

CHAPTER III

Classification and Rates—Domestic

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DOMESTIC SERVICE

1. The domestic rates of postage and conditions apply to mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and United States naval vessels; and to any other places where the United States Mail Service may be in operation, including bases in foreign countries and other places outside the continental United States served by Navy or Army Air Force post offices.

Domestic rates and conditions apply to the following places:

Alaska.

Army-Air Force Post Offices (A. P. O.) c/o Postmaster at—

New Orleans, La.

New York, N. Y.

San Francisco, Calif.

Seattle, Wash.

Baker Island.

Canal Zone, including—

Culebra.

Flamenco.

Naos.

Perico.

Canton Island.

Enderbury Island.

Fleet Post Office (F. P. O.) via—

New York, N. Y.

San Francisco, Calif.

Guam.

Hawaiian Islands.

Howland Island.

Jarvis Island.

Johnston Island.

Kingman Reef.

Midway Islands.

Navassa Island.

Puerto Rico.

Samoan Islands (American) including—

Manua.

Swain's.

Tutuila.

Sand Island.

Swan Islands—via Tampa, Fla.

Trust Territory of the Pacific.

Virgin Islands of the United States including—

Saint Croix.

Saint John.

Saint Thomas.

Wake Island.

All other places where United States Mail Service is in operation.

(For international mails see Part II, U. S. Official Postal Guide.)

CLASSIFICATION OF MAIL

2. Mailable matter is divided into four classes:

First class: Written matter, matter sealed against inspection, postal cards, and post cards.

Second class: Newspapers and periodical publications.

Third class: Merchandise, printed matter, and other mailable matter not exceeding 8 ounces in weight, not in first and second classes.

Fourth class (parcel post): Merchandise, printed matter, and other mailable matter exceeding 8 ounces in weight, not in first and second classes.

FIRST-CLASS MATTER

Written Matter

3. Written matter includes:

All matter wholly or partly in writing, whether sealed or unsealed, except manuscript copy accompanying proof sheets or corrected proof sheets of the same and the writing permitted as additions to other classes;

Letters, postal cards, post cards, business reply cards, and letters under cover of business reply envelopes or labels;

All letters irrespective of age or previous transmission through the mails sent singly or in bulk, except that bulk parcels of letters, bills, statements, etc., prepared at a central office of a concern rendering service at some other place, each bearing proper first-class postage, sent to the post office at the latter place for delivery, and bulk parcels of unopened letters remailed unopened to the same addressee, are mailable at the fourth-class rate;

Handwritten or typewritten matter and letter-press or manifold (carbon) copies thereof;

Imitations or reproductions of handwritten or typewritten matter unless mailed at a point designated by the postmaster in a minimum quantity of 20 identical unsealed copies;

Manuscript or typewritten copy not accompanied with proof sheets thereof;

Autograph albums containing written matter;

Notes, including stenographic or short-hand notes; and

Notebooks or blank books containing written or typewritten entries.

Matter Partly in Writing

4. Matter partly in writing includes, among other things:

Blank printed forms filled out in writing or with amounts due, signatures, or other matter written therein, e. g., notices, certificates, receipts, and checks, either canceled or uncanceled;

Printed price lists containing written figures changing individual items;

Bills or statements of account produced by any photographic or mechanical process, unless presented in a minimum quantity of 20 identical unsealed copies;

Printed cards or letters bearing a written date, where the date is not the date of the card but gives information as to when something will occur or has occurred, such as date of birth, etc.;

Printed cards or coupons which by having a signature attached are converted into personal communications, such as receipts, orders, etc. (This does not apply to Christmas or similar greeting cards);

Visiting cards bearing written name (except single cards enclosed with third- or

fourth-class matter and bearing the name of sender); and

Communications entirely in print—excepting the name of sender—sent in identical terms by many persons to the same address.

Sealed Matter

5. Sealed matter includes matter of any class so wrapped as not to be easily examined, except third- or fourth-class matter sealed subject to postal examination, seeds or other articles in sealed transparent envelopes, or proprietary articles of merchandise. (See ch. IV, arts. 24 and 25.)

Postal Cards (Government)

6. Postal cards issued by the Post Office Department may bear written, printed, or other additions as follows:

The face of the card may be divided by a vertical line placed approximately one-third of the distance from the left end of the card; the space to the left of the line to be used for a message, etc., and the space to the right for the address only.

Addresses upon postal cards may be written, printed, or affixed thereto, at the option of the sender.

Very thin sheets of paper may be attached to the card if they completely adhere thereto.

Advertisements, illustrations, or writing may appear on the back of the card and on the left third of the face.

A postal card bearing matter other than as above authorized shall not be accepted for mailing as a postal card.

Reply or double postal cards should be folded before mailing, and the initial half should be detached when the reply half is mailed for return. If the initial half of a double postal card is not detached when the reply half is mailed for return the card is subject to postage according to the character of the message. The enclosure in a double postal card of unauthorized matter annuls its privileges as a postal card. When the reply portion conveys a message to addressee or is used primarily to cover up the message on the initial portion, or when double cards are used primarily to send statements of account or similar matter they are subject to the letter rate which shall be affixed to the initial portion. Either half of a domestic reply postal card may be used separately.

Post Cards (Private Mailing Cards)

7. Private mailing cards in the domestic mails shall conform to the following conditions:

A "post card" shall be an unfolded piece of cardboard not exceeding approximately $3\frac{3}{16}$ by $5\frac{9}{16}$ inches nor less than $2\frac{3}{4}$ by 4 inches.

It shall be substantially like the Government postal card in form and in quality and weight of paper. The specifications for Government postal cards prescribe a thickness of not less than 0.0085 or more than 0.0095 of an inch and the paper must run uniform in thickness and as near 0.0090 as possible. The weight on the basis of 1,000 sheets, 22½ by 28½ inches in size, shall be 188 pounds.

It may be of any light color not interfering with a legible address, postmark, and postal endorsements.

It may bear near the top of the face the words "Post Card," but this is not required.

The face of the card may be divided by a vertical line; the left half to be used for a message, etc., and the right half for the address only.

Very thin sheets of paper may be attached to the card if they completely adhere thereto.

Advertisements and illustrations may appear on the back of the card and on the left half of the face.

Post cards should bear in the upper right corner of the face an oblong diagram containing the words, "Place postage stamp here" and at the bottom of the space to the right of the vertical dividing line the words, "This space for the address."

Reply or Double Post Cards

8. Reply or double post cards, each portion of which conforms in size, quality, etc., to the conditions prescribed for post cards, when sent for bona fide reply purposes only, are subject to 2 cent postage, to be prepaid on the initial portion. The reply half, when detached and mailed, is also subject to 2 cent postage. The postage on the reply half need not be affixed thereto until it is detached from the initial half and mailed for return. The restrictions on the acceptance of double postal cards at the 2-cent rate set forth in article 6 of this chapter also apply to double post cards.

Nonconforming Cards

9. Cards which do not conform to the prescribed conditions shall, if they bear a message wholly or partly in writing, or if they bear the words "Post Card" or "Private Mailing Card," be charged with postage at the letter rate. If they do not bear the words "Post Card" or "Private Mailing Card" and are entirely in print, they shall be charged with postage at the third-class rate.

Cards Bearing Mica, Etc.

10. Cards bearing particles of glass, metal, mica, sand, tinsel, or similar decorative substances shall not be accepted for

mailing, except when enclosed in envelopes tightly sealed to prevent the escape of such particles or when the objectionable substances will not rub off or injure persons handling the mails.

Cards Under Cover

11. Cards mailed under cover of sealed envelopes shall be charged with postage at the first-class rate, and if in unsealed envelopes shall be charged according to the character of the message. The postage stamps shall be affixed to the envelopes covering the cards. Stamps affixed to matter enclosed in envelopes shall not be recognized in payment of postage thereon.

Business Reply Cards, Envelopes, and Labels

12. *Application for privilege.*—Persons desiring permission to use business reply cards, envelopes, or labels shall apply therefor on Form 3614 to the postmaster at the office to which the cards or envelopes are to be returned. The postmaster, unless otherwise instructed, shall transmit the application to the Bureau of Finance, Division of Letter and Miscellaneous Mail, and await the receipt of a permit and instructions as to procedure. No fee is required to accompany such applications.

