

# US Postal Laws & Regulations

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Registration, domestic mail



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## IX. THE SIXTH AUDITOR'S OFFICE.

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

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

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

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

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

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

TITLE VII.  
THE REGISTRY SYSTEM.

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CHAPTER THIRTY-FIVE.

REGISTRATION OF DOMESTIC MAIL MATTER.

**Sec. 1039. Registry System Authorized.**—For the greater security of valuable mail matter, the Postmaster-General may establish a uniform system of registration. But the Post-Office Department or its revenue shall not be liable for the loss of any mail matter on account of its having been registered. (R. S., § 3926.)

**Sec. 1040. Means Employed to Attain Safety.**—The special security given to registered matter is obtained by the use of a distinctive cover for the matter, its retention in special custody, and a system of records and receipts showing every transfer of it after it has been received for mailing, whereby it may be traced throughout its journey from its receipt for mailing until delivery to the addressee.

**Sec. 1041. Postmasters' Duty to Encourage Registration.**—Postmasters are obliged to register matter properly prepared and offered for registration, and should advise the public to register valuable mail matter, so as to enable the Post-Office Department to keep it under strict supervision.

**Sec. 1042. Office of Department in Charge of Registry System.**—All correspondence or other business, as well foreign as domestic, relating wholly to matters of registration, should be conducted through the office of the Third Assistant Postmaster-General. All papers coming into the possession of any other branch of the postal service or other office of the Department, in connection with such business, must be referred, either entire or by copies or appropriate extracts, to the office directly in charge of the Registry System.

**Sec. 1043. What Mail Matter can be Registered.**—All classes of mailable matter may be registered. Matter addressed to fictitious names, to initials, to box numbers simply, or with other vague and indefinite addresses, must not be registered.

(See, as to matter addressed to fraudulent lotteries, sections 1130, 1131, and 1132.)

**Sec. 1044. Hours of Business.**—Post-offices will be kept open for registry business during ordinary business hours. Offices of the first class and their stations or branch offices must be kept open for the receipt and delivery of registered matter until six o'clock p. m.

**NOTE.**—As to Sundays and holidays, see sections 481 and 483.

**Sec. 1045. Limit of Fee.—No Fee on Official Matter.**—Mail matter shall be registered only on the application of the party posting the same, and the fee therefor shall not exceed twenty cents in addition to the regular postage, to be in all cases prepaid; and all such fees shall be accounted for in such manner as the Postmaster-General shall direct. But letters upon the official business of the Post-Office Department, which require registering, shall be registered free of charge and pass through the mails free of charge. (R. S., §3927.) That any letter or packet to be registered by either of the Executive Departments or Bureaus thereof, or by the Agricultural Department, or by the Public Printer, may be registered without the payment of any registry fee. (Act of July 5, 1884, 23 Stats., 158.)

**NOTE.**—The above statute applies only to matter registered by the officers therein named at the seat of government. Officers elsewhere, other than postal officers, must pay the fee when official matter is registered.

**Sec. 1046. Registration Fee.**—The fee on registered matter, domestic or foreign, is fixed at ten cents for each letter or parcel in addition to the postage, both to be fully prepaid with ordinary postage stamps affixed to the article registered. Two or more letters or parcels addressed to, or intended for, the same person cannot be tied or otherwise fastened together and registered as one.

**Sec. 1047. Registry of Letters Containing Currency for Redemption.**—Under such regulations as the Postmaster-General may prescribe, all postmasters are authorized to register in the manner prescribed by law, but without payment of any registration fee, all letters containing fractional or other currency of the United States, which shall be by them sent by mail to the Treasurer of the United States for redemption; and the postmaster at the city of Washington, in the District of Columbia, shall register, in like manner, without charge, all letters containing new currency returned for currency redeemed, which shall be received by him from the Treasurer, in sealed packages, marked with the word "register" over the official signature of the said Treasurer. (R. S., §3932.)

**Sec. 1048. Special Instructions for Registering Currency.**—Whenever letters containing currency for redemption are offered for registration, postmasters will be governed by the following instructions:

1. They must require the contents of every such letter to be exhibited



to them, and be furnished a list, giving an accurate and detailed description of the money to be remitted. In case of fractional currency, the number and denomination of pieces will be sufficient; but of currency of the denomination of one dollar and upward, the letter, number of series, and date of each note, as well as the denomination, must be given.

2. The list must be carefully examined and compared with the money to be remitted, and when found to be correct will be filed in the office, to be subject at all times to the inspection of proper agents of the Post-Office Department.

3. The money must be inclosed and the letter sealed in the presence of the postmaster, who will then give the usual registry receipt therefor.

4. The letter must then be disposed of in the manner provided for other registered letters; but for the sake of further security, the postmaster must be ready to prove beyond question in every case, by a disinterested witness, that such letter was duly mailed in the mode prescribed for registered letters; otherwise, should the letter or package be lost, he may be held responsible therefor.

**Sec. 1049. Registering Remittances of Postal or Money-Order Funds.**—In remitting postal or money-order funds, if the same be registered, postmasters should be guided by the following directions:

1. If in bulk small enough to be inclosed in a registered-package envelope, the money should first be inclosed in a strong envelope (such as the Department provides expressly for that purpose), which must be securely sealed, addressed to the proper official, and placed in the registered-package envelope.

2. If in coin, in bags, or in currency, in envelopes too large for inclosure in the registered-package envelope, the bag or envelope should be re-wrapped with strong paper, and this additional wrapper thoroughly sealed with mucilage. A split registered-package envelope should then be pasted thereon in such manner as to expose address and record of transit. Failure to observe these regulations will be deemed negligence. (See section 273.)

**Sec. 1050. Registration Records to be Kept.**—The following registry records must be kept by every postmaster:

1. Registration book, showing all matter that is registered.
2. Delivery book, showing all matter received for delivery.
3. Transit book, giving a full description of all registered packages and through pouches addressed to some other post-office.

No excuse will be accepted for failure to keep these records. Supplies of them may be obtained upon application to the First Assistant Postmaster-General (Division of Post-Office Supplies).

**Sec. 1051. Blanks, &c., to be Used.**—The following blanks and envelopes are also to be used by every postmaster for registration business:

1. Registry Bill, Registry Return Receipt, Registered Package Receipt, Registry Notice, Circular of Inquiry, Registry Quarterly Report, Requisition for Registered-Package Envelopes, Registry Deficiency Report, Registry Tracer. They may be obtained on requisition from the First Assistant Postmaster-General (Division of Supplies). (See section 473.)

2. Registered-package envelopes and registered-package tag envelopes. Supplies of these may be had by applying to the Third Assistant Postmaster-General.

3. At free-delivery offices a book, called Carrier's Delivery Book, is used for the delivery of registered matter by letter carriers.

Postmasters must not allow their supply of registered-package and tag envelopes or any of the blanks or books required in the registry business to become exhausted, but should keep themselves supplied by timely requisitions.

All fourth-class postmasters will write in ink the name of their respective post-offices on each registered-package envelope received by them on their requisitions, such writing to be completed without delay on receipt of fresh supplies. The name of post-office and the State in which located should be written on the back of each registered-package envelope immediately above the space provided for the postmark of mailing office. The writing of the name of post-office on each envelope in advance of the date of mailing will in nowise relieve fourth-class postmasters from legibly postmarking registered package envelopes on the date when actually mailed.

**Sec. 1052. Use of Other than Standard Registration Forms at Large Post-Offices.**—Postmasters at several of the more important post-offices are permitted the use of special registration forms in connection with a system of checks and balances prescribed at such offices.\* Such forms must never be used or changed without special authority from the Third Assistant Postmaster-General.

#### PREPARATION AND DISPATCH OF REGISTERED MATTER.

**Sec. 1053. Matter, how to be Presented for Registration.**—Postmasters, before receiving matter for registration, must require the sender to have it fully, legibly and correctly addressed, the name and address of the sender indorsed upon it, and, if letters, all the contents placed in a firmly sealed envelope, and to have affixed the necessary stamps to pay postage and fee. Postmasters and their employés are forbidden to address the matter, place its contents in the envelope, seal it, or affix the



stamps. Third and fourth-class matter for registration must also be marked "THIRD-CLASS" or "FOURTH-CLASS," as the case may be, and be so wrapped as to safely bear transportation, and easily admit of examination, which the postmaster should make before registering.

(See sections 359 to 373.)

**Sec. 1054. Receiving Mail Matter for Registration.**—When a letter or parcel is presented for registration the postmaster will first examine it to see that the sender has complied with requirements of the preceding section, and if such be the case, he will enter on the registration book the name and address of the sender, name of addressee, and destination of letter or parcel, registered number and date of mailing, filling out alike stub of the book and registry receipt. He will number the letter or parcel to correspond with number on stub and registry receipt, sign the receipt, separate it from the stub, and give it to the sender.

**NOTE.**—Postmasters will erase the word Letter or Parcel on receipt and stub, so that it will read according to the character of article registered.

**Sec. 1055. Number Registered Matter and Registered-Package Envelopes.**—The registration book must be commenced each quarter with No. 1, and continued consecutively through the quarter, and the letters or parcels registered correspondingly numbered. Registered-package envelopes are also to be numbered consecutively, commencing each quarter with No. 1.

**Sec. 1056. When matter becomes Registered.**—After a receipt has been given therefor, and the matter has been numbered as prescribed in the preceding sections, the letter or parcel becomes registered, and must be guarded with the utmost care.

**Sec. 1057. Letter Carriers not to Accept Matter for Registration.**—Letter carriers are forbidden to receive letters or parcels to be afterwards registered at the post-office.

**Sec. 1058. Cancellation of Stamps, Registry Mark, and Postmark.**—All stamps on registered matter must be effectually canceled, and the letter or parcel marked plainly REGISTERED, and plainly postmarked.

**Sec. 1059. Registered Matter to be Kept Secure.**—All registered matter must be kept separate from ordinary matter, and so as to be secure from accident or theft. No unauthorized person should be permitted to have access to the place where registered matter is kept. The postmaster will be held accountable for all registered matter coming into his post-office.

**Sec. 1060. The Registry-Return Receipt.**—A registry-return receipt must be filled out for and accompany every domestic letter or parcel addressed to any post-office in the United States or Territories. On the face of

such receipt must be written the name of the sender, street and number, or post-office box, name of post-office, county, and State. The space for stamp of post-office is reserved for post-office of delivery. On the other side must be entered date of mailing, registry number, mailing post-office and State, and address of the registered letter or parcel.

**Sec. 1061. The Registry Bill.**—A registry bill must be prepared to accompany the registered letter or parcel, and must, on its face, be filled out with the name of the mailing post-office, county, and State (the place for stamp is reserved for post-office of destination); on the other side, in the heading, the date of mailing, mailing post-office, post-office of destination, county and State, number of registered-package envelope in which it is to be inclosed, and in proper columns in body of bill the registry number of letter or parcel, class, whether first, third, or fourth, name of addressee, and signed and postmarked with date of actual mailing. This bill must be inclosed with the letter in the registered-package envelope, and on its arrival at destination, if contents of envelope agree with it, is to be properly signed and returned by first mail to the mailing postmaster. All domestic registered letters or parcels for the same post-office are to be entered on one bill and inclosed in one registered-package envelope when practicable. When this cannot be done, a separate registry bill must be made out for the contents of each registered-package envelope. Special bills in sheet form may be used by large post-offices when necessary. No blanks must be left between entries on the bill, and a diagonal line should be drawn with the pen from the last item across the bill to the place for signature. Postmasters receiving bills with such blank spaces should fill them in by waved lines made with the pen. (See section 1104.)

