practicable .....	1671	381
how to be opened by receiving postmaster .....	1101	387
illegible postmark on, how treated .....	1227	420
inclosing foreign matter to be marked "foreign" .....	1158	403
misdirected, how treated .....	1004	385
of postage stamps, how treated .....	1026	386
missent, how treated .....	1095	386
must be numbered consecutively .....	1055	377
sent by most secure route .....	1080	382
received for by postal clerks .....	1223	419
of postage stamps, &c., when damaged in transit .....	1099	387
original may be entered on transit book .....	1087	384
over star routes to go in way pouches .....	1082	383
receipts for, to be promptly returned by postal clerks .....	1224	420
to be entered on postal clerks' books .....	1221	419
transit, to be entered on transit book .....	1087	384
treatment of, in transit .....	1084	383
when not received, to be reported to chief inspector .....	1093	385
weekly statements of money-order and postal-note business must be sent in .....	1428	484
<b>Registered package envelopes, disposition of used</b>	1145	400
empty, when opened, how treated .....	1109	389
how supplies of, may be had .....	1051	376
manner of opening .....	1101	387
using .....	1062	378
matter too large for inclosure in, how to treat .....	1065	379
received without cover of .....	1108	389
must always inclose registered matter if possible .....	1062	378
must be numbered consecutively each quarter .....	1055	377
used for no other purpose than to inclose registered matter .....	1062	378
never be sent out of the country .....	1062	378
names of fourth class offices to be written on .....	1051	376
numbers of, to be entered on registration book .....	1003	378
responsibility for failure to seal .....	1064	379
<b>Registered package receipts always to accompany registered matter</b>	1067	380
manner of making out .....	1068	380
signing by subordinates .....	1069	381
must be made out anew by every postmaster on route .....	1086	384
signed and promptly returned .....	1083	383
no postage on return of .....	1139	399
omissions in, must be corrected by returning postmaster .....	1083	383
postal clerks must make out and send, when .....	1230	421
postmark and return .....	1225	420
to be checked by postal clerks when returned .....	1231	421
when not sent, receiving postmaster to make out one .....	1105	388
not returned, duplicate to be sent .....	1091	385
unaccompanied by package, how treated .....	1103	388
<b>Registered pouches, checking contents of</b>	1191	412
discrepancies and delays in dispatches of .....	1188	410
discrepancies between lock numbers and bills for .....	1193	413
contents of, and bills .....	1106	414
entry of, when to be made on transit book .....	1087	384
exchanges in, to be made invariably .....	1170	400
in bad order, disposition of .....	1201	416
inspection of, before closing .....	1185	410
international dispatches of .....	1152	402
labeling, locking, and delivery of .....	1186	410
locks on, must not be injured .....	1187	410

	Sec.	Page.
<b>Registered pouches</b> —Continued.		
locks on, must be examined	1186	410
manifold bills for	1184	410
matter to be dispatched in	1182	409
must be delivered when due, or reason given	1199	413
entered on postal clerks' books	1222	419
taken to terminal offices	1200	416
preparation of, matter for	1183	409
receipt of, in bad order	1190	412
receipts for, to be given by postal clerks	1223	419
regulations concerning, will govern postal clerks	1243	421
return of extra, to be promptly made	1189	412
safety of locks and keys for	1194	413
supplies of, how obtained	1180	409
that have missed connection, how treated	1195	413
through registered matter only to be sent in	1177	408
to be used only when authorized	1178	408
<b>Registered pouch bills</b> , discrepancies between, and contents of pouch	1196	414
discrepancies between, and pouch numbers	1193	413
manifold writing of	1184	410
manner of filling out	1183	409
must not be used for other than registered pouch business	1180	409
postmasters furnished with, when exchange established	1178	408
should be verified with contents of pouch before dispatch	1185	410
should be examined and checked on receipt of pouches	1191	412
treatment of, at receiving offices	1192	412
<b>Registered-pouch service</b> , mode of carrying on	1178	408
object of	1177	408
supplies for	1180	409
<b>Registered pouch</b> , service of. (See REGISTERED-POUCH SERVICE.)		
<b>Registered-tag envelopes</b> , how to be used	1066	379
supplies of, how obtained	1051	376
to be used only on third and fourth-class matter	1066	379
when attached to damaged packages, how treated	1098	386
<b>Registered third-class matter</b> to be examined and marked	1053	377
<b>Registration</b> , duty of postmasters to encourage	1041	373
hours of business for	1044	374
inquiries concerning, must receive immediate attention	1140	399
letter carriers not to accept matter for	1057	377
matter admitted to	1043	373
matter for, how to be presented	1053	376
not allowed on Sundays or legal holidays	481, 483	210
of foreign matter, restrictions on	1153	406
of letters containing currency for redemption	1047, 1048	374
of matter for Postal Union Countries	1172	406
other foreign countries	1155	403
is effected when receipt is given	1056	377
of remittances of postal and money-order funds	1049	375
quarterly reports of, by postmasters	1146	401
receiving matter for	1054	377
<b>Registration book</b> , every postmaster must keep	1050	375
forwarded matter to be entered on	1113	390
recalled registered matter to be entered on	1133	397
receipts and bills, when returned, to be entered on stubs of	1090	385
returned registered matter to be entered on	1134	398
to be numbered 1 at beginning of every quarter	1055	377
when numbered to be entered on stubs of	1063	379
what, to contain	1054	377
<b>Registration fee</b> , for domestic matter	1046	374
for foreign matter	1154	402
none on official matter sent from Washington	1045	374
to be paid by Government officers elsewhere	1171	405
<b>Registration label</b> , for registered matter addressed to foreign countries	1172	406
when to be used on foreign letter bill	1143	400
<b>Registration records</b> are public property, and must be preserved	1050	375
list of, to be kept	1144	400
of discontinued post-offices, where to be kept	1143	400
retiring postmasters must turn over, to successors	1090	385
<b>Registry bill</b> , checking return of	1193	413
discrepancy between rotary lock and	1196	414
contents of pouch and	1103	388
envelope received containing only	1092	385
failure to return by receiving postmaster	1105	388
send by mailing postmaster	1183	409
for registered pouch, manner of making out	1192	412
treatment of, at receiving office	1184	410
manifold writing of	1061	378
manner of making out	1191	412
matter in registered pouch to be verified by	1061	378
must be sent with every registered package		

	Sec.	Page.