13. *Specifications and conditions.*—Business reply cards shall conform to the size, form, and quality of paper stock prescribed for private mailing or post cards. Such cards and also business reply envelopes, which must be furnished by the user without cost to the Department, shall bear on the address side, in the manner prescribed in the permit, the printed name and address of the person or concern to whom they are to be returned, together with the permit number and such other information as may be required. Business reply cards and envelopes may be used to transmit communications only, as that term is commonly understood. They may not be used to return parcels of merchandise or other articles without prepayment of the required postage on both the cards (or envelopes) and the parcels.

Small cartons may be distributed by opticians and dental laboratories for use in returning eyeglasses or spectacles, dentures, etc., for repair or replacement. Such boxes or cartons shall bear the inscription "Business Reply Box" and "First Class Mail" but otherwise will bear the same indicia prescribed for business reply cards and envelopes. (See Form 3615 for detailed conditions.)

14. *Treatment at mailing office.*—Business reply cards and envelopes deposited in the mails at any post office for return to the

person or concern who sent them shall be postmarked and promptly dispatched.

15. Collection of postage.—Postage on returned business reply mail shall be collected upon delivery by means of postage-due stamps.

Rates of Postage on First-Class Matter

16. Written and sealed matter in general—3 cents for each ounce or fraction thereof.

Postal cards—the selling price of 2 cents each.

Post cards conforming to the requirements for such cards—2 cents each.

Drop letters and other first-class matter mailed at and addressed to patrons of an office not having city or village delivery service, provided delivery is not made by rural carrier—2 cents for each ounce or fraction thereof.

Business reply cards, letters, and articles under business reply labels—1 cent each in addition to the regular postage.

Limit of Weight and Size

17. There is no limit as to the size of matter of the first class, but the limit of weight is the same as is applicable to fourth-class matter. (See article 133 of this chapter.)

DOMESTIC AIR MAIL

Air Mail Rates

18. The rate of postage on domestic air mail weighing 8 ounces or less is 6 cents for each ounce or fraction thereof. This applies to mail transported by air within or between continental United States and any place mentioned in the list shown in article 1 of this chapter.

Postal cards and post cards conforming to conditions in article 6 of this chapter, 4 cents each.

Reply or double post cards, each portion of which conforms in size, quality, etc., to conditions prescribed for post cards, when sent for bona fide reply purposes only, are subject to 4 cents postage, to be prepaid on each half, except when reply portion is prepared for return by air as a business reply card, postage need be affixed on the initial half only.

Nonconforming cards transmitted by air shall be subject to the rate of 6 cents for each ounce or fraction.

19. Air parcel post.—Matter of any class weighing over 8 ounces but not exceeding 70 pounds in weight or 100 inches in length and girth combined, including written and other first-class matter, whether sealed or unsealed, is subject to the following zone rates:

Air parcel post rates

Weight	Zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Over 8 ounces to—						
1 pound—	\$0.60	\$0.65	\$0.70	\$0.75	\$0.75	\$0.80
2 pounds—	1.08	1.15	1.26	1.39	1.47	1.60
3 pounds—	1.56	1.65	1.82	2.03	2.19	2.40
4 pounds—	2.04	2.15	2.38	2.67	2.91	3.20
5 pounds—	2.52	2.65	2.94	3.31	3.63	4.00
6 pounds—	3.00	3.15	3.50	3.95	4.35	4.80
7 pounds—	3.48	3.65	4.06	4.59	5.07	5.60
8 pounds—	3.96	4.15	4.62	5.23	5.79	6.40
9 pounds—	4.44	4.65	5.18	5.87	6.51	7.20
10 pounds—	4.92	5.15	5.74	6.51	7.23	8.00
11 pounds—	5.40	5.65	6.30	7.15	7.95	8.80
12 pounds—	5.88	6.15	6.86	7.79	8.67	9.60
13 pounds—	6.36	6.65	7.42	8.43	9.39	10.40
14 pounds—	6.84	7.15	7.98	9.07	10.11	11.20
15 pounds—	7.32	7.65	8.54	9.71	10.83	12.00
16 pounds—	7.80	8.15	9.10	10.35	11.55	12.80
17 pounds—	8.28	8.65	9.66	10.99	12.27	13.60
18 pounds—	8.76	9.15	10.22	11.63	12.99	14.40
19 pounds—	9.24	9.65	10.78	12.27	13.71	15.20
20 pounds—	9.72	10.15	11.34	12.91	14.43	16.00
21 pounds—	10.20	10.65	11.90	13.55	15.15	16.80
22 pounds—	10.68	11.15	12.46	14.19	15.87	17.60
23 pounds—	11.16	11.65	13.02	14.83	16.59	18.40
24 pounds—	11.64	12.15	13.58	15.47	17.31	19.20
25 pounds—	12.12	12.65	14.14	16.11	18.03	20.00
26 pounds—	12.60	13.15	14.70	16.75	18.75	20.80
27 pounds—	13.08	13.65	15.26	17.39	19.47	21.60
28 pounds—	13.56	14.15	15.82	18.03	20.19	22.40
29 pounds—	14.04	14.65	16.38	18.67	20.91	23.20
30 pounds—	14.52	15.15	16.94	19.31	21.63	24.00
31 pounds—	15.00	15.65	17.50	19.95	22.35	24.80
32 pounds—	15.48	16.15	18.06	20.59	23.07	25.60
33 pounds—	15.96	16.65	18.62	21.23	23.79	26.40
34 pounds—	16.44	17.15	19.18	21.87	24.51	27.20
35 pounds—	16.92	17.65	19.74	22.51	25.23	28.00
36 pounds—	17.40	18.15	20.30	23.15	25.95	28.80
37 pounds—	17.88	18.65	20.86	23.79	26.67	29.60
38 pounds—	18.36	19.15	21.42	24.43	27.39	30.40
39 pounds—	18.84	19.65	21.98	25.07	28.11	31.20
40 pounds—	19.32	20.15	22.54	25.71	28.83	32.00
41 pounds—	19.80	20.65	23.10	26.35	29.55	32.80
42 pounds—	20.28	21.15	23.66	26.99	30.27	33.60
43 pounds—	20.76	21.65	24.22	27.63	30.99	34.40
44 pounds—	21.24	22.15	24.78	28.27	31.71	35.20
45 pounds—	21.72	22.65	25.34	28.91	32.43	36.00
46 pounds—	22.20	23.15	25.90	29.55	33.15	36.80
47 pounds—	22.68	23.65	26.46	30.19	33.87	37.60
48 pounds—	23.16	24.15	27.02	30.83	34.59	38.40
49 pounds—	23.64	24.65	27.58	31.47	35.31	39.20
50 pounds—	24.12	25.15	28.14	32.11	36.03	40.00
51 pounds—	24.60	25.65	28.70	32.75	36.75	40.80
52 pounds—	25.08	26.15	29.26	33.39	37.47	41.60
53 pounds—	25.56	26.65	29.82	34.03	38.19	42.40
54 pounds—	26.04	27.15	30.38	34.67	38.91	43.20
55 pounds—	26.52	27.65	30.94	35.31	39.63	44.00
56 pounds—	27.00	28.15	31.50	35.95	40.35	44.80
57 pounds—	27.48	28.65	32.06	36.59	41.07	45.60
58 pounds—	27.96	29.15	32.62	37.23	41.79	46.40
59 pounds—	28.44	29.65	33.18	37.87	42.51	47.20
60 pounds—	28.92	30.15	33.74	38.51	43.23	48.00
61 pounds—	29.40	30.65	34.30	39.15	43.95	48.80
62 pounds—	29.88	31.15	34.86	39.79	44.67	49.60
63 pounds—	30.36	31.65	35.42	40.43	45.39	50.40
64 pounds—	30.84	32.15	35.98	41.07	46.11	51.20
65 pounds—	31.32	32.65	36.54	41.71	46.83	52.00
66 pounds—	31.80	33.15	37.10	42.35	47.55	52.80
67 pounds—	32.28	33.65	37.66	42.99	48.27	53.60
68 pounds—	32.76	34.15	38.22	43.63	48.99	54.40
69 pounds—	33.24	34.65	38.78	44.27	49.71	55.20
70 pounds—	33.72	35.15	39.34	44.91	50.43	56.00

(a) Parcels weighing less than 10 pounds but exceeding 84 inches in length and girth combined are subject to the 10-pound rate.