**Sec. 1062. Registered-Package Envelope.**—In all cases where it is possible, registered matter must be inclosed in registered-package envelopes, which are to be used for no other purpose than to cover registered mail matter in its transmission from the receiving post-office to post-office of delivery. They must securely inclose the registered matter they convey, be plainly addressed, without abbreviation, to post-office of destination, county, and State, be distinctly numbered, and legibly postmarked with the postmark of the mailing post-office and date of mailing. Special care must be used in postmarking and sealing them. Penalty envelopes must never be used as substitutes for registered-package envelopes. Registered-package envelopes should never be sent out of the country. (See sec. 1156.)

**Sec. 1063. Preparing Matter for Dispatch.**—The registered letter or parcel with registry bill and registry-return receipt must be placed together in a registered-package envelope, addressed to the same post-

office as the letter or parcel. The number of the registered-package envelope must then, and not before, be entered on the stubs of the registration book describing such letters and parcels as are inclosed in the envelope. In cases where registered matter is also for special delivery, the words "FOR SPECIAL DELIVERY" must be written by the mailing postmaster conspicuously across the registered-package envelope. The registered-package envelope must then be firmly sealed.

**Sec. 1064. Responsibility for Losses Growing out of Failure to Seal Envelope.**—If a registered-package envelope be dispatched from a post-office unsealed or unaddressed, and a depredation be committed on such unsealed package, which cannot be traced directly to the person committing it, the mailing postmaster may be held responsible for the loss because of his neglect of duty. Postmasters and postal clerks should report every instance of this irregularity.

**Sec. 1065. Matter too Large to go in Registered-Package Envelopes.**—When a registered letter or parcel of first-class matter is too bulky to be securely inclosed and sealed in a registered-package envelope, such matter, together with the registry bill and registry-return receipt, must be wrapped with strong paper, and the wrapper thus made must be provided with broad flaps and thoroughly sealed in every part with mucilage. A registered-package envelope must be split open and securely gummed or sealed on the wrapper, made up as above directed, so as to expose both faces of the envelope for address and for record of transit. The same course is to be pursued for parcels of third and fourth class matter too large for inclosure in registered-package envelopes where the postmaster has suffered his supply of registered-package tag envelopes to become exhausted.

**Sec. 1066. Registered-Package Tag Envelope.**—Where registered parcels of third and fourth class matter are too large for inclosure in registered-package envelopes, postmasters should use registered-package tag envelopes, in which must be placed the registry-return receipt and registry bill. Each parcel should have a separate tag. The tag envelope should be attached to the registered parcel, invariably on the address side, by passing a stout twine around the tag, and then through the eyelet holes, when it should be knotted loosely, and then tied firmly about the parcel, or at the cross fastenings of the parcel. Samples showing the manner of tying are furnished by the Department, one of which should be posted up in every post-office. Postmasters should promptly report to the Third Assistant Postmaster-General all cases where tags are not tied according to the samples furnished.

Registered-package tag envelopes should be addressed, indorsed, and

preserved on file, the same as registered-package envelopes, and should be numbered in the series with them. The tags should never be used on sealed matter or on parcels which can be inclosed in registered-package envelopes.

Postal officers will refasten any tag envelopes torn off or damaged in transit by tying firmly across the tag and reattaching to parcel.

**Sec. 1067. Registered-Package Receipt.**—After a registered package has been made up for dispatch, a registered-package receipt (except in cases where billed in registered pouches or hand-to-hand receipts on books can be taken) must be filled out in the manner described in the following section, and sent in the same pouch with the registered package, but tied on top of the bundle of letters which is first to be handled by the official receiving the same. The pouch must be locked, and the lock tried to ascertain if it has been securely fastened. Registered matter and registered-package receipts must never be inclosed in a newspaper or tie sack.

**Sec. 1068. Making out Registered-Package Receipts.**—Postmasters and postal clerks, in making out and returning registered-package receipts, will be governed by the following directions:

1. The sending official will fill the blanks provided for the return address, and then, on the reverse side of the card, will enter, in the column arranged for the purpose, a description of the packages dispatched, writing the letter "R" for ordinary registered packages, and the letter "S" for packages of stamps, stamped envelopes, or postal cards. The numbers of packages, the name and date of postmark of the mailing office, and the office of address must also be written in, and the receipt must be postmarked at the lower left-hand corner with date of its dispatch.

2. The page of the postmaster's or postal clerk's record may also be entered in the space provided therefor.

3. Transit packages as well as packages of local origin are to be entered on the same receipt.

4. No blanks should be left between the entries where there are two or more items on a receipt; and after the last entry a diagonal line should be drawn with the pen from the left of the card to the lower right-hand corner.

5. If blank lines or spaces should, in violation of these rules, be left on the receipt by the dispatching official, the receiver should fill them with wavy lines made with the pen before returning it. Every such case should be promptly reported to the Third Assistant Postmaster-General.

**Sec. 1069. Manner of Signing Receipts by Subordinates.**—When a subordinate in a post-office receipts for registered matter, he should not sign in his own name, but as follows: “—— ———, P. M., by —— ———, Ass’t P. M., or Clerk.” When the postmaster signs his own name it must be written. When signed by a subordinate the postmaster’s name may be written or stamped, but the signature of the assistant postmaster or clerk must be in writing.

**Sec. 1070. Prompt Return of Receipts and Bills.**—Where registered-package receipts or registered bills are not promptly signed and returned, the delinquent office will be exposed to suspicion. Repeated failures to make prompt return will be deemed ground for removal.

**Sec. 1071. Hand-to-Hand Receipts where Practicable.**—At every office on railway postal-car lines, where it is uniformly practicable, registered packages may be delivered by the postmaster direct to the postal clerk, and his receipt obtained at once for them. In such cases the packages—both local and transit—shall be recorded and the receipt taken on the transit book.

Unless hand-to-hand receipts can invariably be obtained, and the exchange of receipts between postmaster and postal clerk is reciprocal, the signature of the postal clerk should be obtained on the registered-package card receipt and not upon the transit book.

**Sec. 1072. Registered Matter on Night Trains.**—From post-offices on railroads where there is local railway mail service performed by day, registered matter must not be dispatched at night, except where hand-to-hand receipts can be given by postal clerks.

**Sec. 1073. When Registered Matter may be Sent by Express Trains.**—Where post-offices are located on, or supplied from, lines of railway on which there is no postal-car service, registered packages may be sent to and from such offices in direct iron-lock pouches, registered-package receipts to accompany the packages and to be promptly signed and returned. Where it is possible the deposit of registered packages in the mail pouch and the removal therefrom should be witnessed on the transit book by two postal employés. Registered packages must never be sent over railways by express mails for the purpose of making better dispatch, where it is possible to send at any other time by mail trains carrying postal clerks.

**Sec. 1074. Registered Matter not to be Tied with Ordinary Mail Matter.**—Postmasters must not wrap or tie registered packages with ordinary mail matter, but should place them separately in the mail pouch, so that their presence can be observed at once by the person opening the pouch.

**Sec. 1075. Registered Packages for Dispatch in Catcher Pouches.**—Post-



masters at offices using catcher pouches will so place registered packages for dispatch therein that when the pouch is strapped in the middle and hung for catching, bottom upward, the registered packages will rest at the mouth of the pouch, thus avoiding the direct contact of the postal-car mail catcher at the middle of the pouch.

**Sec. 1076. Mail Carriers not to Handle Matter.**—Under no circumstances may a registered package be intrusted to a mail carrier or a mail messenger outside of the locked pouch, nor should an iron-lock pouch or a brass-lock pouch containing registered matter be intrusted to any but a mail carrier, mail messenger, or a sworn officer or employé of the postal service.

**Sec. 1077. Certifying to Proper Dispatch of Matter.**—The postmaster, his deputy, or a duly qualified clerk must be prepared at any time to make affidavit that any particular registered package was either given to an employé of the Railway Mail Service or left the post-office in a pouch properly locked and labeled, and was sent by the proper route. In all cases where practicable two persons should be present at the mailing of a registered package, and be prepared to testify as above in case it should be required.

**Sec. 1078. Matter from Distant Post-Offices.**—Postmasters at post-offices located on star routes at any distance from a railway or steamboat line should never send registered matter in through pouches to the postal clerk, even though ordinary mail be so sent. Such matter must be sent in the regular way pouch, to be examined, recorded, and receipted for at intermediate offices, and delivered or pouched to the postal clerk by the postmaster at the post-office connecting with the railway or steamboat line.

**Sec. 1079. Matter not to be Sent Direct over Railway Mail Routes.**—In no case must a postmaster dispatch a registered package in an iron-lock through pouch labeled to a post-office over a route upon which there is railway mail service. Registered matter on such routes must be held for the railway post-office, and pouched or delivered to the postal clerk in charge.

**Sec. 1080. Packages must be Sent by the Most Secure Route.**—Postmasters on star routes must dispatch registered packages by the most secure route, and endeavor, especially when they have to be sent long distances, to have them reach a railway post-office or registered pouch office as soon as possible, even though such registered packages traverse a longer distance by railway post-office to destination than that taken by ordinary mail matter over star routes.

For list of inner-sack and through-registered pouch offices see the latest Official Postal Guide.



**Sec. 1081. Postmasters must Observe the Registry Schemes.**—When registry schemes and schedules of routes and times for the dispatch of registered matter are furnished to postmasters by the General Superintendent or division superintendent of Railway Mail Service, they will comply with such schemes and schedules until otherwise specially directed. When postmasters observe changes which, in their opinion, should be included in the standing schemes, they will submit the same for approval to the division superintendent.

**Sec. 1082. Packages to be Dispatched over Star Route in the Way Pouch.**—Registered packages from post-offices on star routes must never be placed in iron-lock through pouches labeled so as to pass intermediate offices without opening. All registered packages on a star route must be placed in a way pouch and be treated as required by section one thousand and eighty-four at each way post-office on the route of transmission.

Registered packages passing between authorized brass-lock exchange offices are specially excepted from such requirements.

#### TREATMENT OF REGISTERED PACKAGES RECEIVED.

**Sec. 1083. Receiving Packages in Pouches.**—Every postmaster or postal clerk opening a pouch and finding registered packages therein, will sign the registered-package receipt, erasing the word "postmaster" or "postal clerk," so that his official title will be properly stated, and will write, in words, within the rectangle after his signature, the total number of packages described in the receipt and received by him. If any of the packages are in bad order, he must note the fact on the receipt as well as on the package, postmark the card on the address side, and return as addressed without postage or cover of an envelope by the next mail. Before signing a registered-package receipt the postmaster or postal clerk should correct any errors there may be in it, and also note upon it any irregularities he may observe in connection with the package. If no receipt accompanies the registered package, the receiving postmaster or postal clerk should himself fill up, sign, and return one without delay.

**Sec. 1084. Packages in Transit.**—If a postmaster, upon opening a way pouch, finds inclosed registered packages addressed to offices beyond his own, he must sign and return the accompanying package receipt and indorse the package as directed in the preceding section. He will then fill up a new package receipt, inserting the name of his own post-office and describing all the transit and other registered packages to be dispatched. The packages, after being properly recorded, must then be deposited in the pouch, with the receipt, which must be tied on top of the bundle of letters destined for the next office on the route.