<b>Registry bill</b> —Continued.		
no postage on return of .....	1139	399
omissions on, to be supplied by receiving postmaster .....	1104	368
prompt return of, to be made .....	2070	381
to be sent also with matter for foreign dispatch .....	1151	402
<b>Registry notice</b> , at free delivery offices, to be sent to addressees .....	1116	392
at other than free-delivery offices .....	1115	392
how to be sent to parties at hotels .....	1116	392
<b>Registry-return receipt</b> always to be sent with domestic registered letters or parcels .....	1060	377
failure to send, postmaster to be reported for .....	1105	388
of interior postmasters to send back foreign .....	1176	408
for registered matter to be sent to foreign countries .....	1169	405
undelivered letters of foreign origin, how treated .....	1161	404
how to be entered on foreign letter bill at exchange office .....	1172	406
may be demanded by sender of matter to foreign countries .....	1157	403
must be returned to sender of registered matter .....	1126	395
signed by person receiving matter .....	1117	393
no postage on, when returned .....	1139	399
of foreign origin must be sent back to exchange office .....	1160	404
omissions in, to be supplied by receiving postmaster .....	1104	388
postmasters to inform senders of foreign matter how to obtain .....	1157	403
preparation of, by exchange office .....	1169	405
record and dispatch of, at exchange office .....	1176	407
shall be <i>prima facie</i> evidence of delivery of registered matter .....	1118	393
what to be entered on .....	1060	377
when none is sent, receiving postmaster to make out .....	1105	388
unaccompanied by letter or parcel, how treated .....	1103	388
<b>Registry schemes</b> , postmasters must observe .....	1081	383
for registered pouches, to be furnished by General Superintendent Railway Mail Service .....	1182	409
<b>Registry system</b> authorized .....	1039	373
blanks, &c., used in .....	1031	376
brass-lock service of. (See BRASS-LOCK SERVICE.) .....		
hours of business in .....	1044	374
inner-sack service of. (See INNER-SACK SERVICE.) .....		
means of securing safety in .....	1040	373
office of Department in charge of .....	1042	373
postmasters not to reprimand one another for acts done under .....	1149	401
to take special interest in .....	1148	401
not to write to foreign officials about .....	1167	405
when in doubt about, to write to Third Assistant Postmaster-General .....	1150	401
registered-pouch service of. (See REGISTERED-POUCH SERVICE.) .....		
<b>Registry tracer</b> must be sent in quest of missing packages of stamps, &c .....	1141	399
must receive immediate attention .....	1140	399
when to be sent to Third Assistant Postmaster-General .....	1141	400
<b>Regular mail</b> , how dispatched .....	537	229
<b>Rejection of bids to carry mail</b> , right of, reserved to Postmaster-General .....	793	313
<b>Release</b> of surety by renewal of bond .....	449	193
application for, how made .....	449	193
by lapse of time, three years after settlement of accounts .....	452	194
by Court of Claims, when granted .....	453	194
of bidders for carrying the mail to be when service commences .....	795	313
<b>Remission</b> of first-class rate on matter closed against inspection .....	561	225
of charges on mail matter .....	512	221
<b>Remittances</b> of postal and money-order funds to be registered .....	1049	375
<b>Removal</b> of letter carriers, when to be made .....	642	266
<b>Renewal</b> of lost drafts or warrants .....	315	133
of postmaster's bond, when required .....	450	193
<b>Rent</b> of post-offices, estimates for .....	213	100
of buildings in District of Columbia limited .....	75	54
<b>Report</b> on claims to Attorney-General, when required .....	131	72
<b>Reports</b> , annual, of Postmaster-General, what to contain .....	97	62
of the contingent fund .....	98	64
of employes .....	99	64
when to be made .....	100	64
to the President .....	102	65
of the Auditor .....	101	65
penalty for failure to make .....	103	65
what to be printed .....	113	67
not to contain irrelevant matter .....	114	68
number to be printed .....	115	68
form and style of printing and binding .....	116	68
when to be printed .....	117	69
extra copies, how purchased .....	118	69
postmasters to make, of operations of free-delivery service .....	603	271
of special-delivery service at free-delivery offices required quarterly .....	681	278
of delinquent mail carriers, how made .....	853	331
of arrivals and departures of the mails, how made .....	854	331
special, when required, of delinquencies .....	855, 856	332
when regular, to be forwarded monthly .....	858	333

	Sec.	Page.
<b>Reports—Continued.</b>		
of closing of office on account of epidemics, &c .....	698	283
of lost mail matter, how made .....	699	284
of robberies .....	700	284
of robbery of mail .....	701	284
of arrest of criminals .....	702	284
of missing registered matter, how to be made .....	1142	400
of registry business to be made quarterly .....	1146	401
<b>Reprimand</b> of letter carriers, when to be made .....	642	266
<b>Request matter</b> , when to be returned to sender .....	592	246
what may be the manner of return .....	592	246
<b>Requisitions</b> for money, how prepared .....	53	46
for supplies for Department, how made .....	60	49
<b>Residence</b> of railway postal clerks to be on line .....	923	349
<b>Resignation</b> of railway postal clerks, how sent .....	974	358
<b>Responsibility</b> for losses of registered matter .....	1064	379
for wrong delivery of registered matter .....	1123	394
<b>Return</b> of fraudulent registered matter, rules for .....	1130, 1131	396
matter, no fee or postage on .....	1132	397
of undelivered matter, rules for .....	1134	397
of unclaimed matter, how made to Dead-Letter Office .....	592	246
when to be made .....	593	246
of card and official matter .....	594	246
of letters opened through mistake .....	594	247
of postal cards .....	595	247
of other than first-class matter .....	596	247
of unclaimed matter, how made to Dead-Letter Office .....	607	250
<b>Returns.</b> (See QUARTERLY RETURNS.)		
of unmailable matter, when made .....	608	250
how made up and transmitted .....	609	250
<b>Reunion</b> , mails exchanged with .....	389	163
<b>Revolvers</b> , how, may be sent in mails .....	370	155
<b>Richfield and Springfield</b> (railway post-office), exchange office with Canada .....	616	255
<b>Robbery</b> of post-office, postmaster to report .....	700	284
of mail, to be reported .....	701	284
of money, when restored to owner .....	704	285
of the mail, how punished .....	1452	495
attempts at, how punished .....	1453	495
accessory to, how punished .....	1461	498
<b>Rodrigues</b> , mails exchanged with .....	389	164
<b>Rotary locks</b> , supplies of, how to be obtained .....	1180	409
to be used only on registered pouches and inner sacks .....	1180	409
to be tried when used .....	1186	410
not to be injured .....	1187	410
to be kept securely .....	1194	413
special attention to be given to .....	1198	415
damaged, must not be used .....	1198	415
return of, how and to whom .....	1198	415
on pouches, examination to see if locked .....	1198	415
<b>Roumania</b> , mails exchanged with .....	389	164
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Rouse's Point and Albany</b> (railway post-office), exchange office with Canada .....	616	255
<b>Route agents</b> designated railway postal clerks .....	898	344
<b>Russia</b> , mails exchanged with .....	389	164
<b>Saba</b> , mails exchanged with .....	389	164
<b>Sacks.</b> (See MAIL BAGS.)		