(b) The eighth-zone rates apply between the United States or its Territories

and possessions and overseas A. P. O.'s and fleet post offices, as well as naval vessels addressed in care of Fleet Post Office, New York, N. Y., or San Francisco, Calif.

Matter Prohibited in Air Mail

20. Transmission of the following matter by air is prohibited:

(a) All matter prohibited in the domestic surface mails.

(b) Baby chicks, honeybees, and other matter subject to damage by low temperatures.

(c) Magnetic materials containing permanent magnets with unconfined fields.

(d) Inflammable liquids and substances with flash point of 80° F. or lower (Tag open tester). (See Postal Guide, Part I, for conditions.)

(e) Any container subject to damage by changes of atmospheric pressure with loss or leakage of contents.

(f) Safety matches.

(See Postal Guide for packing requirements.)

To Be Endorsed "Air Mail"

21. Air mail should be conspicuously endorsed, "Air Mail" by the sender in the space immediately below the stamps and above the address. This endorsement should be placed on each end and side of air parcels.

Payment of Postage

22. Special air mail stamps are issued for use on air mail but ordinary postage stamps may be used. It is not permissible to use air mail stamps on other than air mail. When mailable matter prepared for shipment by air with postage fully prepaid at the air rate is addressed for local delivery or to some place not served by an air mail route or which for some other reason can not be carried by airplane, it shall be dispatched by regular mail without question as to the stamps. (See ch. XV, art. 10, as to the use of ordinary postage stamps.)

Mailers should prepay postage fully in order to expedite handling, and postmasters should make every effort to have them do so. However, if air mail weighing 8 ounces or less is short paid but bears at least one full rate it should be rated with the deficient postage and dispatched, the amount due to be collected upon delivery. Short-paid air parcels exceeding 8 ounces in weight should not be dispatched by air, but if practicable and no undue delay results, the sender should be requested to supply the deficiency. Otherwise such air parcels, if sufficiently prepaid for surface transportation, shall be endorsed "Not Air Mail" after crossing out any "Via Air" endorsements and dispatched by surface means.

Air Mail Envelopes and Cards

23. Envelopes and cards of special air mail design may be used for air mail only.

Their use for mail which is not intended for transmission by air is prohibited. Distinctive designs on envelopes and cards for use as air mail have been approved by the Department. The outstanding feature of the preferred design is a border of alternating blue and red parallelograms with intervening white spaces, producing a distinguishing blue, white and red border not exceeding $\frac{5}{32}$ of an inch in width extending around the edges of both the address side and the back of the envelope.

Registered, Insured, C. O. D., and Special Delivery Air Mail

24. Air mail may be registered, insured, or sent c. o. d. upon payment of the applicable fees for these services in addition to the air mail postage. Domestic registered mail sent by air must be securely sealed and first-class matter sent c. o. d. by air must also be sealed.

Air mail may be sent special delivery upon payment of the special delivery fees applicable to other special delivery articles, depending on the class of mail which is governed by the nature of the contents.

SECOND CLASS MATTER

25. Mailable matter of the second class includes newspapers and periodicals which are within the following conditions.

Regularity of Issue

26. A publication shall be regularly issued at stated intervals, as frequently as four times a year, to maintain its second-class status. Each issue shall be dated and numbered consecutively. When an issue is omitted for unavoidable cause, the next issue shall bear only the number following that of the preceding issue and shall not bear a double number.

27. **Regular omission of issue.**—Publications of colleges and schools that are otherwise admissible as second-class matter shall not lose second-class privileges by the regular omission of issues during vacation. Publications which regularly omit certain issues during certain periods shall show that fact in connection with the statement of the frequency of issue, as, for example, "Monthly except July and August," "Monthly during school or college year," or "Weekly during school year except holiday and examination periods."

28. **Extra editions or issues.**—Extra editions or issues of a publication admitted as second-class matter manifestly issued for the purpose of communicating additional news and imparting information germane to the publication but received too late for insertion in the regular edition or issue, shall be accepted at the second-class rates, provided they are not issued for advertising purposes.

Office of Publication

29. Definition of.—Publications must be issued from a known office or place of publication. A known office or place of publication is a public office where the business of the newspaper or periodical is transacted during the usual business hours, and such office shall be shown in the publication itself.

In towns having letter carrier service the street and number of the office of publication shall be given.

30. When not a post office.—When a periodical publication is issued at a place that is not a post office, the post office at which it is entered shall be shown in the publication.

31. Place of mailing.—Newspapers and periodicals may have more than one office for the transaction of business, but may be mailed by the publisher as second-class matter only at the post office or post offices where entered. The name of the post office of original entry shall precede the names of any other offices of the publication and be given prominence equal thereto in all printed notices relative to the offices of publication.

32. Place of printing of certain publications.—To be admissible as second-class matter, under the act of August 24, 1912, (see article 43 of this chapter) a publication of a benevolent or fraternal society or order, or trade-union, or strictly professional, literary, historical, or scientific society shall be printed at the office of publication.

Form

33. To be admissible as second-class matter, publications must be formed of printed paper sheets, without board, cloth, leather, or other substantial binding such as distinguish printed books for preservation from periodical publications.

Publications produced by the stencil, mimeograph, or hectograph process, or in imitation of typewriting, shall not be admitted to the mails as second-class matter.

Character

34. The publication must be originated and published for the dissemination of information of a public character, or devoted to literature, the sciences, arts, or some special industry and have a legitimate list of subscribers. Publications designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates are not entitled to second-class rates.

(See art. 45 of this chapter as to applications for entry; and art. 55 of this chapter as to submitting false evidence to secure entry of matter as second class.)

35. Legitimate lists of subscribers.—For consideration by the Department in determining whether a publication has a "legitimate list of subscribers" and otherwise con-

forms to the requirements of the law, the publisher shall furnish the information called for in the application for admission.

A "legitimate list of subscribers" to a newspaper or periodical may include:

Such persons as have subscribed for the publication for a definite time, either by themselves or by another on their behalf, and have paid, or promised to pay, for it not less than 50 percent of the advertised annual subscription price.

News agents and newsboys purchasing copies for resale.

Purchasers of copies over the publisher's counter.

Receivers of bona fide gift copies, duly accepted, given for their benefit and not to promote the interests of the donor, provided the number of such copies is only incidental to the total number of copies circulated to subscribers. Persons to whom copies are sent free by the publishers may not be so included.

Other publishers to whom exchanges are mailed.

Advertisers receiving one copy each in proof of the insertion of their advertisements.

36. Subscription price, and premiums.—The methods of a publisher in fixing the price of his publication or in inducing subscriptions by the giving of premiums, prizes, or other considerations, or by clubbing his paper with other papers, or by giving commissions upon subscriptions obtained by agents, shall be carefully examined for the purpose of determining what effect the methods have upon the legitimacy of the subscription list and upon the question of the primary design of the publication. Persons whose subscriptions are obtained at a nominal rate shall not be included as a part of the "legitimate list of subscribers" required by the law. Subscriptions shall be regarded as at a nominal rate when obtained in connection with methods or offers effecting a reduction of the regular advertised annual subscription price to the extent and under the conditions set forth below:

Subscriptions obtained at a reduction to the subscriber of more than 50 percent of the regular advertised annual price for a single subscription, whether the reduction is a direct discount or one that is effected through a rebate, premium offer, clubbing arrangement with other publications, or otherwise, and whether full payment is made at one time or in installments. The value of the premium shall be considered to be the actual cost to the publisher, the recognized retail value, or the value represented to the subscriber, whichever is highest.