**Sec. 1085. Transit and other Packages on Star Routes.**—From the packages and package receipts the postmaster must make the proper entry in the transit book. He may also record in such book all registered packages to be dispatched from his own office.

**Sec. 1086. Continuous Examination, Record, and System of Receipts.**—The process of examination, indorsement, record, filling out package receipts anew and depositing in pouch, must be repeated by every postmaster opening the pouch until it reaches its destination.

**Sec. 1087. Transit Book.**—Postmasters at all offices where pouches containing mail matter for other offices are opened, must enter immediately after arrival on their transit books a full statement (as per heading of columns) of every registered package, through-registered pouch, or inner-registered sack passing through their offices, showing particulars of arrival and disposal of each package, pouch, or sack. They may also record in such book all registered packages or registered pouches originating at their own offices for dispatch by star route, or for hand-to-hand delivery to postal clerks. They must at all times be prepared to make prompt reply to any inquiry concerning such registered packages or pouches. This transit book must be carefully preserved in good order and be at all times open to the inspection of Post-Office inspectors. At large offices other arrangements as to the transit book may be specially authorized.

**Sec. 1088. Matter in Pouches with Defective Locks.**—Whenever a postmaster is compelled to pass a way pouch unopened to the next office on the route, as directed in sections eight hundred and eighty-eight and eight hundred and eighty-nine, he should make a note upon his transit book, stating the fact, the cause, and the date, and advise the postmaster to whom the pouch is forwarded. When the pouch that has been so passed is received and opened, the receiving postmaster will retain the registered matter for the office or offices passed and enter it upon his transit book. If the pouch has been passed to him for the reasons stated in section eight hundred and eighty-eight, he shall retain such matter until he is advised that a new key has been received at the office passed. If the pouch was passed for the reasons stated in section eight hundred and eighty-nine, he will return the registered matter for the office passed in the first locked pouch sent to that office.

**Sec. 1089. Indorsing Packages.**—When a postmaster or railway postal clerk signs a receipt for a registered package, he will carefully examine the package and indorse thereon, in the spaces provided therefor, the date of its receipt, the name of his post-office or railway post-office, and his signature. In the spaces provided therefor he will enter a statement of the facts whenever a package is in bad condition.

The absence of remark in the space marked "CONDITION" will be deemed a certification that the article was in good condition. Whenever registered packages are in bad condition the facts should be stated by the indorsing official on the registered-package receipt and other records.

**Sec. 1090. Checking Return of Receipts and Bills.**—On the return of a registered-package receipt and registry bill, the postmaster will at once note the date of their return on the stub of the registration book, and file them for future reference.

**Sec. 1091. Failure to Return Registered-Package Receipt.**—In case a registered-package receipt is not promptly returned by the postmaster or postal clerk to whom it was sent with the package, the postmaster who sent it must fill out and send a duplicate, noting date of such duplicate on registration book. Failure to return either original or duplicate receipt in due season must be reported to the Third Assistant Postmaster-General. Delay in returning registered-package receipts will be treated as a serious delinquency.

**Sec. 1092. Failure to Return Registry Bill.**—In case the registry bill fails to come back to the mailing post-office in reasonable time, which should not extend beyond the arrival of the second return mail, a circular of inquiry for registered matter, giving particulars of the package and its contents, must be sent to the post-office to which the registered package was addressed, and the date of mailing such circular must be entered in the proper place on stub of registration book. Failure to return registry bills in due time is a grave neglect of duty, and must be reported by every postal officer who observes it.

**Sec. 1093. Circular of Inquiry Returned Indorsed "Not Received."**—If the circular of inquiry is returned stating that the registered package has not reached its destination, a full report of the case must be made to the Chief Post-Office Inspector, Washington, D. C., for investigation, and also to the inspector in charge of the division in which the post-office is situated. (See section 36.)

**Sec. 1094. Misdirected Packages; how Treated.**—Misdirected registered packages, unaddressed packages, or packages addressed to a place not a post-office, not including cases covered by section one thousand and ninety-six, must be returned to the mailing office for better direction. The postmaster detecting the error must indorse the package "RETURNED FOR BETTER DIRECTION," place it under cover of a regularly numbered registered-package envelope, duly postmarked, and send it addressed to the mailing post-office, making due note of the fact on his transit book. Registered packages in transit or addressed to another post-office must not be opened. In cases where, from absence or illegibility of postmarks, or from any other cause,

it is impossible for the postmaster receiving such package to ascertain the office of mailing, he must send the package, with a letter of advice, registered, to the Third Assistant Postmaster-General, making the proper entry on the transit book.

**Sec. 1095. Missent Packages.**—Where a registered package is missent to a post-office, the address on the same being plain or its true destination manifest, the postmaster must make proper entry of the same on his transit book, and dispatch the package to its address by the nearest route.

**Sec. 1096. Misdirected Postage-Stamp Packages, &c.**—Postmasters on receiving or handling in transit a registered package of stamps, envelopes, or postal cards bearing an incorrect or imperfect address, should hold the package and at once notify the Third Assistant Postmaster-General, giving the registered number, date of postmark, and full address of the package, and await instructions in regard to its disposal. When the package is forwarded under instructions thus received, the proper entry of it should be made on the transit book.

**Sec. 1097. Packages Found in Bad Order or Damaged in Transit.**—In case a registered package becomes damaged, it must be placed in a new registered-package envelope at the post-office where the injury occurs or is discovered; or, when damaged in the hands of a railway postal clerk, at the post-office at the terminus of his route. The original registered-package envelope must not be removed; but, before inclosed in the new one, it must be indorsed with a statement of its exact condition, and signed by the postmaster or railway postal clerk from whom received. The new registered-package envelope must bear the address, registry number, and name of the post-office of origin, and also the postmark of the post-office at which the package is re-enveloped. The fact of reinclosure must be noted on the transit book. Railway postal clerks finding in their offices registered packages in bad order or damaged must deliver them to the postmaster at the terminal post-office for treatment as prescribed in this section. (See section 1099.) Where such damaged package, being too large for inclosure in a registered-package envelope, has been put up as prescribed in section one thousand and sixty-six, it must be rewrapped and sealed in the same manner as was originally done, readdressed, and otherwise treated as above prescribed.

**Sec. 1098. Damaged Packages having Tag Envelopes Attached.**—Where registered parcels of third or fourth class matter, too large for inclosure in registered-package envelopes, are so badly damaged in transit as to endanger the contents, such parcels must be rewrapped and treated as prescribed in the preceding section, except that the tag envelopes should be detached before rewapping, and the facts of the damage and of the



placing under cover indorsed on the tag, after which it should again be attached to the parcel.

**Sec. 1099. Postage-Stamp Packages Damaged in Transit.**—Registered packages of postage stamps, stamped envelopes, or postal cards, damaged in transit, must be securely rewrapped and sealed by the postmaster discovering the damage, or at the terminal post-office to which such matter is delivered by railway postal clerks. After indorsing the package, as provided in section one thousand and ninety-six, the postmaster will attach to it a label, "REGISTERED POSTAGE-STAMP PACKAGE," "POSTAL-CARD PACKAGE," or "STAMPED-ENVELOPE PACKAGE," as the case may be; will mark the original address and registry number on the wrapper, indorsed as follows: "PLACED UNDER COVER AT ——— POST-OFFICE, ———, 18—." He will then enter the package upon the transit book, send it to its destination, noting the fact of its being damaged and placed under cover, and make a full report of the facts to the Third Assistant Postmaster-General.

**Sec. 1100. Postmasters to Receive Matter from Railway Postal Clerks.**—Postmasters at terminal offices of routes on which there is railway mail service must at all times be prepared to receive and properly receipt for registered matter brought to their offices by railway postal clerks. No delay of trains or unseasonable hours of arrival will authorize a deviation from this regulation.

#### MATTER RECEIVED FOR DELIVERY.

**Sec. 1101. Receiving Matter at a Post-Office for Delivery.**—On the opening of a pouch, if a registered package addressed to the postmaster is found in the pouch, the registered-package receipt must first be signed and returned, as required in section one thousand and eighty-three. The registered package will then be opened by cutting the end with the point of a knife, so as not to detach the end of the envelope. The initials of the opener will be marked on the registered-package envelope, and the addresses, &c., of the registered letters or parcels contained therein compared with the entries on the registry bill. If these are found to correspond, the postmaster will examine the letters or parcels as to their condition, postmark them on the back, enter them at once on the delivery book in the order in which they appear on the registry bill, giving date of arrival, the number and postmark of the registered package, and the number and addresses of the registered letters or parcels, and attach the return receipts to the letters or parcels by bands or thread. The registry bill is then to be signed, postmarked in the proper place on the date when leaving the office, and remailed without cover by next mail. Postmasters receiving registered stamp packages, postal-card

packages, or envelope packages, addressed to their post-offices, must enter such packages on the delivery book and sign for them in delivery column.

**Sec. 1102. Matter found among Ordinary Mail Matter.**—Matter which has once been registered can never lose its character as such until it has been delivered to the rightful owner. When a postmaster discovers any registered letter or parcel among ordinary mail matter, he must enter it upon his delivery book, and treat it as a registered piece. If the registered letter or parcel is addressed to his own post-office, he will deliver it to the person for whom it was intended, and if addressed to another post-office he will re-register and inclose it in a registered-package envelope and forward it, and in each case immediately report all the facts to the Third Assistant Postmaster-General. Where an official envelope has been wrongfully used in place of a registered-package envelope, the postmaster will send the envelope, with a report of the case, to the Third Assistant Postmaster-General.

**Sec. 1103. Envelope with Return Receipt or Registry Bill.**—If a registered-package envelope arrive at an office with only a registry bill and return receipt inclosed, the postmaster will ascertain if the letter or parcel to which bill and receipt refer has been received in the ordinary mail, in which case he will, if practicable, obtain the receipt of the addressee for it on the delivery book and the return receipt—the bill and receipt after signature being returned to the sending office. The case should also be reported to the Third Assistant Postmaster-General. In case the missing letter or parcel has not been received, the matter must be reported to the Chief Post-Office Inspector without delay.

**Sec. 1104. Omissions on Registry Bill and Return Receipt to be Supplied.**—If the sending postmaster has failed to properly fill up his registry bill or registry-return receipt, the receiving postmaster must supply the omission. Before returning the registry bill he will note any irregularity thereon under his signature.

**Sec. 1105. Failure to Send Registry Bill or Registry-Return Receipt.**—If, on opening a registered package, no bill is found, the receiving postmaster must fill out a bill and indorse it **NO BILL RECEIVED**, sign it, address it properly, postmark it, and send it without cover to the mailing post-office. If no registry-return receipt accompanies a registered letter or parcel, the postmaster opening the package must fill one out, attach it to the letter or parcel, and mail it to the sender when signed. A report of every such case must be made to the Third Assistant Postmaster-General.