<b>Safety heaters</b> , railroads must provide, in postal cars .....	754	299
<b>Safety lamps</b> , railroad companies must provide, in postal cars .....	754	299
<b>Saffi</b> , mails exchanged with .....	389	164
<b>Saigon</b> , mails exchanged with .....	389	163
<b>Sailors' letters</b> , when, may pass without prepayment .....	320	135
how to be certified .....	323	136
<b>Saint and Sainte</b> , for names beginning with, See "ST. AND STE."		
<b>Salaries</b> , annual estimate for .....	109	67
of officers in Department .....	6	10
of clerks of various classes in Department .....	14	31
payments, how made .....	54	46
of post-office inspectors .....	28	35
of railway postal clerks .....	898	344
regulated by duties .....	913	348
double, when forbidden .....	67	52
not authorized by law, payment forbidden .....	69	53
to unauthorized officer forbidden .....	70	53
payment to persons in arrears forbidden .....	71	53
in advance forbidden .....	72	53
of postmasters, how classified .....	454	195
when readjusted .....	456	196
of first three classes, how assigned and fixed .....	457	196
<i>pro tempore</i> , same as if duly appointed and confirmed .....	458	198
of fourth-class, how fixed .....	459	199



	Sec.	Page.
<b>Salaries</b> —Continued.		
of postmasters, when office becomes Presidential, how fixed	459	199
may be retained from receipts of office	221	102
how credited in account	243	112
of clerks in post-offices, how fixed and allowed	464	201
<b>Salary and Allowance Division</b> , chief of, appointment and salary	5	11
work assigned to	7	18
<b>Sale</b> of a business, how, affects delivery of letters	573	241
<b>Sales</b> of post-route maps	61	49
of waste paper in Department	63	50
how to be made	64	51
of Department property, how to be made	64	51
of waste paper and twice in post-offices	484	211
of postage-stamps and stamped paper	172-180	88
illegal, of stamps, how punished	174	89
monthly report of, of stamps to be made by Presidential postmasters	257	115
<b>Salonica</b> , international money orders payable in	1322	448
<b>Salvador</b> , mails exchanged with	389	164
samples of liquids, fatty substances, &c., may be sent to	397	168
<b>Sample copies</b> , definition of	340	144
rules for determining admissibility of	340	144
how to be marked on face of package	340	144
when, deemed evidence of free circulation	340	144
<b>Samples of merchandise</b> , rate of postage on, to Postal Union Countries	398	169
how, must be inclosed (limit of weight)	397	168
rate in Canadian mails	402	171
Australian mails	406	172
of liquids, to what foreign mails admitted	397	168
<b>San Francisco</b> , exchange office with Mexico	616	255
Canada	616	255
headquarters of eighth division Railway Mail Service	897	344
division of inspective force	36	39
may have allowance for clerical labor in international money-order business	1244	426
<b>San Marino, Republic of</b> , mails exchanged with	389	164
<b>Satchels</b> , letter carriers to return, to post-office at night	654	269
worn-out, how disposed of	630	262
<b>Scales</b> , when furnished to post-offices	469	203
<b>Schedules</b> , clerks in Railway Mail Service to notify superintendents of changes in	917	349
<b>Schemes of distribution</b> , how furnished to postmasters	472	204
distribution of mails by, in railway post-offices	998	363
one pouch at a time	900	363
postmasters must observe registry schemes	1081	383
should recommend changes in, when necessary	1081	383
for registered-pouch exchanges, to be made by General Superintendent Railway Mail Service	1182	400
<b>School</b> , matter bearing card of, not to be returned, when	594	247
<b>Searches</b> of vessels illegally carrying mail matter	720	291
seizure of matter so carried	722	291
forfeiture of seizures	723	292
seized matter may be returned to senders	724	292
<b>Second Assistant Postmaster-General</b> , acting railway postal clerks to be paid under instructions from	235	107
applications for mail bags to be made to	863	334
gratuitous mail service to be made to	802	317
casualties to mail bags to be reported to	882	340
communications as to mail bags, locks, and keys to be addressed to	892	342
in regard to pay of railroads to be addressed to	759	301
damaged registered-pouch locks to be sent to	1197	415
delinquencies in carriage of the mails to be reported to	856	332
depositories for mail bags, to be under direction of	875	337
excuses of mail contractors to be made to	859	333
gives directions as to damaged mail bags	878	338
irregularities as to use of brass locks to be reported to	887	341
in delivery of mail to be reported to	851	331
mail catches to be provided by	893	342
locks and keys to be furnished by	880	338
messenger service to be under control of	760	303
may sign certain contracts	85	58
organization of office of	7	19
railway postal clerks to be paid under instructions from	230	105
registered-pouch locks to be furnished by	1181	409
reports of arrival and departure of mails to be sent to	854	331
subcontracts for mail service must be filed with	821	322
subletting of mail contracts to be under direction of	820	322
supplies locks and keys to street letter boxes	664	271
temporary mail service must be reported to	801	316
transportation of domestic mails to be under control of	7	19
transfers of mail keys to be reported to	884	340
unlawful use of mail bags to be reported to	891	342
weighing of mails to be under direction of	753	299

	Sec.	Page.