Subscriptions obtained through agents or agencies on commission or in connection with clubbing arrangements with other publications in cases where the amount received by the publisher, after deducting the amount

allowed or paid as commission or as a rebate or through other arrangements, is less than 30 percent of the regular advertised annual subscription price of the publication. Contracts which a publisher desires to enter into with persons or concerns who will obtain subscriptions for the publisher through soliciting agents should first be submitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, together with all of the conditions, facts, and circumstances, in order that it may be determined whether subscriptions so obtained will meet the requirements of the law.

37. *Expired subscriptions.*—The right of publishers to extend in good faith credit on subscriptions is recognized and will not be abridged, and although all subscriptions are regarded as expiring with the period for which they were obtained, nevertheless when publishers make proper effort to secure renewals within a reasonable period, copies of their publications shall be accepted for mailing as to subscribers at the second-class rates one year from the date of expiration, except in the case of subscriptions for less than 1 year. Copies sent to persons after 1 year from the date of expiration of their subscriptions, or, in the case of subscriptions for less than 1 year, copies sent after the date of expiration thereof, unless such subscriptions are expressly renewed for a definite time and payment or bona fide promise of payment is made therefor, shall not be accepted as subscribers' copies but shall be accepted as other than subscribers' copies at the transient second-class rate.

Advertising Publications, Free Circulation, or Nominal Rates

38. The question of whether a publication is designed primarily for advertising purposes or for free circulation or for circulation at nominal rates is one of fact and shall be determined in each case from the facts.

39. "Primarily" defined.—The word "primarily" is intended to indicate the chief or principal object of a publication. Among regular publications designed primarily for advertising purposes within the meaning of the law are included:

Those owned and controlled by one or several individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them;

Those which, having few or no genuine or paid-up subscriptions, insert advertisements free on the condition that the advertiser will pay for a number of papers which are sent to persons whose names are given to the publisher;

Those which do advertising principally and whose columns are filled with editorial puffs of firms or individuals who advertise in the publication or buy a certain number of copies for distribution;

Those devoted largely to advertising and having nominal lists of bona fide subscribers, but whose circulations are mainly gratuitous.

Publications having over 75 percent of advertising in more than one-half of their issues during any 12-month period may not be accepted as second-class matter and their entry will be revoked, except that for this purpose only, a charge made solely for the publication of transportation schedules, fares, and related information shall not be construed as constituting a charge for advertising.

40. *Nominal rate defined.*—A publication shall be considered as circulated at a nominal rate if it has a low subscription price and a subscription list from which the publisher does not regularly exclude expired subscriptions with the same care and accuracy as is exercised by a publisher whose rate is evidently more than nominal, or if it has a subscription price that does not appear to be a material consideration in the business of the publisher.

41. *Legitimate list of subscribers.*—The circulation of a publication entered as second-class matter shall consist principally of copies supplied, by mail or otherwise, to persons who have themselves subscribed and paid or promised to pay for the publication. Publications which are primarily for free circulation shall not be accepted for mailing at the publishers' second-class pound rates. All copies of a publication printed, whether circulated through the mails or otherwise, and at whatever rate of postage, shall be considered in determining whether the circulation conforms to the requirements of the law for second-class matter. When an extraordinary number of copies of a publication are paid for by advertisers or other persons, or under some other arrangements are supplied free to persons not ordering the copies, consideration shall be given as to whether the publication is designed primarily for advertising purposes or for free circulation and therefore not entitled to the second-class mailing privilege.

42. *Copies paid for by advertisers.*—When an extraordinary number of copies over the usual circulation are presented for mailing as to subscribers, the postmaster shall request the publisher to submit a sworn statement showing in what manner the claimed extra subscriptions were obtained, and who paid for them, if paid for by others than the persons to whom the copies are sent, the amount paid, the purpose for which the copies are sent, and whether the person paying for the copies is an advertiser in the publication, together with any other information concerning the arrangement under which the copies are being circulated. Postage at the transient second-class rate shall be charged on all copies paid for by an advertiser or other interested party for advertising purposes. When a postmaster

is in doubt as to whether any particular copies of a publication are entitled to be mailed at the publishers' second-class pound rates, he shall require a deposit of money sufficient to cover postage at the transient second-class rate and hold the deposit pending submission of all the facts, together with a copy of the publication, to the Bureau of Finance, Division of Newspaper and Periodical Mail, for instructions.

Publications Issued by Certain Organizations or Associations

43. Among periodical publications admitted as second-class matter are those issued by or under the auspices of benevolent or fraternal societies or orders; by regularly incorporated institutions of learning; by regularly established State institutions of learning; or by or under the auspices of trade-unions, professional, literary, historical, or scientific societies, including bulletins issued by State boards of health, State conservation and fish and game agencies or departments, and State boards or departments of public charities and corrections, and State departments of agriculture. Such periodical publications, issued by and to further the objects and purposes of benevolent or fraternal societies or orders or trade-unions, or by strictly professional, literary, historical, or scientific societies may carry advertising matter, including the advertising of other persons, institutions, or concerns. The circulation through the mails of periodical publications issued by or under the auspices of benevolent or fraternal societies or orders, or trade-unions, or by professional, literary, historical, or scientific societies as second-class mail, is limited to copies mailed to such members as pay therefor, either as a part of their dues or assessments or otherwise, not less than 50 percent of the regular subscription price; to other bona fide subscribers; to exchanges; and 10 percent of such circulation as sample copies. When such members pay therefor as a part of their dues or assessments, individual subscriptions or receipts are not required.

A publication of this type is not required to have subscribers, except in the case of publications of the societies, orders, or trade-unions which carry advertisements in the interest of other persons or concerns. The circulation through the mails at the pound rates of publications of the societies, orders, or trade-unions referred to, whose members do not pay therefor, the publications being for free circulation, is restricted to the membership and to exchanges. Publications of such societies, orders, or trade-unions which are not paid for, and publications of institutions of learning, State boards of health, State conservation and fish and game agencies or departments, State boards or departments of public charities and corrections, and State departments of agri-

culture, carrying advertisements pertaining to other persons or concerns (including the name of the printer) are not entitled to the second-class privileges.

Foreign Publications

44. Foreign newspapers and other periodicals of the same general character as those admitted to the second class in the United States may, under the direction of the Postmaster General, on application of the publishers or their agents, be transmitted through the mails at the same rate as if published in the United States.

Application for Original Entry

45. When a publication is offered for mailing for the first time as "matter of the second class," the postmaster shall require the publisher or his duly authorized representative to file an application on the proper form for its entry as second-class matter, accompanied with the required fee and two representative copies of the issue of the publication nearest the date of the application. (See application form for instructions to both postmaster and publisher as to the procedure.)

Application for entry as second-class matter of a newspaper and periodical published in a foreign country shall be made on Form 3501-A.

Application for entry as second-class matter under the Act of March 3, 1879, of newspapers or periodical publications shall be made on Form 3501.

Application for entry as second-class matter, under the Act of August 24, 1912, of a publication of a benevolent or fraternal society or order, or strictly professional, literary, historical, or scientific society, or trade-union, institution of learning, State board of health, State conservation and fish and game agency or department, State board or department of public charities and corrections, or State department of agriculture shall be made on Form 3501-B.

Application for Additional Entry

46. When a publisher of a publication entered as second-class matter at any post office desires an additional entry at another post office, an application by letter for such additional entry shall be submitted to the postmaster at the office of original entry, accompanied with the prescribed fee of \$10. Such application shall show the approximate number and weight of the copies to be mailed at the office at which additional entry is sought and the geographical territory to be served from such office. The postmaster shall transmit the application to the Bureau of Finance, Division of Newspaper and Periodical Mail. All copies for delivery at the office of original entry shall be mailed at that office and all copies for delivery at the office of additional entry

shall be mailed at the latter office, and postage paid thereon at the rate applicable to copies so mailed.

Fee for Entry

47. Application for entry of a publication as second-class matter shall be accompanied with a fee of \$100, except that for a publication having a circulation of not more than 2,000 copies the fee shall be \$25, and for a publication having a circulation of not more than 5,000 copies the fee shall be \$50. One-half of the application fee shall be returnable upon the failure of the applicant's publication to obtain entry. Each application for reentry of a publication as second-class matter on account of a change in title, frequency of issue, office of publication, or for other reason, and each application for an additional entry shall be accompanied with a fee of \$10. Each application for registry of a news agent shall be accompanied with a fee of \$20.