**Sec. 1106. Treatment of Letters Arriving in Bad Order.**—If on opening a registered package a registered letter is found in bad order, the post



master will indorse the letter, "RECEIVED IN BAD ORDER," and sign his name. He will then inclose it in an ordinary official envelope, seal the envelope, and address it to the person to whom the registered letter is addressed, indorsing on the envelope "HAVE THIS EXAMINED ON DELIVERY," and make proper entry thereof on the delivery book. On delivery of this letter the addressee should be requested to open it in presence of the postmaster, delivery clerk, or letter carrier, and if there should be any of its contents missing, the original envelope of the letter should be obtained from the addressee, with his indorsement thereon as to the deficiency; and this envelope, with the registered-package envelope, should be sent with a full report of the facts to the Chief Post Office Inspector for investigation.

**Sec. 1107. Letters Found Unsealed.**—If a registered letter arrive unsealed, the postmaster will indorse it "RECEIVED UNSEALED," and sign his name, then place it in an official envelope, and deliver it as directed in the preceding section, obtaining from the addressee the original envelope of the letter, with the indorsement of the addressee thereon, stating whether the contents are correct or incorrect. If the contents are found correct, a report must be made of the case to the Third Assistant Postmaster-General, accompanied with the envelope. If incorrect, the case should be reported and the envelope of the letter and the registered-package envelope sent to the Chief Post-Office Inspector.

**Sec. 1108. Matter Found Without Cover in Registered-Package Envelopes.**—If a registered-package envelope is found to contain money or other registered matter, without other envelope, the receiving postmaster will note all particulars on the registered-package envelope, and have the same signed by two witnesses, if practicable. If the enclosure be a postal or money-order remittance, the postmaster will receipt for the same. If the contents are for a private address, they will be carefully sealed in an official envelope, addressed according to the return receipt, and delivered as prescribed in section one thousand one hundred and seventeen, and a full report of the case made to the Third Assistant Postmaster-General. When the postmaster is in doubt as to the ownership of the matter he will await instructions from the Department.

**Sec. 1109. Registered-Package Envelopes Empty when Opened.**—If on opening a registered-package envelope neither registry bill, return receipt, nor registered pieces are found, the receiving postmaster will at once make note of the facts on the registered-package envelope. The sending post-office will be ascertained from the postmark on this envelope, the postmaster at which office will be advised of the facts, and a full report of the case will be made to the Chief Post-Office Inspector, and also to the Third Assistant Postmaster-General.

**Sec. 1110. Entries; how made in Delivery Book.**—Entry of registered letters and parcels must be made upon the delivery book in the same order as upon the accompanying registry bills, and immediately after the registered-package envelopes containing them are cut open.

**Sec. 1111. Missent Letters or Parcels Received.**—If on opening a registered package addressed to his post-office a postmaster finds a registered letter or parcel inclosed addressed to another post-office, he will indorse the bill "MISSENT," sign and remail it, file the registered-package envelope, and enter the letter or parcel on his delivery book, making a note in delivery column "MISSENT AND FORWARDED," re-register it, and forward it to its proper destination.

**Sec. 1112. Misdirected Letters or Parcels; how Treated.**—If on opening a registered package addressed to his office a postmaster should find inclosed an unaddressed or misdirected letter or parcel, or one addressed to a place not a post-office, he must make entry of such letter or parcel on his delivery book, make the note "RETURNED FOR PROPER DIRECTION," in the delivery column, giving the date, re-register and return it to the mailing office. If the postmark on the letter or parcel be illegible, or the name of the mailing office cannot be otherwise ascertained, the matter should be registered and sent, with a letter of advice, to the Dead-Letter Office, and the proper entry thereof made in delivery book.

**Sec. 1113. Forwarding Matter.**—All registered matter may be forwarded upon the written request of the party addressed without additional charge for registry fee. Matter prepaid at first-class rates should be forwarded without additional charge for postage; but all other registered matter when forwarded is subject to an additional charge for postage at the same rate as if originally mailed at the office so forwarding the same, and the postmaster forwarding such matter shall indorse thereon "POSTAGE DUE FOR FORWARDING — CENTS"; and it shall be the duty of the postmaster at the office of final delivery to affix thereto postage-due stamps sufficient to cover the deficient postage, and in all cases collect the same before delivery. If the party addressed should refuse to pay such additional postage, the matter must be disposed of as REFUSED. (See section 1134.) In all cases where registered matter is forwarded, the postmaster must make an entry of it on his delivery book, and in the delivery column thereof make a memorandum showing when and where forwarded. He must alter the address of the registered letter or parcel as to destination only, and indorse it "FORWARDED." It must then be entered in registration book as if mailed at his post-office, numbered anew, and forwarded in a registered-package envelope, with a registry bill, and the original return receipt. The order for for-

warding or returning must be filed as a voucher. No order for forwarding should be recognized unless signed by the addressee of the matter, or by some person specially authorized in writing by the addressee to control such matter. In cases of emergency, however, telegraphic orders may be recognized, where the postmaster is satisfied that no fraud is intended.

If postage stamps or money sufficient to pay the postage for forwarding should be furnished by the party addressed, the postmaster at the forwarding office must affix to the matter forwarded the necessary stamps, and cancel them, the same as if the letter or parcel had been originally mailed at his office.

All registered first-class matter and matter in penalty envelopes may be reforwarded as often as the addressee may order.

**Sec. 1114. Registry Fee not Prepaid is not to be Collected at Office of Delivery.**—If any registered matter on which a fee is chargeable shall, by inadvertence or neglect of the mailing postmaster, or from any cause, be dispatched without full prepayment of postage and registry fee, the postmaster at the office of destination shall collect from the party addressed, when the matter is delivered, the amount of postage that may be due. The amount due as deficiency in the registry fee will be collected by the Department from the delinquent postmaster as a penalty for his neglect, upon receipt of report from the postmaster at the office of destination. Such reports should be made weekly to the Third Assistant Postmaster-General, and should state the number of the letter or parcel, the date of mailing, the post-office of origin, and the amount of the deficiency in each case.

The following rules will render the postmaster's duty plain in such cases :

1. If the letter or parcel should arrive at destination bearing no stamps whatever, the postmaster will rate up the postage at double rates, and collect the same from the party addressed before delivering the matter. The case will be reported by the postmaster in his weekly report to the Third Assistant Postmaster-General, who will require payment of the registry fee by the sending postmaster.

2. If the letter or parcel should arrive at destination partially prepaid, the postmaster will rate up the deficiency in postage (not at double rates, however) and collect the same from the party addressed. The deficiency in fee will be collected by the Third Assistant Postmaster General, as in the preceding case, upon report of the facts by the postmaster in his weekly report.

3. In ascertaining the amount of deficiency on a registered letter or parcel arriving at destination partially prepaid, the postmaster must

regard the stamps which he finds attached to the matter as having been intended by the sender, first, to pay the postage, and then, if there be any surplus, to go to the payment of the registry fee. The following illustrations will render the application of this rule easy: If the matter on which the deficiency exists be a single-rate letter bearing five cents in stamps, two cents must be credited to postage and three cents to registry fee, leaving a deficiency of seven cents in the fee to be collected by the Department from the sending postmaster when report of the case is received. If the letter be a double-rate letter, four cents must be credited to postage and one cent to registry fee, leaving a deficiency of nine cents in fee. If the letter require three rates, the whole five cents must be credited to postage, leaving a deficiency of one cent in postage to be collected by the postmaster from the party addressed, and ten cents deficiency in fee, to be collected by the Department from the sending postmaster.

4. In collecting deficient postage in any case from the party addressed, the postmaster must make use of postage-due stamps, requiring payment of the deficiency in money.

5. If the addressee should refuse to receive registered matter under these provisions, it must be held as required by section eleven hundred and thirty-four, stamped "REFUSED," and when returned to the mailing post-office a report, showing the entire amount of deficiency involved, should be made to the Third Assistant Postmaster-General (Division of Registration).

**Sec. 1115. Registry Notices to be Sent.**—Immediately on receipt of a registered letter or parcel at a post-office (not a free-delivery office), the postmaster must notify the addressee of its arrival, using for that purpose a "REGISTRY NOTICE," which notice must be delivered to the addressee in the same manner as ordinary mail matter. If the registered letter or parcel be not delivered within three days, a second notice must be sent, the notice and letter to be marked "SECOND NOTICE."

**Sec. 1116. Delivery at Letter-Carrier Offices.**—At free-delivery offices registration notices for all registered pieces not clearly for carriers' routes should be promptly and invariably deposited, without cover of envelopes, in boxes or in the general delivery. The clerk assorting and depositing notices should postmark the day of the month, and in post-offices where stamps have been provided therefor, the hour, when distribution is made. This requirement should be additional to other methods for ascertaining the correct delivery for such registered pieces. At such offices, when the postmaster finds it necessary to send registration notices to guests at hotels, or whenever for any special reason it is desirable to send registration notices by carriers to business places



or residences, the registration notices must be prepared by a registry clerk, and after being postmarked or dated, sent from the office under cover of sealed penalty envelopes.

**Sec. 1117. Delivery of Letter or Parcel.**—On application for a registered letter or parcel, the applicant proving to be the proper person to receive it, the postmaster will require signature to be given on the delivery book; also on the return-registry receipt which accompanies the registered letter or parcel, and will then deliver the letter or parcel.

**Sec. 1118. Receipt to be Taken upon Delivery of Matter.**—A receipt shall be taken upon the delivery of any registered mail matter, showing to whom and when the same was delivered, which shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery. (R. S., § 3928.)

**Sec. 1119. Delivery of Matter by Carriers.**—Postmasters at free-delivery post-offices must, unless requested to the contrary by addressees, deliver through the carriers all registered letters and parcels addressed to street and number, or to parties whose street address is given in the city directory. If the addressee is a box-holder all of his registered mail should be held for desk delivery, unless he has specially requested such matter to be delivered by carrier. Carriers are required to deliver all registered letters and parcels where the persons addressed usually receive their mail by carriers. Registered matter of the third and fourth classes must have preference over unregistered matter of such classes in delivery. Weight or bulk of registered matter will not excuse a carrier for not making delivery.

Carriers should receipt for registered letters and parcels on the delivery book or otherwise when specially directed by the Department.

**NOTE.**—Desk deliveries of registered matter should be encouraged by postmasters where satisfactory to business patrons of the registry system, especially where the number of registered pieces to be delivered is considerable, or where such pieces are known to be of considerable value.

**Sec. 1120. Name of Carrier delivering Matter must Appear.**—Carriers' delivery books must show the name of the carrier who delivers each registered letter or parcel. Carriers must enter in such books with ink the numbers of the letters or parcels, the names of addressees, and when in care of another, the street and number, except in the cases of well known persons, corporations, or firms. For convenience in signing by agents and others than addressees, carriers should devote two lines to each entry in their delivery books. In delivering registered matter carriers must take receipts on both delivery book and registry-return receipts. Wherever it is possible signatures should be in ink or indelible pencil.

**Sec. 1121. Care in Delivery—Identification of Addressee.**—Registered letters or parcels must in no case be delivered to any person but the addressee, or on his written order. Identification should be required when the applicant is unknown, and written orders should be verified and placed on file. These orders may be for the delivery of a specific letter or parcel, or for all registered matter addressed to the person giving the order. All general orders should be complied with by the postmaster until countermanded in writing.

**Sec. 1122. Registered Special-Delivery Letters.**—At free-delivery offices registered letters for special delivery should be intrusted only to adult employés of a post-office, or, if this be not practicable, only to messengers of undoubted discretion and good judgment. There is, of course, no objection to the postmaster himself making the delivery where he can do so.