<b>Second-class matter</b> , general definition of .....	327	138
conditions of admission .....	328	138
regularity of issue required .....	328	138
must issue from known office of publication .....	328	138
be in form of printed sheets, without binding .....	32-4	138
and have legitimate list of subscribers .....	328	138
not to be primarily designed for advertising purposes .....	328	138
circulated free or at nominal rates .....	328	138
regularity of issue defined .....	329	138
known office of publication defined .....	330	139
advertising sheets defined .....	331	139
subscription price and list requisite .....	332	140
when subscription rate deemed nominal .....	332	140
application for admission to pound rates .....	333	140
temporary permit, when granted .....	333	141
certificate of entry, when authorized .....	334	142
a record of, kept in Department .....	335	142
extra edition admissible to pound rate .....	336	142
supplements admissible as .....	337	142
definition of supplement .....	337	142
rules for determining character of .....	338	143
inclosures containing illegal, how rated .....	339	144
sample copies, definition of, and rules of admissibility .....	340	144
false evidence, submission of, to secure admission .....	346	146
postmasters to report .....	347	146
rate of postage on .....	348	147
mode of payment .....	349	147
rights of news agents in mailing .....	350	147
when not entitled to pound rates .....	351	148
transient newspapers and periodicals .....	351	148
rates of postage on .....	352	148
at free-delivery offices .....	352	148
treatment of, at free-delivery offices .....	353	148
foreign publications, when admissible to pound rates .....	341	145
regulations for admission of .....	342	145
examination of, at mailing office .....	343	145
how examination is to be made .....	344	145
record of, kept in post-office .....	345	146
delivery of .....	379	242
<b>Seizures of letters</b> carried in violation of law .....	722-724	291
<b>Sender</b> of foreign registered matter may demand return receipt .....	1157	403
of registered matter, must be given receipt .....	1054	377
attach stamps to .....	1053	376
endorse his name on it .....	1053	376
return receipt must be sent to .....	1118	393
<b>Senegal</b> , mails exchanged with .....	389	164
<b>Senegambia</b> , mails exchanged with .....	389	164
<b>Separating offices</b> , allowances for clerk hire at .....	461	200
<b>Servant</b> may receive mail matter of employer, when .....	566	237
authority of, when implied .....	566	237
<b>Servia</b> , mails exchanged with .....	389	164
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Service</b> , voluntary, cannot be accepted .....	13	31
<b>Seychelles</b> , mails exchanged with .....	389	164
<b>Shanghai, China</b> , mails exchanged with .....	389	163
Japanese post-office at, mails exchanged with .....	389	163
<b>Ship and steamboat letters</b> defined .....	839	328
two cents allowed for bringing letters to post-office .....	836	327
how paid .....	836	327
same rate for bringing letters from foreign port, when allowed .....	837	327
double postage on ship letters chargeable .....	838	328
manner of collecting ship fees .....	840	328
postage on ship letters, how rated up .....	841	328
no fee on foreign-addressed letters .....	842, 843	328, 329
letters on mail steamboats, how disposed of .....	844	329
account of, how to be kept .....	845	329
no fees allowed to mail vessels .....	846	329
printed ship matter, how treated .....	847	329
<b>Ship, steamboat, and way letters</b> , estimates for .....	213	100
<b>Siam</b> , mails exchanged with .....	389	164
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Sierra Leone</b> , mails exchanged with .....	389	164
<b>Signal Service</b> weather reports, how treated .....	514	221
in railway post-offices .....	993	362
<b>Signatures</b> of subordinates, how made to registry receipts .....	1069	381
receivers of registered matter, how made .....	1125	394
<b>Singapore</b> , mails exchanged with .....	389	163
international money orders payable in .....	1322	448
<b>Singing</b> forbidden to letter carriers on their routes .....	641	265

	Sec.	Page.
<b>Site</b> of post-offices, when changed.....	437	187
<b>Sixth Auditor</b> , report of, to show financial condition.....	101	65
how appointed, title of office.....	260	116
duties of, assigned by law.....	261	117
organization of his office.....	263	117
to superintend collection of debts.....	262	117
to keep accounts of postal revenues.....	262	117
and penalties and forfeitures.....	264	120
and of expenditures.....	265	121
manner of keeping.....	265	121
to make quarterly report of receipts and expenditures.....	267	121
to keep separate account of money-order business.....	269	121
may administer oath.....	271	121
appeal from, to First Comptroller.....	270	121
<b>Small-box</b> , duty of postmaster, in respect to.....	698	283
<b>Smoking</b> forbidden to letter carriers on their routes.....	641	265
<b>Smyrna</b> , international money orders payable in.....	1322	448
<b>Soap</b> , how wrapped for mailing.....	370	155
<b>Soldiers' letters</b> , when, may pass without prepayment.....	320	135
how to be certified.....	323	136
<b>Solicitation</b> of mail matter prohibited.....	515	221
<b>Southern</b> , mails exchanged with.....	389	163
<b>Spain</b> , mails exchanged with.....	389	164
samples of liquids, fatty substances, &c., may be sent to.....	397	168
<b>Special agents</b> . (See POST-OFFICE INSPECTORS.)		
railroads required to carry without charge.....	743	296
<b>Special-delivery letters</b> , when registered, to be indorsed on registered-package envelopes.....	1063	370
care in delivery of registered.....	1122	394
<b>Special-delivery matter</b> , (See SPECIAL DELIVERY SERVICE.)		
<b>Special-delivery messengers</b> , employment of, at free-delivery post-offices.....	672	275
need not be uniformed.....	673	276
accommodations for, to be provided.....	674	276
behavior of, prescribed.....	674	276
efficient service required of.....	675	276
must keep delivery book.....	676	276
payment of, to be made monthly.....	677	277
how receipted for.....	678	277
letter carriers may act as, when.....	679	277
<b>Special-delivery service</b> , daily account of, to be kept.....	242	110
expenditures and fees for, how entered.....	243	112
first law authorizing.....	665	271
law extending, to all post-offices and all mail matter.....	666	272
all post-offices designated special-delivery offices.....	667	274
description of special-delivery stamp.....	668	274
how supplied.....	669	274
how sold and used.....	670	274
how to be canceled.....	671	275
employment of messengers for, at free-delivery offices.....	672	275
messengers need not be uniformed.....	673	276
behavior of messengers.....	674	276
provision for accommodation of same in post-office.....	674	276
postmasters to require efficient service.....	675	276
delivery books to be kept, and how.....	676	276
payment of messengers to be made monthly.....	677	277
how receipted for.....	678	277
special-delivery letters may be delivered by letter carriers, when.....	679	277
duty of letter carriers receiving, for delivery.....	680	277
reports of business of, at free-delivery offices, how made.....	681	278
propositions to perform, to be reported by postmasters.....	682	278
regulations for other than free-delivery offices.....	683	278
means of special delivery, how provided at fourth-class offices.....	683	278
accounts of service and fees, how rendered.....	684	278
regulations applicable to all post-offices.....	685	278
mailing and dispatch of the matter, directions for.....	685	278
first-class matter, how placed in pouch.....	685	278
other matter, how dispatched.....	685	279
duty of receiving postmaster.....	686	279
responsible for immediate delivery.....	687	279
hours within which delivery to be made.....	688	279
matter received on Sunday, how treated.....	688	279
to whom delivery to be made.....	689	280
within what limits delivery to be made.....	690	280
registered special-delivery matter, how treated.....	692	281
record of special-delivery articles to be kept, and how.....	693	281
special-delivery matter, when to be forwarded.....	694	281
undelivered matter, how disposed of.....	695	282
general instructions to postmasters.....	696	282
<b>Special-delivery stamps</b> , defined.....	154	83

	Sec.	Page.