The amount of the fee to be collected with each application for original second-class entry is usually determined by the total number of copies printed and circulated as shown by the application. The fee is not based merely on the number of copies circulated as to subscribers or on the number sent through the mails.

Accounting for Fees

48. Postmasters at offices where publications have been entered as second-class matter shall issue a receipt at the time of collection for the amount of each fee accompanying applications for entry on Form 3539, which shall be endorsed "application fee for original second-class entry," or "application fee for second-class reentry," or "application fee for news agent registry," as the case may be. The total amount of such fees shall be accounted for in division 1, page 2, and in the certificate opposite the heading "Second-class application fees" of the quarterly newspaper and periodical statement (Form 3551) and also in A/C 015 in the quarterly postal account. Postmasters at offices where no publications have been entered as second-class matter shall hold the application fee in trust and request instructions from the Bureau of Finance, Division of Newspaper and Periodical Mail.

No postmaster shall return to an applicant any part of a fee without the specific authorization of the Bureau of Finance, Division of Newspaper and Periodical Mail. When a postmaster receives an authorization to refund one-half of a fee as provided by article 47 of this chapter he shall pay the amount authorized out of postal receipts in his possession and shall follow the instructions on Form 3533 which will be furnished with the refund authorization.

Acceptance Without Formal Authorization Prohibited

49. Postmasters shall not accept a publication for mailing at the second-class rates of postage until formally authorized by the Department to do so, except in the case of a change in title, change in frequency, or removal of the known office of publication to another post office, and provided the entry fee has been paid. On all copies of a publication mailed before the application for its entry as second-class matter has been filed, postage at the third- or fourth-class rate, whichever is applicable according to the physical characteristics of the publication, shall be prepaid by means of stamps affixed or in money under permit.

Conditional Acceptance Pending Classification

50. When an application has been made for entry of a publication as second-class matter, the postmaster shall, except as hereinafter provided, issue to the publisher on Form 3503 a permit conditionally accepting the publication for mailing in the manner in which second-class matter is mailed pending its classification; and shall require a deposit of money to cover postage at the regular third-class rate or the rate for books, whichever is applicable according to the physical characteristics of the publication, computed on each separately addressed copy or package of unaddressed copies offered for mailing. Such deposit shall not be taken up in the quarterly postal account nor in the quarterly statement of pound-rate postage, but shall be held in trust until the postmaster is advised as to its disposition. If the publication is admitted as second-class matter, the excess of the deposits over the second-class rates of postage shall be refunded. If postage is prepaid on copies by stamps affixed, or in money under the permit system; or if copies are mailed at the bulk third-class rate while the application is pending, no refund of any portion of the postage so prepaid shall be made when admission of the publication as second-class matter is authorized. If the publication is not admitted, the entire deposit shall be converted into ordinary postage stamps, affixed to a sheet or sheets of paper, canceled, and sent by registered mail to the Bureau of Finance, Division of Newspaper and Periodical Mail. Stamps of the highest available denominations shall be used for this purpose. The stamps so used shall be accounted for as sold.

Indicia in Publications

51. The following indicia shall be printed conspicuously on one or more of the first five pages, preferably on the first page, of each copy of publications entered as second-class matter:

Title of the publication, which shall always be shown on the first page.

Date of issue.

Frequency of issue.

Serial number.

Known office or place of publication.

Subscription price (if required by law).

Notice of entry reading as follows:

"Entered as second-class matter at the post office at _____."

The insertion in a publication before entry of a notice that it is entered as second-class matter shall be regarded as submitting false evidence relative to the publication for the purpose of securing admission thereof to the second class of mail. Pending action on an application for admission of a publication as second-class matter, there may be printed on the copies the words "Application for entry as second-class matter is pending."

Authority for Acceptance

52. The Assistant Postmaster General, Bureau of Finance, will decide upon the admissibility of publications as second-class matter, and, upon being satisfied that a publication is entitled to admission, will authorize the postmaster to accept mailings thereof at the second-class rates.

Change of Title, Frequency, or Location of Office of Publication

53. When there is a change in the title or frequency of issue of a second-class publication or when the location of the office of publication is changed, the publisher shall submit to the postmaster at the post office where the publication is to be re-entered as second-class matter an application on Form 3510 for reentry under the new conditions. One fee of \$10 and two copies of the publication showing the new title, frequency, or office of publication must accompany each application. The postmaster shall submit one copy of the publication issued after the change and the application (not the fee) to the Bureau of Finance, Division of Newspaper and Periodical Mail. The postmaster shall accept the publication at the second-class rates if the required fee has been paid pending receipt of instructions from the Department. (See arts. 47 and 48 of this chapter relating to fees.)

Discontinuance of Publication

54. When a publication entered as second-class matter is discontinued, the postmaster shall promptly report the fact to the Bureau of Finance, Division of Newspaper and Periodical Mail.

Report of False Information to Secure Entry

55. When a postmaster has reason to believe that a publisher has submitted to him, or to any postmaster, or to the Post Office Department, any false statement or evidence as to his publication to secure its transmission as second-class matter, he shall report

the fact, with the evidence in his possession substantiating it, to the Bureau of Finance, Division of Newspaper and Periodical Mail.

Record of Publications Entered

56. Postmasters shall keep a record of all publications of the second class mailed at their post offices.

Paid Editorials or Other Reading Matter

57. All editorial or other reading matter published in any newspaper or periodical for the publication of which money or other valuable consideration is paid, accepted, or promised shall be plainly marked "advertisement."

Sworn Statements Required

58. *General requirements.*—The editor, publisher, business manager, or owner of every newspaper and periodical shall file with the Postmaster General and the postmaster at the office at which the publication is entered, not later than the 1st day of October of each year, on Form 3526 a sworn statement setting forth the names and post office addresses of the editor and managing editor, publisher, business managers, and owners; the stockholders, if the publication is owned by a corporation; and the known bondholders, mortgagees, or other security holders. Also, in the case of daily, weekly, semiweekly, and triweekly newspapers there shall be included in the statement the average number of copies of each issue of the publication sold or distributed to paid subscribers during the preceding 12 months. The filing of the statement on Form 3526, however, is not required of religious, fraternal, temperance, scientific, or other similar publications. It shall not be necessary to include in the statement the names of persons owning less than 1 percent of the total amount of stock, bonds, mortgages, or other securities. A copy of the sworn statement shall be published in the second issue of the newspaper or periodical printed next after filing of the statement. Any publication shall be denied the privilege of the mail if it shall fail to comply with the provisions of this paragraph within 10 days after notice by registered letter of such failure.

59. *Disposition of statement.*—The sworn statement shall be made in duplicate on Form 3526, and both copies delivered to the postmaster at the office of entry of the publication. The postmaster shall forward one copy to the Bureau of Finance, Division of Newspaper and Periodical Mail, and retain the other in the files of the post office. To enable publishers to file such statement promptly, postmasters shall furnish them copies of Form 3526 at least 10 days before the 1st day of October of each year.

60. *File copy of issue containing statement.*—Postmasters shall obtain and file a

copy of the issue of each publication entered at their respective offices containing the required sworn statement. Such copies must not be sent to the Department.

61. Report of failure to file statement.—Postmasters shall give prompt and careful attention to the making and filing by publishers of sworn statements, and shall promptly report the failure of any publisher to file such statement or to publish it in the second issue of the publication printed next after it has been filed, but in no case shall a publication be denied the privileges of the mail except upon Departmental instructions.

62. Exemption claimed.—Where exemption is claimed from filing a sworn statement, the postmaster shall request from the publisher a statement showing the reasons why such exemption is claimed and forward it to the Bureau of Finance, Division of Newspaper and Periodical Mail, together with a copy of the publication.

News Agents

63. The term "news agent" shall embrace persons, including newsboys, engaged in business as news dealers or sellers of publications of the second class. A person who restricts himself to advancing the interests of a single publication, or the publications of one publisher, shall not be regarded as a "news agent," but as a mere local agent of the publisher and not entitled to a news agent's mailing privileges.