**Sec. 1123. Responsibility for Wrong Delivery.**—Postmasters are, as a general rule, responsible to the persons to whom registered matter is addressed for a wrong delivery thereof, and therefore, for their own protection, must exercise the greatest care to ascertain the proper persons to receive it.

**Sec. 1124. Deposit and Examination of Carriers' Books, &c.**—At free-delivery offices carriers should invariably deposit their delivery books and registry-return receipts in the post-office after their last delivery trip, which books and receipts should be examined and checked by the proper post-office employé.

Carriers should make as frequent trials to deliver registered pieces during each day as their arrangement of trips will permit. At each trial they should enter on the face of the letters or parcels the reasons for non-delivery, their initials, and the number of the district. Whenever on any day the efforts to deliver have proved unsuccessful, the carrier will return the undelivered registered matter to the proper post-office employé, who will receipt for the same on the carrier's delivery book and in his presence. All letters and parcels as often as returned by carriers will be re-entered on the Post Office delivery book, and as often as taken from post-office for further trial will be receipted for by carriers, who will make proper re-entries in their delivery books. Carriers are not permitted to transfer the delivery of registered letters among themselves, but such transfers, when necessary, must be made by passing receipts through the proper post-office employé.

**Sec. 1125. Proper Signature Required.**—When registered matter is delivered to a person other than the addressee, the names of both addressee and recipient must be signed by the latter on both the delivery book and the registry-return receipt. In signing the return receipt in



any such case, the character of the connection or relationship between the recipient and the addressee should be stated: *e. g.*, "Clerk," "Agent," "Messenger," &c.

**Sec. 1126. Registry-Return Receipt to be Remailed to the Sender.**—As soon as any registered matter has been delivered and the registry-return receipt therefor has been properly signed, the receipt must be postmarked with date of delivery (which is also the mailing postmark) and sent by next mail, without cover of an envelope, to the address of the sender.

**Sec. 1127. Delivery of Matter when the Addressee is Dead.**—If it be made to appear to the postmaster at the office of destination that the person to whom a registered letter or parcel is addressed is dead, the same may be delivered to the legal representative of the deceased, that is, to his executor, administrator, or other person appointed by the court to take charge of the effects of the deceased, on satisfactory proof of the official character of such representative. If there be no such legal representative, and the letter or parcel be of domestic origin and contain a return request, the postmaster will return the same to the sender, as prescribed in section one thousand one hundred and thirty-four. If the letter or parcel be of domestic origin and bear no return request, and be claimed by relatives of the deceased, the postmaster will notify the mailing office that the addressee is reported to be dead, giving in the notice the number of the letter or parcel, date and office of mailing, name of sender and address, and stating that the matter is held subject to the sender's direction as to delivery. The postmaster of the mailing office shall thereupon immediately notify the sender by mail of the facts reported from office of destination, and the sender may in writing direct the disposal to be made of the letter or parcel. Such direction, with the signature of the sender identified by the mailing postmaster, shall be forwarded upon sender's paying postage thereon to the postmaster at whose office the registered matter remains, and the same shall be delivered or returned in accordance therewith. If no such direction be received after notice has been given, or if the matter be of foreign origin, and there be no executor or administrator to whom the same may be delivered, and it be claimed by relatives of the addressee, the postmaster will immediately report all the facts to the Third Assistant Postmaster-General, and await instructions from the Department.

**Sec. 1128. Disposal of Matter Addressed to a Person who is Insane.**—Registered matter addressed to a person who has been judicially declared by competent authority to be insane, may be delivered to the person appointed by the proper tribunal to have charge of his estate.

If there be no such person, the matter should be retained, and the same action taken as that required by the preceding section.

**NOTE.**—Reference is here made to sections 566 and following of these regulations, concerning the delivery of ordinary mail matter, which will govern in all cases where there can be no question as to their applicability to registered matter.

**Sec. 1129. Mail Matter not Subject to Attachment or Garnishment.**—A registered letter or parcel, or any mail matter, is not subject to attachment, garnishment, trustee process, or levy upon execution, while in the hands of a postmaster or postal employé, after deposit in a post-office and before delivery to the person addressed. It is deemed, while in possession of the officials of the postal service, to be in the custody of the law. Postmasters, railway postal clerks, and letter carriers will therefore refuse to give up registered or other mail matter in their possession, upon the demand of sheriffs or constables presenting legal process and seeking to levy on such mail matter in postal custody. They will make answer to any garnishee or similar process served upon them for reaching such mail matter, setting forth their official character, and that the mail matter came to their hands, according to the facts, by virtue of their official authority, and was delivered or transmitted in accordance with their duty in respect thereto.

#### RETURN OR RECALL OF REGISTERED MATTER.

**Sec. 1130. Order for Return, Marked Fraudulent.**—The Postmaster-General may, upon evidence satisfactory to him that any person is engaged in conducting any fraudulent lottery, gift enterprise, or scheme for the distribution of money or of any real or personal property, by lot, chance, or drawing of any kind, or in conducting any other scheme or device for obtaining money through the mails by means of false or fraudulent pretenses, representations, or promises, instruct postmasters at any post-offices at which registered letters arrive directed to any such person to return all such registered letters to the postmasters at the offices at which they were originally mailed, with the word "fraudulent" plainly written or stamped upon the outside of such letters; and all such letters so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the Postmaster-General may prescribe. But nothing contained in this title shall be so construed as to authorize any postmaster or other person to open any letter not addressed to himself. (R. S., § 3929.)

**Sec. 1131. Matter not to be Treated as "Fraudulent" without express Order.**—Registered matter is not to be marked "Fraudulent" and returned to sender by any postmaster, unless he has express order directed to the postmaster at his office, from the Postmaster-General, instruct-

ing him to make such disposal of the letters to such address. An order directed to the postmaster at one post-office to return registered letters as fraudulent does not authorize the postmaster at another office to take similar action upon letters arriving at his office addressed to the same persons or concerns. The order is not general to all postmasters, but special to particular postmasters.

**Sec. 1132. Fraudulent Matter to be Returned without Charge of Postage or Fee.**—Registered matter fully prepaid at first-class rates, the return of which has been ordered under section one thousand one hundred and thirty, shall be returned without additional charge for postage or registry fee.

**Sec. 1133. Recall of Matter.**—After a registered letter or other registered matter has been transmitted from the mailing post-office, it cannot be recalled by the sender, except by special permission of the Department, or as provided in sections five hundred and thirty-three. The following directions must be observed in recalling registered matter:

1. Applications for such recall must state all the facts in detail, and be at once sent by the mailing postmaster to the office of the Third Assistant Postmaster-General.

2. In extreme cases, or where immediate action is necessary, the postmaster may also, at the expense of the sender, telegraph a request to the postmaster at the office of destination to hold the registered article in question until the decision of the Department shall be obtained, which request must in all cases be complied with. Where an application to withhold delivery is thus made direct to the delivering postmaster, he must immediately notify the Third Assistant Postmaster-General of it, and await instructions.

3. In the case of third or fourth class matter specially returned, the sender must be required by the postmaster at the mailing office to pay the return postage.

4. Before dispatch a registered letter can be reclaimed by the sender in the manner prescribed in section five hundred and thirty-one. The sender will return the registration receipt indorsed with his name, which the postmaster will paste opposite the entry in the registration book, indorsing the entry, "RETURNED TO WRITER BY ME (*giving date*), ———, P. M." The registered letter, before return, must be indorsed, "WITHDRAWN BY WRITER FROM ——— P. O. (*date*), ———, P. M."

**Sec. 1134. Return of Undelivered Matter to Mailing Office.**—The following rules will govern the return of undelivered registered matter:

1. If any domestic registered matter cannot be delivered within thirty

days after its arrival at the office of destination, or within such time, not less than three days and not exceeding ninety days, as may be stated in a request upon its face, or in case its delivery is prohibited by the Postmaster-General in accordance with section one thousand one hundred and thirty, the postmaster must indorse on such matter the cause of non-delivery and return the same, without advertising it in any case, to the post-office whence it was mailed.

2. It must be marked "RETURNED TO WRITER," renumbered, and entered in registration book as if mailed at his post-office, placed in a registered-package envelope with a registry bill and the original registry return receipt, and a note of such return, with date thereof, made in receipt column of delivery book.

3. The address of letter or parcel must be changed only as to destination, and "R. W." marked on registry bill, indicating return to writer. On arrival at the original mailing post-office it must be treated as if it were an original registered letter or parcel received for delivery.

4. Registered matter prepaid at first-class rates, and matter the delivery of which has been prohibited by the Postmaster-General, shall be returned without additional charge for postage or registry fee. All other registered matter, except fraudulent matter, when returned, is subject to an additional charge of postage for returning the same, but should not be charged with an additional registry fee.

5. Postmasters before returning matter subject to return postage, must charge the same with the necessary postage and indorse thereon "RETURN POSTAGE DUE ——— CENTS," and the postmaster at the office to which such matter is returned shall affix thereto postage-due stamps sufficient to cover the return postage, and collect the amount on delivery. Should the sender in any case refuse to pay the return postage, the matter must be disposed of as refused.

6. If postage stamps or money sufficient to pay the return postage should be furnished by the sender, the postmaster at the returning office shall affix to the matter returned the necessary stamps and cancel them the same as if the matter had been originally mailed at his office.

7. After a registered letter or parcel has been returned to the mailing office in compliance with the law regulating the limit of time which it should be held for delivery before its return to the sender, the addressee of such letter is debarred thereby from any further claim upon it. Such letter or parcel cannot be remailed to the addressee without a new prepayment of postage and registry fee.

Sec. 1135. **Refused Letters or Parcels.**—In case of addressee simply refusing to receive a registered letter or parcel, it must be retained the



proper length of time before return, as prescribed in the preceding section.

**Sec. 1136. Original Record to show Return of a Letter or Parcel.**—Note must be made on the original record of every registered letter or parcel returned to a mailing post-office, stating its return and date.

**Sec. 1137. When Sender of Returned Matter is not Found.**—In case a domestic returned registered letter or parcel cannot be delivered to the sender, it must be retained thirty days and be then forwarded (properly registered) to the Dead-Letter Office.

**Sec. 1138. Sending Letters or Parcels to the Dead-Letter Office.**—When registered letters or parcels are sent to the Dead-Letter Office they must be postmarked with the date of sending, indorsed with reason for sending, be accompanied with duplicate lists showing the sending post-office and the number and address of each letter and parcel, and placed under cover of an official envelope addressed to the Superintendent of the Dead-Letter Office, Washington, D. C., indorsed "INCLOSING REGISTERED MATTER." The packet must be registered as a free registered letter, and placed with registry bill and registry-return receipt under cover of a registered-package envelope addressed to the postmaster, Washington, D. C.

Postmasters must remember that undelivered domestic registered letters are never to be sent to the Dead-Letter Office until after their return to the sending office, and their failure of restoration to the sender. (See sec. 1137.)

As to return of undelivered foreign registered letters, see sec. 1162.

**Sec. 1139. No Postage on Registry Bills and Registry-Return Receipts.**—The registered-package receipts, registry bills, and registry-return receipts, after signature, require no postage thereon; they are to be simply postmarked and mailed without delay.

#### MISCELLANEOUS PROVISIONS.

**Sec. 1140. Response to Inquiries.**—Inquiries or tracers regarding registered packages, letters, or parcels, and all inquiries as to registered business, must receive immediate attention from postmasters, and be answered without delay.