<b>Special-delivery stamps</b> —Continued.		
no commissions for cancellation of.....	154	83
how used.....	180	91
description of.....	668	274
how supplied to postmasters.....	669	274
sale and use of.....	670	274
how canceled.....	671	275
<b>Special facilities</b> , how and where provided.....	757	300
<b>Special post-offices</b> , mail facilities to be provided.....	733	294
<b>Special-request envelopes</b> , how provided.....	155	83
definition of.....	156	83
requisitions for, how made.....	167	86
rules governing supply of.....	168	86
what may be printed on.....	168	86
mistakes in printing, how rectified.....	171	88
<b>Spoiled stamped envelopes</b> , how redeemed.....	181	91
disposition of, redeemed.....	182	91
<b>St. Albans and Boston</b> (railway post-office), exchange office with Canada.....	616	255
<b>St. Albans and North Bennington</b> (railway post-office) exchange, office with Canada.....	616	255
<b>St. Bartholomew</b> , mails exchanged with.....	389	163
<b>St. Christopher, West Indies</b> , mails exchanged with.....	389	164
<b>St. Croix</b> , mails exchanged with.....	389	163
<b>St. Eustatius</b> , mails exchanged with.....	389	164
<b>St. Helena</b> , international money orders payable in.....	1322	448
<b>St. John, Antigua</b> , is money order exchange office for the Leeward Islands.....	1346	457
<b>St. John</b> (Danish colony), mails exchanged with.....	389	163
<b>St. John, New Brunswick</b> , is money order exchange office for Canada.....	1346	457
<b>St. Louis, Mo.</b> , exchange office with Mexico.....	616	255
headquarters of seventh division Railway Mail Service.....	897	344
of division of inspective force.....	36	39
<b>St. Louis, Senegal</b> (Africa), mails exchanged with.....	389	163
<b>St. Lucia, West Indies</b> , mails exchanged with.....	389	164
<b>St. Marie</b> , mails exchanged with.....	389	163
<b>St. Martin, French Guiana</b> , mails exchanged with.....	389	163-164
<b>St. Pierre</b> , mails exchanged with.....	389	163
<b>St. Thomas</b> , mails exchanged with.....	389	163
<b>St. Thome</b> (islands of), mails exchanged with.....	389	164
<b>St. Vincent, West Indies</b> , mails exchanged with.....	389	164
<b>Stamp agencies</b> , appointment of, and duties.....	41	41
<b>Stamped envelopes</b> , to be provided and sold.....	155	83
what printing may be on.....	155	83
inclosures therein to pass as prepaid.....	155	83
kinds of, and description.....	156	83
improvements in, to be adopted.....	160	84
requisitions for, how made.....	165	85
supply to be counted when received.....	169	87
damaged, how treated.....	170	87
sales of, by agents.....	172	88
to be sold at cost.....	173	89
price of, to be fixed.....	175	89
penalty for selling for more or less.....	174	89
or for selling except for cash.....	174	89
using in payment of debts.....	174	89
pledging or hypothecating.....	174	89
exchange of, forbidden.....	176	90
what money receivable for.....	177	90
not receivable for.....	178	90
when, may be redeemed.....	181	91
disposition of, when redeemed.....	182	91
may be carried out of mail.....	716	280
<b>Stamped-envelope agents</b> , appointment of and duties.....	41	41
<b>Stamps.</b> (See POSTAGE STAMPS AND POSTMARKING STAMPS.)		
<b>Star routes</b> , transportation of mails on.....	772-824	305
<b>Steamboat letters.</b> (See SHIP AND STEAMBOAT LETTERS.)		
<b>Steamboat lines</b> , pay of postal clerks on.....	907	347
<b>Steamboat service</b> , how contracts made for.....	804	317
<b>Stolen moneys or property</b> from mails to be returned to owner.....	151	82
<b>Straits Settlements</b> , mails exchanged with.....	389	163
international money orders payable in.....	1322	448
<b>Students' matter</b> may be put in college boxes.....	492	213
<b>Subletting</b> of contracts for carrying the mail, must be with consent of Postmaster-General.....	820	322
regulations under which made.....	821	322
lien of employé of mail contractor.....	822	323
annulment of contract upon.....	823	324
<b>Subpoenas</b> , postal clerks in, entitled to expenses, not per diem.....	976	358
<b>Subscription list</b> , legitimate, essential to admissibility at pound rate.....	328	138
evidence of, required.....	332	140
<b>Substitutes</b> in railway mail service, how paid.....	235	107

	Sec.	Page.
<b>Substitutes</b> —Continued.		
for railway postal clerks, who can be .....	972	357
letter carriers, how appointed .....	636	204
their service and pay .....	636	264
<b>Sumatra</b> , mails exchanged with .....	389	164
<b>Sumbawa</b> , mails exchanged with .....	389	164
<b>Sunday</b> , special delivery not required on .....	688	279
received on Sunday, how treated .....	688	279
<b>Superintendent of building</b> , his duties .....	7	15
must give bond .....	52	45
to inventory Department property .....	62	50
<b>Superintendent of Foreign Mails</b> , appointment and salary .....	5	11
<b>Superintendent of Dead-Letter Office</b> , appointment and salary .....	5	11
<b>Superintendent of Mails</b> , when to be appointed, and duties of .....	498	217
<b>Superintendent of Money-Order System</b> , organization of office of .....	7	25
<b>Supplements</b> , when admitted as second-class matter .....	337	142
definition of .....	337	142
other rules for determining character of .....	338	143
mailed separately are third-class matter .....	338	143
inclosures containing illegal, how rated .....	339	144
<b>Supplies</b> , what, issued to postmasters .....	467	202
uniform ink and canceling stamps .....	467	202
blanks, tags, returns, &c .....	468	203
facing slips, wrapping paper, and twine .....	469	203
postal balances in metric system .....	471	203
wooden or slide labels .....	472	204
list of blanks for Presidential offices .....	473	204
fourth-class offices .....	473	206
for free-delivery offices, how furnished .....	604	271
railroads to carry .....	743	296
<b>Sureties</b> , required on bonds of postmasters .....	442	189
must be approved by Postmaster-General .....	442	189
sureties of married woman liable .....	442	189
how to sign bond and authentication thereof .....	443	189
liability after vacancy in office .....	447	192
to take charge of office on death of postmaster .....	448	192
how released by renewal of bond .....	449	193
payments, how applied after new bond given .....	451	194
release of, by lapse of time .....	452	194
Court of Claims .....	453	194
on bonds of bidders to carry mail .....	779	308
liabilities of .....	779	308
must qualify as to responsibility .....	780	309
penalty for false swearing thereon .....	780	309
illegal approval of .....	781	309
duties of postmasters in approving .....	782	309
when new, required on contracts for carrying the mail .....	809	319
liable for money-order business at branch offices .....	1235	423
<b>Suspension</b> of pay of railway postal clerks .....	234	106
of letter carriers, when to be made .....	642	266
<b>Suspension Bridge</b> , exchange office with Canada .....	616	255
<b>Swatow</b> , mails exchanged with .....	389	163
<b>Sweden</b> , mails exchanged with .....	389	165
exchange of money orders with .....	1322	449
international money orders payable in .....	1322	449
denominations and equivalents of moneys .....	1327	451
money orders for, payable in kroner and öre .....	1327	451
maximum amount of money order payable in .....	1329	452
money order payable in, should be retained by remitter as receipt .....	1341	455
exchange office for, is New York .....	1345	456
exchange office of .....	1346	457
advice of money order issued in, for United States, retained in exchange office of .....	1351	458
new orders furnished in country of destination .....	1351	458
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Switzerland</b> , mails exchanged with .....	389	165
exchange of money orders with .....	1322	448
international money orders payable in .....	1322	448
indirect exchange through, of international money orders payable in Austria- .....		