64. Application for registration.—When a person, firm, or corporation desires to mail second-class matter as a news agent at the second-class pound rates, formal application for the privilege, accompanied with a fee of \$20, shall be submitted to the postmaster on Form 3501-C. The application shall be sent by the postmaster to the Bureau of Finance, Division of Newspaper and Periodical Mail.

See the form for instructions to both postmaster and news agent.

If the applicant is found to be entitled to the privileges of a news agent, he shall be registered as such and the postmaster authorized to accept from him, at the applicable second-class postage rates, mailings of publications entered as second-class matter, so long as he complies with the requirements.

65. Mailings by news agents.—(a) *Evidence of entry required.*—When periodical publications are presented by a news agency or agent for mailing at the second-class rates, the postmaster shall require such agency or agent to furnish satisfactory evidence that the publications offered are entitled to such rates and have been duly entered at the office of publication, and are being sent to actual subscribers, or to other news agents for the purpose of sale.

A printed notice of entry shall be regarded as sufficient evidence that a publication is entitled to pass in the mails at the

second-class rates. Postmasters may refuse to accept at second-class rates publications which do not bear such notice.

(b) *Matter addressed to other agents.*—Satisfactory evidence shall also be furnished that the persons to whom bulk packages are sent from a news agency are also news agents, and the addresses upon such bulk packages should show this fact.

(c) *Remailing without additional postage prohibited.*—A news agent shall not be permitted to take packages of newspapers or periodicals out of a post office, write an address on each copy, and return them to the office for mailing or delivery without additional prepayment of postage, except in the case of publications entitled to pass free in the county to actual subscribers.

(d) *Packages not to be opened for distribution.*—Postmasters shall not open packages addressed to news agents and distribute any of the papers or periodicals therein, through the post office or otherwise.

(e) *Return of unsold copies.*—Unsold second-class matter returned by news agents to either publishers or other news agents, and copies sent by news agents to other news agents for purposes other than sale, or to persons not subscribers to such agency, shall be subject to the transient second-class rates of postage, except when the postage at the second-class pound rates is higher, in which case the latter rates shall apply. When news agents desire to return to publishers merely the head or small portions of each publication as evidence that the copy has not been sold, such portions shall be rated as third- or fourth-class matter, according to weight.

Single Sheets Sent as Proof of Insertion of Advertisements

66. Single sheets or portions thereof from any publication entered as second-class matter, sent by a publisher to an advertiser or the latter's agent on account of and in proof of the insertion of an advertisement, shall be received and transmitted through the mails at the zone rates of postage applicable to the advertising portions of such second-class matter. Such sheets or portions of sheets shall be enclosed in unsealed envelopes or wrappers bearing in the upper left corner the name and address of the publication and the printed inscription "Advertiser's proof copy," and in the upper right corner a notice of entry as second-class matter, and shall be presented for mailing separately from complete copies.

Such matter shall be weighed separately, fractions of pounds being computed as full pounds in all cases, postage collected, and the weight entered separately in column 6 of receipt Form 3539.

Back Numbers and Reprints

67. Unbound back numbers of a publication may be mailed at the second-class

rates so long as the publication continues to be published as second-class matter. Copies printed from the original type, plates, or matrices may be mailed at second-class rates as back numbers, if in the case of daily publications they are printed within 1 week after date of issue, and in the case of other publications printed before the following issue. Copies printed after the periods mentioned shall be treated as reprints.

Bound back numbers and reprints shall be treated as books or as miscellaneous printed matter, according to their physical characteristics.

Sample Copies

68. Admissibility.—Sample copies, to be acceptable for mailing by publishers at the office of entry at the second-class pound rates, shall be copies sent to persons for the purpose of inducing them to subscribe for, advertise in, or become agents for the publication. Only complete and unaltered copies of regular editions as sent to subscribers shall be mailable as sample copies. Sample copies are not entitled to free-in-county circulation.

69. Marking.—Sample copies shall be plainly marked as such on the address side of the exposed part of the publication or package or wrapper. Several sample copies may be enclosed in a single wrapper to one address; or may be sent in one wrapper addressed to the post office, each paper properly folded, addressed to a patron of the office, and marked "Sample copy."

70. Number limited.—Copies addressed to the same person in excess of three times in any one calendar year shall not be accepted as "sample copies." Sample copies shall be accepted for mailing at the pound rates to the extent of not exceeding 10 percent of the total weight of copies mailed to subscribers during the calendar year. Such sample copies may be mailed at any time during the year, based on an estimate of the probable mailings to subscribers during the year as obtained from the best information at hand. For instance, a publisher of a "weekly" mailing an average of 1,000 pounds per week to subscribers would mail 52,000 pounds during the year to such subscribers, and may therefore mail sample copies to the extent of 5,200 pounds at any time during that year at the second-class pound rates. Should a publisher offer mailings as "sample copies" in excess of that percentage, the transient second-class rates shall be charged on the excess copies. Mailings of a publication (including sample copies) pending consideration of the application for admission thereof as second-class matter shall be accepted as provided in article 50 of this chapter.

71. Not mailable as sample copies.—Copies mailed by a publisher for advertising purposes under arrangements with advertisers

or others, and copies mailed by a publisher acting as an agent for an advertiser or purchaser shall not be accepted as sample copies. Copies marked "Sample copies" but not mailable as such, and copies paid for by advertisers or by others for advertising purposes, mailed by a publisher, shall be subject to the transient second-class rates. Such mailings shall not be regarded as affecting the second-class status of the publication, except that the regular mailing of large numbers of such copies may be taken to show that the publication is designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates.

72. Addressed to boxholder.—Sample copies may be mailed to boxholders with each copy addressed in the simplified manner shown in chapter IV article 45.

Supplements

73. Publishers of second-class matter may, without subjecting it to extra postage, fold within their regular issues a supplement, which in every case must be issued with the publication. The added matter must be germane to the publication which it supplements; that is to say, matter supplied in order to complete that issue but omitted for want of space or time, or for greater convenience.

74. Permissible as supplements.—Supplements shall in all cases bear the full name of the publication with which they are folded, preceded by the words "Supplement to," and also the date corresponding to the regular issue. Publications of statutes, ordinances, proceedings of public or deliberative assemblies, boards, or conventions, advertisements of tax rates, or other notices or advertisements required by law to be published, whether gratuitously or for compensation, may be mailed as supplemental matter.

Supplements shall be folded with the regular issues they purport to supplement. If mailed otherwise, postage shall be prepaid at the third- or fourth-class rate, according to their physical characteristics.

Maps, diagrams, illustrations, etc., which form a necessary part of a publication, shall be admitted, either loose or attached, as a part of the publication itself, without the words "Supplement _____."

Supplements shall not be combined with orders for subscriptions, or bills, or receipts for subscriptions.

75. Examples of matter prohibited as supplements.—Circulars, handbills, show bills, posters, and other special advertisements shall not be accepted as supplements. Advertising sheets consisting entirely of advertisements, or of a combination of literary or pictorial matter and advertisements, issued by business houses and furnished to publishers for the purpose of being circulated with second-class publications, shall

not be accepted as supplements or covers to such publications when mailed at the second-class rates of postage.

Matter printed elsewhere than at the office of publication, to be used as supplements to various newspapers for the purpose of securing circulation of advertisements of private business, or as covers to such publications when mailed at the second-class rates of postage, shall not be accepted as supplements, even though containing literary matter.

Parts and Sections

76. Publications prepared in parts or sections.—The regular pages of publications may be prepared in parts or sections, and when so prepared, each part or section should show the same title and date of issue, and bear appropriate designations such as "Part 1," or "Section 1," and "Part 2," or "Section 2," and a statement should be printed on the first page of the first part or section showing the number of parts or sections that comprise the issue. The prohibited enclosures described in article 75 of this chapter shall not be prepared as parts or sections.

All advertisements in periodicals shall be permanently attached thereto.