**Sec. 1141. Tracers for Stamp, Envelope, or Postal-Card Packages.**—When a registered package of stamps, envelopes, or postal cards has been dispatched and no acknowledgment therefor is received by due course of mail, or bill returns marked NOT RECEIVED or IN BAD ORDER, a coupon tracer will be sent to ascertain whether the package reached its destination in safety, or at what point and through whose fault it disappeared or was tampered with. If through this means it should be as-

certained that the package reached its destination in good order, the tracer may be retained when it returns; but if it appear that the package was received in bad condition or was lost or stolen in transit, the tracer must be forwarded to the Third Assistant Postmaster-General. Should the tracer not be returned in due season, a duplicate must be sent to the post-office whence last coupon was returned, or special inquiry sent until package is accounted for or loss ascertained, when the tracer with full report of loss must be sent to the Third Assistant Postmaster-General.

**Sec. 1142. Report of Missing Matter; how Made.**—Every case of missing registered packages, letters, or parcels must be reported without delay to the Chief Post-Office Inspector, Washington, D. C., giving full particulars, as also all cases of alleged abstraction of contents of registered letters or parcels; and also to the Post-Office inspector in charge of the division, as stated in section one thousand and ninety-three. Concealment of a depredation upon or loss of registered matter, or any attempt to settle for the same without report, will be treated as a serious delinquency.

**Sec. 1143. Registry Records are Public Property.**—The registry records of a post-office, including registry bills and registered-package receipts for matter dispatched, also carriers' delivery books, are the property of the Government, and must be preserved among the permanent files of the office, and turned over by the retiring postmaster to his successor. Under no circumstances are they to be retained by the outgoing postmaster as private vouchers, nor are they to be damaged, destroyed, or disposed of without special directions from the Department.

See section 484.

**Sec. 1144. Registry Records of Discontinued Post-Offices.**—All books, blanks, and other papers relating to registry business received by a postmaster from any discontinued neighboring post-office must be regarded by him as a part of the records of his office, and must be kept subject to any call or examination that may be made by the Department or its authorized officials.

**Sec 1145. Disposition of Used Registered-Package Envelopes.**—Registered-package envelopes, wrappers with registered-package envelopes pasted thereon—with the seals and cord fastenings to be preserved as nearly as possible intact—(see section 1165), and registered-package tag envelopes, all which have been emptied of their contents, together with new registered-package envelopes spoiled by misdirection or in any way rendered unfit for use (cutting and resealing is not permissible), must be retained on file one year, and then sold as directed in section four hundred and eighty-four.



**Sec. 1146. Quarterly Reports to Third Assistant Postmaster-General.**—At the expiration of each quarter postmasters must send to the Third Assistant Postmaster-General a report showing separately the number of domestic and foreign letters registered at their post-offices, together with the number of parcels of third and fourth class matter, domestic and foreign, registered during the quarter.

**Sec. 1147. No Entry of Fees in Quarterly Postal Account.**—The postage and registry fee on a registered letter or parcel are required by law to be prepaid and affixed to the letter or parcel in stamps and the stamps canceled, and no special entry of such items should be made on the quarterly postal account rendered by postmasters to the Auditor of the Treasury for the Post-Office Department. Money received for stamps sold for this purpose should be included with the general sales.

**Sec. 1148. Postmasters take Special Interest in Success of Registry System.**—In order to make the registry system as efficient as possible, it is necessary that it should receive not only the attention but the hearty co-operation of every postmaster. Special attention should be paid to secure legibility of addresses and postmarks on registered-package envelopes, and all entries upon registry blanks and records should be neatly and distinctly written. Postmasters are particularly enjoined to report promptly to the Third Assistant Postmaster-General any neglect or violation of the registry regulations which may come to their knowledge.

**Sec. 1149. Postmasters not to Reprimand one another.**—Postmasters are positively forbidden to reprimand one another for neglect or violation of these regulations. It is the province of the Department to instruct postmasters as to their duties, and to take cognizance of their neglect or refusal to obey instructions.

**Sec. 1150. When Postmasters are in Doubt as to their Duty under any of the regulations of the registry system they must submit the matter in doubt to the Third Assistant Postmaster-General.** Ignorance of the law or regulations cannot be accepted as an excuse for their violation or for neglect of any duty therein prescribed.

## CHAPTER THIRTY-SIX.

### REGISTRATION OF FOREIGN MAIL MATTER.

#### DISPATCH OF MATTER FROM OTHER THAN EXCHANGE OFFICES.

**Sec. 1151. Dispatches to Foreign Countries.**—In making up registered matter for dispatch to foreign countries, the following directions must be observed:

receipts are returned to foreign offices must bear the following inscription: "RETURN RECEIPT RETURNED. POST-OFFICE OF ———, COUNTRY ———." (See Article X of Regulations of Postal Union Convention.)

If interior postmasters do not send back such receipts within ninety days to the exchange office, the facts must be reported to the Third Assistant Postmaster-General.

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## CHAPTER THIRTY-SEVEN.

### THROUGH REGISTERED MATTER.

**Sec. 1177. Object of this Branch of the Registry System.**—For the purpose of preventing, as far as practicable and economical, the separate handling and recording of individual pieces of registered matter in transit, where the number of packages usually dispatched between any two given points will justify it, and for the greater security of such matter, three special methods of transmission have been provided:

1. The Registered-Pouch Service, for the exchange of registered mail in through pouches, under rotary locks, between terminal post-offices on postal-clerk lines.

2. The Inner-Sack Service, for the exchange of registered mail in through sacks under rotary locks, but inclosed over a part of the route of transmission in ordinary mail bags, between post-offices on the routes over which there is postal-clerk service, one or both of the offices in every exchange being non-terminal; also between offices on postal-clerk routes, the service between the offices being partly railway and partly star service.

3. The Brass-Lock Pouch Service, for the exchange of registered mail in through pouches fastened with brass locks, between offices where the service is entirely over star routes.

These exchanges are established only upon special orders by the Department.

#### REGISTERED-POUCH SERVICE.

**Sec. 1178. Mode of Carrying on Registered-Pouch Service.**—When a post-office is designated by the Third Assistant Postmaster-General as a "registered-pouch office" the postmaster is at once provided with the necessary pouches, locks, keys, pouch bills, and labels, and with instructions as to the office or offices with which he is to exchange and the time and frequency of dispatch, and he must never begin such exchange until he has received these instructions.

(For list of offices conducting exchanges see Postal Guides.)

**Sec. 1179. Exchanges directed to be Made Invariably.**—Postmasters will make the directed dispatches of registered pouches whether there is any registered matter to be sent in them or not. In case there is no registered matter to be dispatched, a pouch bill, marked "NO PACKAGES SENT," properly filled up, signed, and postmarked, must be placed in the pouch and the pouch locked and regularly dispatched.

**Sec. 1180. Registered-Pouch Office Supplies; how Used and Kept.**—The registered pouches, locks, labels, and pouch bills, having been made expressly for the registry system, must not be used for any other purpose, and must be securely kept, the locks and keys in the safe, if the postmaster has one, or if not, then in the most secure place, and the pouches, labels, and bills in that part of the post-office set apart for the transaction of the business of the registry system; and under no circumstances must any other pouches or locks be used in transmitting registered matter to post-offices with which registered pouches are exchanged. If for any reason a postmaster has no printed pouch labels, he may use written ones until a supply of the regular kind can be obtained.

**Sec. 1181. Additional Supplies.**—Timely notice of the need of additional registered pouches and locks must be given to the Second Assistant Postmaster-General, by whom they are furnished. Requisition for registered pouch bills, carbon sheets for such bills, and labels must be made upon the First Assistant Postmaster-General (Division of Post-Office Supplies).

**Sec. 1182. Matter Dispatched in Registered Pouches.**—In the registered pouches dispatched to every registered-pouch office must be placed all the registered matter addressed to that office, and to offices on routes beyond it, as shown by the registered-pouch schemes to be furnished by the General Superintendent of the Railway Mail Service. No through registered matter between exchange offices must be sent otherwise than in the registered pouches; but packages too large to be inclosed in the pouch may be dispatched by the hands of the proper railway postal clerks.

**Sec. 1183. Preparation of Matter for Pouches.**—Before dispatching a registered pouch there must be entered on the registered-pouch bill the number of the bill, commencing each quarter with No. 1, the date of dispatch, the name of the post-office to which the pouch is to be sent, the serial letter and number and the rotary number of the lock to be used in fastening the pouch, which two numbers are to be considered the number of the pouch; and both numbers should be mentioned in all receipts given or taken for the pouch. At those post-offices where it is usual to dispatch two or more registered pouches to

the same post-office by the same mail, the entry of the total number of packages sent in each pouch must be given in the pouch bill for such pouch, the last pouch, however, showing also the total number of packages and pouches in the entire dispatch. (See section 1188.)

Sec. 1184. *Manifold Writing of Pouch Bills.*—The entries on pouch bills will be made by writing with a hard lead-pencil, after placing carbon paper between the bill and the record sheet of the bill book, which process of manifold writing will, with ordinary care, make a perfect copy. The bill number, the lock numbers, the total number of packages inclosed in the pouch, the name and the postmark of dispatching office, must be entered on the coupon receipt, as well as in the body of the bill. The bill must be signed by two dispatching clerks, and, with coupon receipt appended, will then be detached on the perforated line at the back of the book, and placed in the pouch with the registered packages.

Sec. 1185. *Inspection before Closing.*—Before closing a registered pouch for dispatch, the dispatching clerks must assure themselves beyond any doubt that all the packages of which entry is made upon the pouch bill are inclosed, and that the serial letter and number and the rotary number of the lock used in fastening the pouch are correctly stated.

Sec. 1186. *Labeling, Locking, and Delivering of Pouches.*—The registered pouch must be properly labeled before any packages are placed therein, and the packages, tied together in bundles in order of entry on bill, should be compared with the bill and with the label of the pouch, the lock number proved correct, and the bill and packages then placed in the pouch, which must be securely locked.

To insure the proper locking of pouches, the person intrusted with this duty should, after locking, shake and endeavor to turn the shackle of the lock in such a manner that he may be able to certify on oath, if required, that the lock was securely fastened when it left his custody. No rotary lock is to be used that is broken or wanting in any of its parts, or is imperfect in the operation of its rotary numbers, or is difficult to unlock. On delivery of the pouch or pouches to the railway postal clerk whose duty it is to receive them, receipt therefor must be taken on the proper record of the office.

Sec. 1187. *Locks must not be Injured.*—All persons charged with the duty of dispatching or transferring registered pouches are cautioned against violently handling them, or using or disposing of them in such a manner as to expose the rotary locks on them to damage or loss. To injure such locks designedly, or to tamper with them in any way, is a serious offense.

Sec. 1188. *Notices of Discrepancies and Delays.*—Whenever a dispatch of



through registered matter under rotary lock to one office, in registered pouches, consists of more than one pouch, the following-directions will govern :

1. The postmaster at the sending office must, by a formal letter of advice to be sent in the ordinary mail, give information to the receiving postmaster of the total number of such pouches, and the time of their dispatch. This advice may be sent in the same mail with the registered matter, or it may be sent in the immediately preceding mail. In cases where but a single pouch is dispatched to the same office, the letter of advice need not be sent, but in every other case it must be sent without fail. Supplies of a printed form of this letter of advice (Form No. 3891) may be obtained by requisition made upon the First Assistant Postmaster-General (Division of Supplies).