Hungary .....	1324	449
denominations and equivalents of moneys .....	1327	451
money orders for, payable in francs and centimes .....	1327	451
maximum amount of money order payable in .....	1329	452
money order payable in, should be retained by remitter as receipt .....	1341	455
advice of money order issued in, for United States, retained by exchange office in .....	1351	458
money-order exchange office for, is New York .....	1345	456
of .....	1346	457
new orders furnished in country of destination .....	1351	458
samples of liquids, fatty substances, &c., may be sent to .....	397	163
<b>Sydney</b> is money-order exchange office for New South Wales .....	1346	457
<b>Tahiti</b> , mails exchanged with .....	389	163

	Sec.	Page.
<b>Tamatave</b> , mails exchanged with .....	389	163
<b>Tangier</b> , mails exchanged with .....	389	163
British postal agency at, mails exchanged with .....	389	163
<b>Tasmania</b> , classification of mail matter exchanged with .....	406	172
rates of postage thereon .....	407	172
exchange of money orders with .....	1322	449
international money orders payable in .....	1322	449
denominations and equivalents of moneys .....	1327	451
money orders for, payable in pounds, shillings, and pence .....	1327	451
maximum amount of money orders payable in .....	1329	452
postmaster to designate paying office for orders payable in .....	1337	454
money order payable in, must be sent by remitter to payee .....	1340	455
exchange office for, is San Francisco .....	1345	456
exchange office of .....	1346	457
money orders issued in, forwarded to payee, in United States .....	1350	458
<b>Telegrams</b> , form of official, in Railway Mail Service .....	964	355
<b>Telegraph companies</b> , rate and priority of Government telegrams .....	141	76
privileges of, a public domain .....	142	77
must file acceptances .....	143	77
transfers, when forbidden .....	144	77
penalties for refusal to transmit official telegrams .....	145	77
Government may purchase lines .....	146	78
list of, which accept terms of act .....	147	78
<b>Temporary service</b> in carrying the mail, when authorized .....	799	315
when postmasters may employ .....	801	316
rate of pay of, limited .....	801	316
<b>Tennasserim</b> , mails exchanged with .....	389	163
<b>Terra del Fuego</b> , mails exchanged with .....	389	163
<b>Tetuan</b> , mails exchanged with .....	389	164
<b>Thanksgiving Day</b> observable as holiday .....	483	210
<b>The Hague</b> is money-order exchange office for Netherlands .....	1346	457
<b>Third Assistant Postmaster-General</b> , duties assigned to office of .....	7	22
may sign contracts for stamps, &c. ....	85	58
may sign warrants .....	218	102
applications for recall of registered matter, when made to .....	1133	397
exceptional exchanges of inner sacks to be made to .....	1204	416
brass-lock exchanges to be established by .....	1207	417
inner-sack exchanges to be established by .....	1204	416
misdirected registered packages, when to be sent to .....	1094	386
postmasters, when in doubt as to registry regulations, must apply to .....	1150	401
registered package and tag envelopes to be supplied by .....	1051	376
pouch exchanges to be established by .....	1178	408
registry locks, when to be sent to .....	1198	415
system to be in charge of .....	1042	373
reports to be made to, concerning damaged stamp packages .....	1099	387
delivery of registered matter when addressee is .....		
dead .....	1127	395
delivery of registered matter when addressee is .....		
insane .....	1128	395
applications for duplicate certificates of deposit to be sent to .....	195	96
entry of second-class matter to be made to .....	333	142
brass-lock registered service to be established by .....	1207	417
certificates of deposit to be sent to .....	194	95
changes in second-class publications to be reported to .....	345	146
claims for deficiencies in supplies of stamped paper to be sent to .....	169	87
damaged supplies of stamped paper to be sent to .....	170	87
dead-letter funds to be turned over to .....	424	182
decides upon admissibility of publications to pound rates .....	334	142
foreign publications .....	342	145
deficiencies of registry fee to be collected by .....	1114	391
deposits of postal revenue to be under direction of .....	188	93
discrepancies between registered pouches, bills, and contents to be reported to .....	1193, 1196	413-14
inner-sack registered service to be established by .....	1204	416
insufficient prepayment of registered matter to be reported to .....	1114	391
irregularities in registry system to be reported to .....	1148	401
may sign certain contracts .....	85	58
miscarriage of registered pouches to be reported to .....	1195	414
misprinted special request envelopes to be sent to .....	171	88
missing registered pouches to be reported to .....	1188	411
may sign warrants .....	218	102
organization and jurisdiction of office of .....	7	22
recall of registered matter to be under direction of .....	1133	397
receipts for stamped paper to be sent to .....	169	87
record of second-class publication to be kept by .....	335	142
redeemed stamped paper to be sent to .....	182	91
registered package envelopes to be supplied by .....	1051	376
pouch service to be established by .....	1178	408
registry system to be in charge of .....	1042	373
requisitions for stamped paper must be sent to .....	165	86

	Sec.	Page.
<b>Third Assistant Postmaster-General—Continued.</b>		
special-delivery service to be under direction of.....	669	274
reports to be made quarterly to.....	661	278
stamps to be supplied by.....	669	274
stamp and other agencies to be under direction of.....	7	25
used newspaper and periodical stamps to be sent to.....	179	90
stamps for deficiencies of postage to be sent to.....	559	234
reports to be made to, in cases of—		
demand for registry key by post-office inspector.....	1194	413
discrepancy between lock numbers and bills of pouches.....	1193	413
bill and registered pouch.....	1196	414
failure of mailing postmaster to send bill or receipt.....	1105	388
receiving postmaster to return bill or receipt.....	1091-2	375
send foreign return receipts to exchange office.....	1176	408
insufficient prepayment of postage or fee on domestic matter—weekly.....	1114	391
foreign matter.....	1173	406
irregularities in registry system.....	1149	401
brass-lock service.....	1219	418
misdirected stamp packages.....	1096	386
miscarriages or misconnections of registered pouches.....	1185	414
missing registered pouches.....	1188	411
misuse of tag envelopes.....	1066	379
registered letters found unsealed.....	1107	389
matter found with ordinary.....	1102	388
without cover.....	1108	389
package envelope without inclosure.....	1109	389
registration business—quarterly.....	1146	401
special registration forms at large offices never to be changed unless authorized by.....	1052	376
tracer for lost package of stamps, when to be sent to.....	1141	399
<b>Third-class matter</b> , definition of, and rate.....	359	150
circulars defined.....	360	151
rules as to circulars.....	361	151
bulk packages for separate distribution, how rated.....	362	151
printed matter defined.....	363	152
what reproductions are printed matter.....	364	152
proof sheets accompanying manuscript.....	359	150
how proof sheets may be corrected.....	365	152
what package may contain.....	366	152
permissible additions to.....	367	153
what words are part of address.....	367	153
<b>Through registered matter.</b> (See BRASS-LOCK, INNER-SACK, AND REGISTERED-POUCH SERVICE.)		