77. Parts or sections purchased by publishers.—Parts or sections which are obtained by publishers for insertion in copies of their publications must be paid for by the publishers at a rate which is not nominal. Contracts which publishers desire to enter into with producers of parts or sections should be submitted to the Bureau of Finance, Division of Newspaper and Periodical Mail, for approval. Such parts or sections must be identified with the issues with which they are inserted by title, date of issue, and part or section designation.

Matter Sent by Printer to Publisher

78. Publications entered as second-class matter shall not be accepted for mailing at the second-class rates until issued from a "known office of publication." When sent by a printer to a publisher they shall be prepaid at the third- or fourth-class rate, whichever is applicable, according to the physical characteristics of the publication and the weight of the package or parcel.

Not To Be Registered, Insured, or Sent C. O. D.

79. Second-class matter mailed at publishers' pound rates shall not be registered or sent as insured or c. o. d.

Additions to Second-Class Matter

80. Mailable matter of the second class shall contain no writing, print, or sign thereon or therein in addition to the original print, except the following:

Name and address of addressee.

Index figures of subscription book, printed or written.

Printed title of publication and place of publication.

Name and address of publisher or sender without addition of advertisement, printed or written.

Words or figures indicating when subscription ends.

Correction of any typographical error.

A mark, except by written or printed words, to designate a word or passage to which attention is directed.

The words "Sample Copy" when sent as such.

The words "Marked Copy" when the matter contains a marked article or item.

A pledge to pay postage on undeliverable copies may be printed on wrappers.

The number of copies enclosed may be indicated upon the wrapper or face of a package.

Printed illustrations, including photographs, not in the nature of advertisements, may be pasted to the pages of a publication.

Coupons, order forms, and other matter intended for detachment and subsequent use may be included in permanently attached advertisements, or elsewhere, in newspapers and periodicals, provided they constitute only an incidental feature of such publications and are not of such character or used to such extent as to destroy the statutory characteristics of second-class publications, or to bring them within the prohibition of the law denying the second-class rates of postage to publications "designed primarily for advertising purposes," or to give to them the characteristics of books or third-class matter. Such matter occupying not more than one-half of one page shall be regarded as an incidental feature.

Enclosures With Second-Class Matter

81. Bills, receipts, and orders for subscriptions prepared in such form as to convey no other information than the name, place of publication, subscription price of the publication to which they refer, and the subscription due thereon may be enclosed with second-class matter.

Bills or receipts for subscriptions may include the names of more than one publication and their regular prices, provided they are all published by the same individual or company or sent by the same news agent, and may also include any period of subscription or any number of shipments to a news agent.

Orders for subscriptions may indicate the term or period for which the subscriptions are ordered. The written or printed words or figures, or both, to indicate when the subscription will end may be placed upon the matter itself, or the wrapper, or upon the bills, receipts, or orders enclosed therewith.

Subscription blanks, otherwise conforming to these requirements, may be mailed

with second-class publications at the regular second-class rates, although printed on cardboard and arranged with a receptacle for coin, or when printed on envelopes. Envelopes, including business reply envelopes and business reply cards, are permissible enclosures in copies of publications mailed at second-class pound rates only when they are prepared with a subscription order form printed thereon and do not convey information in excess of that authorized. Such subscription order forms may show only the title of the publication, place of publication, subscription price, and the amount of the subscription due thereon.

A combination subscription order form for two or more publications is a permissible enclosure only when the publications are published by the same publishers and the order form does not contain information in excess of that authorized.

NOTE.—The words "Please exchange" and similar requests and directions relative to delivery inconsistent with these regulations shall not be permitted on the wrappers of matter mailed at the second-class rates.

Preparation for Mailing

82. Wrapping.—No newspapers shall be received to be conveyed by mail unless they are sufficiently dried and enclosed in proper wrappers. Newspapers and periodicals shall be wrapped in such manner that the wrappers can be removed and replaced without destroying them or injuring their enclosures. When envelopes are used as wrappers they shall bear in the upper left corner of the address side the name and address of the publication, and in the upper right corner a notice of its entry as second-class matter. It is desirable that this information be printed on ordinary wrappers.

All copies which cannot be handled with facility, due to small size, should be enclosed in envelopes.

Paper used for wrapping should be plain white or manila. Old newspapers or colored paper should not be used as wrappers.

Care should be taken that paste does not get on the outside of wrappers, causing them to stick together.

Heavy magazines should be wrapped singly to insure receipt in good condition. It is preferred that they be wrapped flat. The singly wrapped copies for each office should be tied in bundles (club packages) and each bundle addressed to the post office.

It is important that wrapping paper and twine used be strong enough for the purpose intended.

83. Folding.—All publications should be properly folded for separation and delivery. Postmasters shall request publishers and news agents to fold their publications to a size not larger than 9 by 12 inches when practicable.

Newspapers and light magazines should be folded. The best method is to fold to the

size of an eighth of a newspaper page, or about 5 by 12 inches, wrap separately, and combine the separately wrapped copies for each post office in a bundle addressed to that post office. If not wrapped separately they should be folded to the size of a quarter of a newspaper page, and those for the same office either rolled or wrapped flat and addressed to the post office.

84. Addressing.—All publications should be addressed in a legible hand or plain type not smaller than 10 point. When several unwrapped copies for the same post office are sent under one wrapper, each copy should bear the name and post-office address of the subscriber. The name of the post office and State should be the most prominent part of the address.

Addresses should be written or printed with black ink, or ink of some other strongly contrasting color, and if placed on address labels, wrappers, or envelopes, these should be of plain white or manila paper or paper of a very light tint. Sufficient space must be left for necessary postal endorsements.

If the Dick system or any similar method of addressing is used the strips should be printed with black ink on white or yellow paper.

The address should appear on the flat side and never on the fold of the wrapper. If it is placed on the copy it should be in such a position as to be easily and rapidly read.

Individually addressed, unfolded periodicals mailed in bundles without separate wrappers should have the addresses placed upside down in the lower right corner of the front cover page, unobstructed by any other matter appearing near thereto. The next best position on periodicals is lengthwise along the bound edge, near the top of the publication.

Individually addressed, unwrapped, folded newspapers and periodicals mailed in bundles to a post office should have the addresses at the top of the exposed portion of the copies and to the left of the last fold; that is, in the upper left corner of the publication when grasped with the right hand along the folded edge.

Each individual copy in a club package should have a complete address. If this is not done the name of the post office and State should be shown on the outside of the first copy beneath the wrapper.

85. Improperly Prepared.—Publications which are illegibly addressed and those which are improperly wrapped and folded shall be held until all other matter is distributed.

86. Copies to one address.—Individually addressed copies of a publication intended for subscribers at the same post office shall, if there are more than 5, be securely wrapped or tied in 1 package; or shall, if there are more than 30 pieces weighing a total of

15 pounds or more, be placed in a separate sack addressed to such office. Sacks containing less than that amount of mail (except bulky matter) shall not be made up, except when a direct sack is necessary to advance the mail materially, but the mail shall be securely tied in bundles, properly labeled, and included in sacks with other mail.

87. Separations required.—Second-class matter shall be enclosed in mail sacks, or other suitable receptacles, and separated to routes, States, and cities. The sacks or bundles shall be marked to show the route, State, or city and State, and also the zone when the copies are required to be separated by zones.

Publishers shall also make separate sacks or bundles of: (1) Sample copies to places within county of publication subject to postage at 1 cent a pound; (2) sample copies to places outside county of publication; (3) subscribers' copies entitled to free county circulation; (4) subscribers' copies to places within county of publication subject to postage at 1 cent a pound; and (5) subscribers' copies to places outside county of publication. Such separations of mail shall be weighed separately.

In the case of sample copies of a publication carrying advertisements subject to the zone rates of postage, the publisher shall arrange and present separately by zones, the sacks or bundles of such sample copies addressed to places outside the county of publication.

The publisher shall also arrange and present, by zones, copies addressed to subscribers outside the county of publication, except when such zone separation would interfere with their routing, or when the publisher prefers not to separate the copies, in which case he may present them without being separated by zones as provided in article 101 of this chapter.

Place of Mailing

88. Newspapers and periodicals may be mailed by the publisher as second-class matter only at the post office or post offices where entered. Such matter must be brought to the post office or such other place as is designated by the postmaster to receive it.