2. In every case where, on the receipt of such letter of advice, a discrepancy is found to exist between the number of pouches reported to have been sent and the number actually received, the receiving postmaster must immediately telegraph notice of the discrepancy to the sending postmaster, who, if the discrepancy be owing to clerical or other remediable error, will make the necessary explanation, by letter, to the receiving office; but if the discrepancy be such as to indicate loss or miscarriage of the matter, the sending postmaster must immediately telegraph the facts to the Chief Post-Office Inspector, so that no time may be lost in investigating the case. At the same time the postmaster must report the facts by letter to the Third Assistant Postmaster-General, and to the General Superintendent of the Railway Mail Service. If the matter should afterwards arrive at its destination, or if discovery should be made otherwise than through the investigation begun by the Chief Post-Office Inspector, information of the facts, by letter, must be given promptly to that officer, as well as to the two other officers named, by the receiving postmaster, or by the sending postmaster, if he should first ascertain the whereabouts of the missing matter, or the cause of its miscarriage or delay. At places where there are no telegraph lines postmasters will make use of the mails, and promptly give by letter the information above required to be sent by telegraph.

3. The course prescribed in the preceding paragraph must also be pursued whenever an entire dispatch of through-registered matter under rotary lock, whether in one pouch or more than one pouch, fails to arrive at the office of destination when due, unless the postmaster at such office shall have positive information showing that the matter has been unavoidably detained or delayed, or unless he shall have good reason to believe that the missing dispatch will arrive within a reasonable time. If after waiting a reasonable time the matter still fails to arrive, the



course laid down in the preceding paragraph must be followed. Keeping in view this requirement, the postmaster at the receiving office must always insist, whenever a dispatch of through-registered matter fails to arrive on time, upon having from the postal clerk in whose custody it should be, the report required by section one thousand one hundred and ninety-nine; and every failure to make such report when the pouch is not delivered must be promptly reported to the office of the Third Assistant Postmaster-General.

**Sec. 1189. Return Extra Pouches, &c., Promptly.**—In order that each registered-pouch office may preserve its proper complement of registered pouches and locks, extra numbers of them, when received, must be returned by next dispatch, inside of the regular pouch, duly entered on the pouch bill. Postmasters at exchange offices must not allow undue accumulation of registered locks or pouches at their offices.

**Sec. 1190. Pouch in Bad Order.**—On the arrival of a registered pouch at the office of destination, the receiving clerk, before receipting to the postal clerk, must assure himself of the good condition of both pouch and lock. If either appears to have been tampered with, or is in bad order, the receipt for the pouch must be withheld until its contents have been carefully examined, as directed in the following section, and found not only to correspond with the entries on the pouch-bill, but to be in good order and condition. Proper facilities should be allowed the postal clerk to be present at such examination; and if the contents are not in good order, the receipt given him must state the fact.

**Sec. 1191. Checking and Receipting for Contents of Registered Pouch.**—A registered pouch must be opened by two clerks, who must verify with the bill the serial letter and number and the rotary number of the lock, and, after emptying the pouch, inspect its interior to see that nothing remains. The contents of pouch must then be checked with the entries on the pouch bill, noting any discrepancies or damage, both on the bill and on the coupon receipt. Both bill and coupon should then be post-marked and signed by two receiving clerks, and the coupon detached and returned in envelope to dispatching postmaster by the first registered mail. When thus returned the dispatching postmaster will post-mark on the coupon the date of return, and will attach the coupon with mucilage over the counterpart of the coupon, on that record page in the manifold book which shows the same date, lock, and bill numbers as indicated in the returned coupon.

**Sec. 1192. Treatment of Pouch Bills at Receiving Offices.**—All registered-pouch bills will be retained at receiving offices, where such bills can at once be used for checking and indicating the separation of registered matter, after which they will be carefully filed and preserved for refer-

ence. Where several registry clerks are employed in any post-office, it is desirable that individual responsibility at the different stages of working the registered mails should be fixed as far as is practicable; and it is directed that the appropriate blank spaces in the bill, under the head of "TRACING AT RECEIVING OFFICE," be filled, and that all entries showing the distribution of registered-pouch matter, within receiving offices, be checked or signed with initials of the receiving clerks who enter the separated matter on other books of the registry system. Registered packages which are to pass to postal clerks by hand-to-hand receipts, known as "hand" pieces, together with registered packages to be dispatched in mail bags other than registered pouches, known as "bag" pieces, will form the only class of registered-pouch matter which it will be necessary to enter on the transit book.

**Sec. 1193. Discrepancy between Lock Numbers and Numbers on Bills.**—Every discrepancy between the serial or rotary numbers of the lock, and the numbers appearing upon the pouch bill of a registered pouch should, upon discovery, be reported to the office of the Third Assistant Postmaster-General (Division of Registration), as well as to the dispatching postmaster—the lock in every such case, if not damaged, to be withheld from use unless it shall clearly appear that the discrepancy was owing to a clerical error. If, however, a damage to the lock shall appear in connection with the discrepancy, the lock must accompany the report to the Third Assistant Postmaster-General—the same to be registered.

**Sec. 1194. Safety of Registered Keys and Locks.**—When a registered pouch is opened at the post-office of destination the lock must be at once placed in the safe of the registry branch of the post-office, where it must be kept until needed for use again. The keys used in opening registered locks must be attached to the safe by a chain, and must not be detached therefrom or be handled by any one save the postmaster or the clerk in charge thereof, or a Post-Office inspector, when, in the course of investigation, he may specially require it. In any case where the registry key of a post-office is so demanded by an inspector, the postmaster, unless satisfied of the entire propriety of the demand, must report the facts at once to the Chief Post-Office Inspector and to the Third Assistant Postmaster-General.

**Sec. 1195. Registered Pouches that have Missed Connection.**—Transit registered pouches which by reason of having missed a connection, or otherwise, have been brought into an intermediate exchange office, must be treated as follows:

1. The pouches should not be opened while thus delayed, except as below provided for. Great care should be exercised by the postal officer

who is the temporary custodian of them, to guard and keep them secure from depredation, to enter in his transit book the lock numbers and the hour of arrival and departure, and, in passing receipts for the pouches, to note whether the numbers of the locks on leaving are identical with the numbers of the same locks when entering such office, so as to prove that the lock has not been tampered with while thus delayed in transit.

2. Such pouches should be dispatched to destination by first mail, unless they should be found to be in a damaged condition, when they must be treated as required by sections one thousand one hundred and ninety and one thousand one hundred and ninety-one.

3. After the opening and examination provided for in sections one thousand one hundred and ninety and one thousand one hundred and ninety-one, the matter must be repouched, and the pouch bill must be indorsed "POUCH DELIVERED TO THIS POST-OFFICE BECAUSE OF ——. CONTENTS, ———," (correct or incorrect as the case may be, the disagreement being stated), and signed by two clerks.

4. The registered packages called for on the pouch bill must be entered on the transit book, and the pouch, with its bill and original contents therein, must be fastened by the same lock (unless the pouch or lock is damaged, in which event it will be replaced by a good one, such action being noted on the bill), and be dispatched by the next mail to the post-office for which it was intended. The pouch bill should also be indorsed with the new number of the lock on which the pouch is redispached.

5. In case the original pouch be damaged a new pouch must be substituted.

6. All damaged pouches and locks getting into an office under such circumstances must be promptly sent to the Department with a report of the facts; if any packages shall be missing, report should also be made to the Chief Post-Office Inspector, and under any circumstances the miscarriage or misconnection of the pouch should be reported to the Third Assistant Postmaster-General.

**Sec. 1196. Discrepancy between Bill and Pouch.**—If the contents of a registered pouch do not agree with the pouch bill, the fact must be immediately noted thereon, as well as on the coupon, and a report sent by mail to the Third Assistant Postmaster-General. In addition, in cases where there are entries on the bill for which no corresponding registered packages are found, the discrepancy must be telegraphed to the dispatching post-office, in order that the error may be rectified or immediate action taken concerning the loss. (See also section 1188.) Where there are packages in the pouch for which there are no entries on the pouch bill, the particulars must be stated on the coupon to be returned to the mailing office, or in a letter to accompany such coupon.

The packages, if missent, should be promptly re-registered to their proper destinations.

**Sec. 1197. Damaged Registry Locks and Keys.**—Damaged registry locks and keys must be securely enveloped, and sent registered to the Mail Equipment Division, Office of Second Assistant Postmaster-General, Washington, D. C. Damaged pouches should be labeled "DAMAGED POUCH, FROM POST-OFFICE AT ———, RETURNED TO SECOND ASSISTANT POSTMASTER-GENERAL;" and should be sent unlocked in the registered pouch for Washington, D. C. If the sending post-office does not exchange registered pouches with Washington, the damaged pouch must be sent in the registered-pouch for the post-office nearest that point with which such pouches are exchanged, and will be forwarded in same manner from that post-office.

**Sec. 1198. Special Attention to Rotary Locks.**—Postmasters authorized to open and dispatch registered pouches, and all postal employes who handle them in transit, should make the condition of every rotary lock attached thereto an object of special attention, in order that any damage which it has sustained may be detected, and the lock set aside for immediate return to the Second Assistant Postmaster-General, or to the Third Assistant Postmaster-General when the damage exists in connection with a discrepancy between the lock and the pouch bill, as hereinafter directed.

Damaged registry locks must under no circumstances be used after the damage has been discovered; nor must damaged registry pouches be used where the damage is such as to give any opportunity for depreciation.

Examination should also be made to see whether the locks on pouches are carefully fastened, in making which examination the lock should be shaken or tried to see whether the shackle can be removed from the shackle post.

**Sec. 1199. Pouch or Blank must be Delivered.**—Railway postal clerks must ascertain what registered pouches are to be daily transmitted over their routes, and must in no case leave their terminal post-offices without demanding the regular pouches, or that the blank used stating the reason for absence of pouch be given them. Either the pouch must be delivered or the blanks stating reason for failure. If they are not sent, the postal clerk must note on his registry book the reason why. This course must also be pursued with regard to such registered pouches as they should regularly receive from connecting railway post-offices. By such means the post-office at which the pouch is due will be informed of the cause of the delay by the railway postal clerk



whose duty it is to bring it in. This information must in every such case be reported to the postmaster by the postal clerk.

**Sec. 1200. Pouches Taken to Terminal Post-Offices.**—Railway postal clerks must, in every case, where possible, deliver the registered pouches direct to the connecting railway post-office. But if connection with other railway post-offices is not made, the pouches must be taken into the terminal post-offices and receipt obtained for them.

**Sec. 1201. Disposition of Pouches in Bad Order in Transit.**—When a registered pouch is delivered to a railway postal clerk he must, before receipting for it, assure himself that the registered lock and pouch are in good order. If either is not, his receipt must show that fact, and the pouch must be taken by him into the terminal post-office of his route, if such post-office exchanges registered pouches. If the terminal post-office of his route is not a registered-pouch office, or if there is no registered-pouch office on his route, the pouch must be forwarded until it reaches such an office, care being taken that none of its contents are lost. Postal clerks must keep a record of the facts in all such cases for future reference.