<b>Tickets</b> to theater, places of amusement, &c., letter carriers not to sell.....	641	266
postmasters not to vend or send lottery, in mails postage-free.....	477	207
<b>Time</b> of closing mails.....	509	220
<b>Timor</b> , southwest portion of, mails exchanged with.....	389	164
<b>Tobago, West Indies</b> , mails exchanged with.....	389	164
<b>"To-be-called-for" letters</b> , how treated.....	658	270
<b>Tokio</b> is money-order exchange office for Japan.....	1346	457
<b>Touquin</b> , mails exchanged with.....	389	163
<b>Topographer</b> , his duties.....	7	16
disbursements for office of, how made.....	55	46
duties of, as to sale of maps.....	61	50
<b>Toronto, Ontario</b> , is money-order exchange office for Canada.....	1346	457
<b>Toubouai</b> , mails exchanged with.....	389	163
<b>Toumotou</b> , mails exchanged with.....	389	163
<b>Tracers</b> for missing registered stamp packages.....	1141	399
<b>Trains</b> , Postmaster-General to decide which shall carry mails.....	740	299
mail to be carried on fastest (see RAILROADS).....	751	295
<b>Transfer of bids to carry mail</b> not permissible.....	789	317
of debts to contractors.....	224	103
from money order to postal funds, how entered in account.....	243	111
of public property by postal clerks.....	941	351
<b>Transfer clerks</b> , where detailed to serve.....	1019	367
duties of in transfer of mails.....	1020	368
recording errors.....	1021	368
guarding mails.....	1022	368
supervising messenger service.....	1023	368
keeping record of arrival and departures of mails, &c.....	1026	368
to sign same.....	1026	369
handling registered mail.....	1027	369
care of property.....	1028	369
observing general regulations.....	1029	369
examination of, how made.....	1025	369
must receive, transfer, and record registered matter in certain cases.....	1027	369
<b>Transfer service</b> , detail of postal clerks for (see TRANSFER CLERKS).....	908	347
<b>Transient letters</b> , how treated.....	658	270
<b>Transient newspapers</b> , rate on, one cent for each four ounces.....	351	148
to be prepaid by stamps affixed.....	351	148
<b>Transit book</b> for registered matter, description and use of.....	1387	384
<b>Transit registered matter</b> , receiving for.....	1084	383

	Sec.	Page.
<b>Transit registered matter</b> —Continued.		
registered matter on star routes .....	1085	384
continuous examination of .....	1086	384
<b>Transportation of the mails</b> , estimates for .....	2-3	100
Government monopoly thereof .....	705	287
private expresses forbidden .....	706	287
private carriers forbidden at letter-carrier offices .....	707	288
carriage of person acting as private express forbidden .....	708	288
penalty for sending by private express .....	709	288
carrying letters out of the mail .....	710	288
collecting, receiving, or carrying letters out of the mail .....	710	288
owner of vehicle .....	711	288
carrying letters on a vessel not in the mails .....	712	289
mail vessel to take letters from post-office .....	713	289
vessels arriving to deliver letters in post-office .....	714	289
penalty on foreign vessel for failure to deliver letters in post-offices .....	714	290
carrying letters without compensation, when prohibited .....	715	290
letters in stamped envelopes canceled may be carried out of mail .....	716	290
newspapers may be carried out of mail .....	717	290
mail carriers to receive mail for delivery, when .....	718	291
postmasters to report violations of monopoly .....	719	291
special agents to search vessels for letters .....	720	291
on special authority from Postmaster-General .....	721	201
seizure and detention of letters carried in violation of law .....	722	291
forfeiture of seizures to United States .....	723	292
letters seized may be returned to owner .....	724	292
penalty for obstructing the mail .....	725	292
delaying mail at ferry .....	726	293
general provisions for establishing mail carriage .....	727-739	293
transportation by railroad .....	740-764	295
mail-messenger service .....	765-771	303
on steamboats and star routes .....	772-824	305
foreign mails service .....	825-835	324
ship and steamboat letters .....	836-847	327
inspection of service, fines, and deductions .....	848-860	329
mail equipments .....	860-893	333
of domestic, through foreign countries .....	825	324
contracts for carrying foreign mails .....	826	324
how foreign mails may be carried .....	827	325
limit of compensation for, of foreign .....	828	325
contractors, when may be fined .....	829	325
contracts for, may be terminated by Congress .....	830	325
of foreign, through United States .....	831	325
foreign mails in transit to be treated as domestic .....	832	326
special arrangements for, with Postal Union countries .....	833	326
charges for, in Postal Union countries .....	834	326
settlement of charges for, how made .....	835	327
<b>Treaties.</b> (See POSTAL CONVENTIONS.)		
<b>Treaty relations</b> , with what countries .....	389	163
<b>Trinidad, West Indies</b> , mails exchanged with .....	389	164
international money orders payable in .....	1322	448
<b>Tripoli, Italian office of</b> , mails exchanged with .....	389	164
<b>Trip reports</b> , railway postal clerks to send .....	1002	364
<b>Tschaudok</b> , mails exchanged with .....	389	163
<b>Tunis</b> , mails exchanged with .....	389	163
Italian office of, mails exchanged with .....	389	164
<b>Turkey</b> (European and Asiatic), mails exchanged with .....	389	165
samples of liquids, fatty substances, &c., may be sent to .....	397	168
<b>Twine</b> , sales of, to be entered in account .....	241	109
at first and second class offices .....	242	110
waste remnants to be sold .....	484	211
how furnished to postmasters .....	400	203
postal clerks to preserve and turn over .....	939	351
<b>Unclaimed matter</b> , advertisement of, by postmaster .....	582-591	244
return of, to sender .....	592-596	246
second-class and printed, how disposed of .....	597	248
when treated as "dead" .....	602	248
special-delivery matter, how treated .....	695	282
<b>Undelivered</b> foreign registered matter, how treated .....	1162	404
registered matter from Canada, how treated .....	1163	404
<b>Unexpended balances</b> to be carried to surplus fund .....	215	101
and covered into Treasury .....	216	101
<b>Uniforms</b> , letter carrier, required to wear .....	643	266
to provide .....	643	266
prescribed .....	643	266
inspection and repair of .....	646	267
special-delivery messengers not required to wear .....	673	276
of railway postal clerks, prescribed .....	904	346
<b>Universal Postal Union countries</b> , list of, with which mails are exchanged .....	389	163



	Sec.	Page.