#### INNER-SACK SERVICE.

**Sec. 1202. Regulations Governing Inner-Sack Exchanges.**—In conducting inner-sack exchanges postal officers will be guided by all the foregoing regulations relating to registered-pouch exchanges, whenever they are not manifestly inapplicable.

**Sec. 1203. Kinds of Sacks and Locks to be Used.**—No sacks but the regular inner sacks should be used for inclosing registered matter between inner-sack exchange offices, and only the regular rotary locks which are used for registered pouches.

**Sec. 1204. Offices Between Which Inner-Sack Exchanges May be Established.**—When the registered matter in transit is sufficient to justify it, inner-sack exchanges may be established between post-offices on the lines of postal-clerk mail service, one or both of which are non-terminal, also between post-offices supplied by postal-clerk mail service and post-offices supplied by star service. In exceptional cases these exchanges may be established between offices each of which is a terminal for postal clerks on different lines of Railway Mail Service covering the proposed route of transmission, and where it is also impossible to effect the meeting and exchange of direct receipts between postal clerks required for a registered-pouch exchange. In applications or recommendations for such exceptional cases, all the facts must be reported to the Third Assistant Postmaster-General.

**Sec. 1205. When Inner Sacks must be Bagged with Other Mail.**—Where



an inner sack cannot be delivered direct and a hand-to-hand receipt obtained, postal officers must invariably bag the inner sack with the mail dispatched in ordinary locked bags. They will place within the outer mail bag a registered package card receipt, describing the inner sack according to label and giving the fixed and rotary numbers of the lock. In signing registered-package receipts each inner sack will be counted in the total as one piece.

**Sec. 1206. Cases where Inner Sacks may be Pouched with Other Packages.**—Inner sacks may be pouched with other registered packages when in transit, and should be entered on all bills and transit records by the descriptions shown on labels, and by the fixed and rotary numbers on locks.

#### BRASS-LOCK REGISTRY SERVICE.

**Sec. 1207. Brass Lock Pouches to be Dispatched only as Directed.**—Postmasters will dispatch registered mail in brass-lock pouches only to such offices and at such times as may be directed by the Third Assistant Postmaster-General.

**Sec. 1208. Care to be taken of Brass Keys.**—Postmasters are enjoined to take especial care of the brass keys, which should as far as possible remain in the custody of one person in the post-office, and such record should be kept that it may be shown beyond question what individual postal employé in each post-office used or had in his possession the key on any given day concerning which inquiry may be made.

**Sec. 1209. Brass-Lock Keys to be kept in Safe.**—When not in actual use the brass-lock keys should be placed in a safe, if there be one in the post-office, and the keys used in opening the brass locks should be attached to the inside of the safe by a chain.

**Sec. 1210. Locks and Keys not to be Irregularly Handled.**—The brass locks and keys should never be exhibited to nor handled by any one other than the special custodian of the same, and should never be used for any purpose except as specially authorized.

**Sec. 1211. Locks and Keys not to be Carelessly Used.**—Loss of the brass locks or the keys, or carelessness in the use of the same, so far as relates to the security of registered matter, will be considered a subject for special investigation by the Department.

**Sec. 1212. Ordinary Through Mails to be Sent in Brass-Lock Pouches.**—Brass lock pouches must also be used for the interchange of ordinary through mail, provided it does not interfere with the proper transaction of the registry business.

**Sec. 1213. All Registered Matter in One Brass-Lock Pouch.**—If more than one brass-lock pouch be required for both the registered and the ordi-

nary letter mail by any one dispatch, postmasters will, as far as practicable, avoid a division of the registered portion of the mail, and place the same in one pouch, or as few pouches as will contain it.

**Sec. 1214. Separate Receipts Where Two or More Pouches Are Sent.**—Where two or more brass-lock pouches are used in any one dispatch, separate registered-package receipts should accompany each pouch; and in such cases a note should be made at the foot of each registered-package receipt specifying the number of pouches sent, as follows: “—— BRASS-LOCK POUCHES SENT BY THIS DISPATCH.”

**Sec. 1215. No Accumulation of Brass-Lock Pouches Permitted.**—If more than the usual number of brass-lock pouches are received at one time from any post-office the extra locks and pouches must be returned to the sending post-office by the next mail, duly billed and recorded, in order that each post-office may have its proper complement of locks and pouches.

**Sec. 1216. Brass-Lock Pouches Not to Pass Brass-Lock Offices.**—It is not intended that brass-lock pouches shall be exchanged with, or pass by, any other than the first brass-lock post-office on the route, for which they should be properly labeled and registered-package receipts prepared for such office direct.

**Sec. 1217. Miscarriage of Brass-Lock Pouches.**—If, by any extraordinary circumstance, a brass-lock pouch should be brought into a brass-lock office for which it is not intended, it must at once be opened, the registered packages contained therein checked and indorsed, and the accompanying registered-package receipt must also be indorsed: “POUCH DELIVERED TO THIS OFFICE BECAUSE OF —— ———. CONTENTS ——” (correct or incorrect, as the case may be, the disagreement being stated.) Signed —— ———, P. M., ———. The packages called for must be entered on the transit book, with full particulars, and the pouch with its original contents dispatched by the next mail to the post-office for which it was intended. If such a pouch, properly labeled, is left by mistake at an iron-lock office, it should be forwarded unopened by first mail to destination.

**Sec. 1218. Witnessing Mailing and Receipt of Brass-Lock Pouches.**—Where practicable, two persons should be present at the mailing and receipt of registered packages in brass-lock pouches.

**Sec. 1219. Report of All Irregularities.**—All discrepancies and irregularities must be recorded, and a report of them sent by mail to the Third Assistant Postmaster-General.

## CHAPTER THIRTY-EIGHT.

## THE HANDLING OF REGISTERED MATTER BY RAILWAY POSTAL CLERKS.

**Sec. 1220. Packages Between Post-Offices and Postal Cars to be Pouched.**—Postal clerks must place their registered packages under cover of a leather pouch (as far as the size of the packages will permit) in conveying them to and from the terminal office and the postal car, and must keep the pouch in their personal charge, and accompany the wagon on which it is conveyed to the train. Registered pouches must also be delivered direct to the terminal post-office, where it is the office of destination; otherwise, direct to the connecting railway postal clerk whenever that is practicable. (See section 1232.)

**Sec. 1221. Railway Postal Clerk's Registry Books.**—Railway postal clerks will be furnished by their division superintendents with registry books provided by the Department, for the purpose of keeping a record of all registered matter passing through their hands. Postal clerks will in no case allow their registry books to go out of their possession until they leave the service.

**Sec. 1222. Record of Matter to be Kept.**—An entry of the number, postmark, date, and address of every registered package, as well as of the lock numbers and labels of every registered pouch and inner sack passing through their hands, must be made in the registry book from the package, pouch, or sack itself, and not from any accompanying memoranda, by every railway postal clerk; and where it is possible, receipt for the packages must be taken direct at the time of their delivery in the proper column of the book. (See section 1071.)

**Sec. 1223. Receiving Registered Matter at Terminal Post-Offices.**—Before leaving the terminal post-office the proper railway postal clerk must receive and receipt for all registered pouches, inner sacks, and registered packages tendered him by the postmaster or proper clerk, and become personally responsible for their care until their delivery into the hands of the proper postmaster or other authorized agent of the Department, or their disposal as required by the regulations of the registry system. Before receipting for a registered package, a registered pouch, or an inner sack the postal clerk must be absolutely sure that it is in good condition, and that an accurate description of it is entered upon the receipt. To this end he must examine closely the package, pouch, or sack, and in either of the two latter cases the lock numbers and label. The lock should also be tried, as required by section

eleven hundred and ninety-eight. To receipt for registered packages, registered pouches, or inner sacks, without making the close examination above required, will be regarded as a serious delinquency. Receipting for registered packages, pouches, or sacks by totals, where two or more are transferred, is positively forbidden.

**Sec. 1224. Receipts for Registered Matter.**—Railway postal clerks must in all cases obtain a receipt for registered matter from the persons to whom it is delivered. In the delivery of registered-package envelopes they should be arranged in the same order in which they are entered on the registry book. Registered matter must not be left at terminal offices under any circumstances without a receipt for the same being first obtained. Receipts for registered matter must always be signed with pen or pencil; stamped signatures are forbidden.

**Sec. 1225. Postmarking and Returning Registered-Package Receipts.**—To protect themselves against fraud in the matter of receipts given to postmasters and others for registered matter, railway postal clerks may affix the imprint of their postmarking stamps on each receipt as many times as there may be packages, and return the package receipts by next mail to the sending postmaster or employé of the Railway Mail Service. (See section 1068.) If a registered package should be received by a postal clerk without an accompanying registered-package receipt, he shall fill out a receipt for it and send it to the postmaster from whom he received the package, and report the fact to his division superintendent.

**Sec. 1226. Registered Matter not to be Delivered to Employés of Railroad Companies.**—Railway postal clerks must not deliver registered matter to messengers employed by a railroad company, nor to any mail carrier, unless specially instructed. It must be placed in the pouch together with the receipt to be signed and returned.

**Sec. 1227. Illegible Postmark on Packages.**—The first recipient of a registered package bearing an illegible postmark should write on the package the name of the office or railway postal car from which it was received.

**Sec. 1228. Comparison of Package with Accompanying Receipt.**—When a registered package is delivered to a railway postal clerk he must carefully examine it and compare it with the receipt, and indorse the condition of the package upon it. He will then note the condition of the package upon the receipt, and date, sign, and return it. (See sections 1083 and 1089.)

**Sec. 1229. Failure to Properly Fill out Package Receipts.**—Registered-package receipts must be properly filled out by the sending postmaster or railway postal clerk. Failure to properly perform this duty should be reported to the division superintendent. (See section 1068.)

**Sec. 1230. The Pouching of Matter by Railway Postal Clerks.**—When registered matter cannot be delivered direct to a postmaster or postal clerk on a connecting car, and it has to be placed in a pouch for delivery to a post-office, the postal clerk will properly fill up a registered-package receipt to accompany it, and place such receipt in the package of letters to be distributed at the post-office. Registered matter in such cases must be placed in a pouch, which must be securely locked and labeled to the connecting post-office. It must never be pouched to distant post-offices direct, so as to pass intermediate post-offices without examination and record. As to the manner of making out package receipts see section one thousand and sixty-eight.

**Sec. 1231. Check Return of Registered-Package Receipts.**—On the return of a registered-package receipt, properly indorsed and signed, the railway postal clerk must check the date of return on his registry book, and retain the receipt for future reference. Should the receipt be not returned within a reasonable time, he will prepare a duplicate and send it to the postmaster for signature. If neither the original nor the duplicate receipt is returned within a proper time, a report of the case, with all the particulars, must be promptly made to the division superintendent.

**Sec. 1232. Matter for Delivery to a Connecting Postal Car.**—When a railway postal clerk arrives at the terminus of his route, he must deliver to a connecting railway postal clerk all registered matter deliverable on the route of such clerk, when practicable. If he fails to meet such railway postal clerk, he must deliver the matter, including registered pouches and inner sacks, into the terminal post-office, with the registered matter deliverable at such office.

**Sec. 1233. Regulations Concerning Registered Pouches and Inner Sacks.**—Railway postal clerks will be governed by all regulations concerning registered pouches and inner sacks, except where such regulations are clearly inapplicable to their duties.