<b>Universal Postal Union countries</b> —Continued.		
classification of mail matter within	392	166
<b>Unmailable matter</b> , definition and classification	378	158
"held for postage," defined	378	158
misdirected, defined	378	158
destructive, defined	378	158
coin and jewelry, when unmailable	378	158
obscene, defined	378	158
lottery, defined	378	158
mutilated, defined	378	158
excess of weight and size	378	158
foreign matter, when	378	159
letters and circulars concerning lotteries	379	159
obscene matter declared	380	159
definition of	380	159
test for determining	380	160
notes of decisions respecting	380	160
in mails between Postal Union countries specified	401	170
unpaid letters, when, are	523	224
treatment of unpaid matter deposited for mailing	525	224
how returned to Dead-Letter Office	609	251
reaching destination, when to be delivered	581	243
when not to be delivered	581	243
how treated in railway post-office	1003	364
to be postmarked	1004	365
<b>Unpaid letters</b> . ( <i>See</i> UNPAID MATTER.)		
how treated	523	224
to be returned to sender, when	525	224
<b>Unpaid matter</b> , treatment of in mailing office	525	224
to be postmarked and rated up	525	224
returned to sender, if known	525	224
marked "held for postage"	525	224
addressee to be notified, when	525	224
to be held two weeks, awaiting his order	525	224
to be dispatched, when	525	224
sent to Dead-Letter Office, when	525	225
<b>Uruguay</b> , mails exchanged with	389	165
<b>Vacancies</b> in letter-carrier force, how filled	637	264
<b>Valuable letters</b> , delivery of, when returned from Dead-Letter Office	580	242
duty of postmasters receiving, for delivery	580	242
return of, when owner not found	580	242
<b>Vancouver and Bangor</b> (railway post office), exchange office with Canada	616	255
<b>Venezuela</b> , samples of liquids, fatty substances, &c., may be sent to	397	168
mails exchanged with	389	165
registered matter from, cannot be recalled by senders	1168	405
<b>Victoria</b> , classification of mail matter exchanged with	406	172
rates of postage thereon	407	172
international money orders payable in	1322	449
money orders payable in pounds, shillings, and pence	1327	451
maximum amount of money order payable in	1329	452
money order payable in, must be sent by remitter to payee	1340	455
is money-order exchange office for Canada	1345	456
money-order exchange office for, is San Francisco	1345	456
money orders issued in, forwarded to payees in United States	1350	458
exchange of money orders with	1322	448
denominations and equivalents of moneys	1327	451
money orders payable in, postmaster to designate paying office	1337	454
exchange office of	1346	457
<b>Villages</b> , when entitled to free delivery service	623	259
<b>Vingh-Long</b> , mails exchanged with	389	163
<b>Virgin Isles, West Indies</b> , mails exchanged with	389	164
<b>Voluntary examinations</b> , when to be made in Railway Mail Service	967	356
<b>Voluntary service</b> , unlawful to accept, when	13	31
<b>Vouchers</b> to be sent to Auditor for all expenditures	222	103
and deductions by postmasters	222	103
<b>Wallachia</b> , mails exchanged with	389	164
<b>Warrants</b> , how drawn, countersigned, and registered	217	102
may be signed by the Third Assistant	218	102
renewal of, when lost	315	133
bond of indemnity to be given	315	133
<b>Washington, D.C.</b> , direct packages for, how made up	990	361
headquarters of third division Railway Mail Service	897	344
of division of inspective force	36	39
<b>Waste paper</b> , sale of, in Department, authorized	63	50
embraces what	484	211
to be sold and accounted for	484	211
postmasters to collect and examine	513	221
sales of, to be entered in account	241	109
at first and second class offices	242	110
second-class matter, when unclaimed, disposed of as	601	248

	Sec.	Page.
<b>Waste paper</b> —Continued.		
refused matter disposed of as	601	248
postal clerks must examine	937	351
how, turned over for sale	937	351
<b>Way post-offices</b> , delivery of mails to	851	331
registers of arrivals and departures of mail, how kept	852	331
delinquencies to be reported	853	331
postmasters' report of arrivals and departures	854	331
special reports, when required	855	332
of delinquencies or irregularities, how made	856	332
contractors to be notified of failures	857	332
reports, how sent and preserved	858	333
contractors' excuses for delinquencies, how made	859	333
<b>Way pouch</b> , registered matter on star routes to be dispatched in	1082	383
<b>Weather reports</b> of Signal Service, how treated	514	221
how treated in railway post-offices	993	362
<b>Weighing of mails</b> , when and how made, on railroads	752	299
companies to give notice of readiness for	753	299
<b>Weight of mails</b> , to be considered by bidders in making bids	786	311
<b>Western Australia</b> , international money orders payable in	1322	448
<b>Whistling</b> forbidden to letter carriers on their routes	641	265
<b>Widow</b> of minor entitled to his letters	568	239
of pensioner, when, may receive his letters	567	238
<b>Wife</b> , letters of, how to be delivered	500	238
husband cannot control delivery of letters of	566	238
of postmaster may be assistant	490	216
<b>Windward Islands</b> , international money orders payable in	1322	449
money orders for, payable in pounds, shillings, and pence	1327	451
maximum amount of money orders payable in	1329	452
money order payable in, must be sent by remitter to payee	1340	455
exchange office for, is New York	1345	456
money orders issued in, forwarded to payees in United States	1350	458
exchange of money orders with	1322	448
denominations and equivalents of moneys	1327	451
money orders payable in, postmaster to designate paying office	1337	454
exchange office of	1348	457
<b>Winnipeg, Manitoba</b> , is money order exchange office for Canada	1346	457
<b>Withdrawal</b> , after mailing, before dispatch, when authorized	531	226
after dispatch	533	227
of mail matter, before dispatch	531	226
not permissible after stamps canceled, when	532	227
after dispatch, how authorized	533	227
" <b>Working crews</b> " of railway postal clerks, how organized	905	346
<b>Wrapping paper</b> , estimates for	213	100
<b>Yancon</b> , mails exchanged with	389	163
<b>Yeast cakes</b> , how wrapped for mailing	370	155
<b>Yellow fever</b> , duty of postmaster in respect to	698	283