Publishers may deliver second-class matter, at their own expense and risk, to other post offices and trains, after postage thereon has been collected at the post office of entry, upon application filed with the postmaster at the office of entry. The postmaster shall forward the application to the Bureau of Finance, Division of Newspaper and Periodical Mail for approval.

Examination of Publications

89. Postmasters shall carefully examine mailings of publications entered at their

offices as second-class matter to ascertain whether the publishers are complying with the requirements.

Every postmaster having reason to believe that a publication passing in the mails as matter of the second class is not entitled to the second-class privileges shall report the matter promptly, with any evidence or facts in his possession tending to support such belief, to the Bureau of Finance, Division of Newspaper and Periodical Mail.

Matter of the second class if found to contain matter subject to a higher rate of postage, shall be charged with the higher rate.

Detention of Matter Not Entitled to Second-Class Rates

90. When the postmaster at the office of mailing finds that a publisher or news agent has deposited matter for mailing at the second-class rates which in his judgment is chargeable with a higher rate by reason of illegal enclosures or additions, he shall detain the same, notify the sender, and demand of him proper postage, to be prepaid by stamps affixed to each separately addressed piece.

When the decision of the postmaster is questioned, he shall on receipt of a deposit of postage at the higher rate, dispatch the mailing as second-class matter, and submit to the Bureau of Finance, Division of Newspaper and Periodical Mail, a sample of the objectionable matter, with a full statement of the facts. Should the publication be held entitled to the second-class rates, the excess of the deposit shall be refunded. If the decision of the postmaster is sustained, the full amount of the deposit shall be sent, in ordinary stamps to the Bureau of Finance as prescribed in article 50 of this chapter.

Rates of Postage on Second-Class Matter

91. Within the county of publication:

In no case, except where the free-in-county mailing privilege is applicable, shall the postage on each individually addressed copy be less than one-eighth of 1 cent.

(1) For delivery at office of mailing having city or village letter-carrier service:

(a) By carrier: ¹

¹ The letter-carrier rates also apply to copies of publications other than weeklies when mailed at the office of entry for delivery by letter carriers at another post office where the headquarters or general business offices of the publisher are located, unless the postage chargeable at the pound rates from the office of mailing is higher, in which case such higher rates apply.

Weekly newspapers, 1 cent per pound.²
Newspapers issued more often than weekly, 1 cent per copy.

Periodicals (all publications issued less frequently than weekly):

Copies weighing 2 ounces or less, 1 cent per copy.

Copies weighing over 2 ounces, any weight, 2 cents per copy.

(b) Through post-office boxes or general delivery, and for delivery by rural or star route carriers, 1 cent per pound.²

(2) For delivery at offices having city or village letter-carrier service, other than the office of mailing, 1 cent per pound.²

(3) For delivery at all offices not having city or village letter-carrier service:

(a) If publication is printed in whole or in part in the county, one copy to each subscriber residing within the county, free.

(b) If publication is not printed in whole or in part in the county, 1 cent per pound.²

92. Outside the county of publication:³

In no case shall the postage on each individually addressed copy be less than one-eighth of 1 cent.

(1) All publications except those accepted at the special rate.⁴

The total postage computed at these rates and based on the bulk weight of each mailing shall be increased by 10 percent, beginning on April 1, 1952; by an additional 10 percent, based on these rates, beginning on April 1, 1953; and by an additional 10 percent based on these rates, beginning on April 1, 1954; except that these rates shall continue in effect with respect to any religious, educational, or scientific publication designed specifically for use in school classrooms or in religious instruction classes:

(a) Reading portion (also advertising portion when it does not exceed 5 percent of the total space, 1½ cents per pound.

² The cent-a-pound rate applies to the publications mailed by a news agent only when the publications are published within the county in which the news agent is registered. All publications which are not published within the county where mailed by the news agent are chargeable with postage at the rates applicable outside the county of publication, except copies of publications other than weeklies which are subject to the per copy rates when addressed for local delivery by letter carriers.

³ These rates apply to copies sent from the United States to Alaska, Canal Zone, Canton Island, Guam, Hawaii, Puerto Rico, Samoa, Virgin Islands, and to all other places where the United States mail service, including the Navy and Army-Air Force mail services, is in operation, the zone rates applying to the advertising portion of copies subject to the zone rates. The zone rate from the place of mailing to the port of embarkation applies to copies addressed for delivery through Navy and Army-Air Force post offices.

⁴ Where the total weight of any one edition or issue of a publication mailed to any one zone does not exceed 1 pound, the rate of postage is 1 cent for all the copies going to the same zone.

(b) Advertising portion when it exceeds 5 percent of the total space:

Zone:	Rate per pound (cents)
First and second	1½
Third	2
Fourth	3
Fifth	4
Sixth	5
Seventh	6
Eighth	7

(2) Special rate publications:⁴ Issued by religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organizations or associations not organized for profit and none of the net income of which inures to the benefits of any private stockholder or individual, when specifically authorized by the Department:

Reading and advertising portions, combined, 1½ cents per pound.

93. Transient second-class rate.—The rate of postage on copies of publications entered as second-class matter mailed by others than the publishers or registered news agents, sample copies mailed by the publishers in excess of the 10 per centum allowance entitled to be sent at the pound rates, and copies mailed by the publishers to persons who may not be included in the legitimate list of subscribers shall be 2 cents for the first 2 ounces and 1 cent for each additional 2 ounces or fraction thereof, except when the postage at the rates prescribed for fourth-class matter is lower, in which case the latter rates shall apply, computed on each individually addressed copy or package of unaddressed copies, and not on the bulk weight of the copies and packages.

94. Additional entry.—The 1-cent per pound rate and the free-in-county privilege do not apply to copies of publications mailed at additional entry offices outside the county of publication. Copies so mailed, including weeklies, are subject to the rates for matter addressed to points outside of the county of publication except that copies of publications other than weeklies addressed for local delivery by city or village letter carriers at additional entry offices take the per copy letter-carrier rates of 1 or 2 cents.

95. Foreign countries, except Canada.—(a) The pound rates applicable outside the county of publication apply to copies for the following-named foreign countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Spanish Guinea, Guatemala, Haiti, Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Republic of Honduras, Republic of the Philippines, Salvador (El), Spain, Spanish West Africa, Uruguay, and Venezuela, the eighth zone rate being applicable to advertising portions of publications subject to the zone rates.

The words "Postage Paid" shall be placed, preferably by printing, in the upper right corner of the address side of the envelopes or wrappers in which the copies are mailed to these countries. The words should be boxed in or underscored with a heavy line. When a number of individually addressed copies are mailed under one wrapper addressed to one place, each copy must bear these words to prevent any of them from being treated as unpaid on arrival at destination.

(b) For other foreign countries, except Canada, the rate is $1\frac{1}{2}$ cents for each 2 ounces or fraction thereof.

96. Canada.—(a) On daily newspapers issued as frequently as six times a week and mailed to bona fide subscribers in Canada by publishers or registered news agents the pound rates applicable outside the country of publication apply, the eighth zone rate being applicable to advertising portions of publications subject to the zone rate. On publications issued less frequently than six times a week the rate is 1 cent for each 4 ounces or fraction thereof, calculated on the weight of each package. Separately addressed copies intended for delivery from the same post office may be enclosed under one wrapper addressed to such post office, the postage being affixed to or indicated on the outside wrapper.

(b) Copies of the Sunday issues of daily newspapers sent to subscribers in Canada who do not subscribe for the weekday issues and copies of such issues sent to news agents in excess of the number regularly sent during the weekdays are subject to the rate of 1 cent for each 4 ounces or fraction of 4 ounces.

Collection of Postage

97. Filing of marked copy to determine postage.—The publisher shall file with the postmaster a copy of each issue, on which he shall mark the portion devoted to advertisements and that to matter other than advertisements, and show on the first page of such copy the percentage devoted to each. The term "advertisements" embraces display, classified, and all other forms of advertisements, as well as all editorial or other reading matter for the publication of which money or other valuable consideration is paid, accepted, or promised. Where the publisher has not been and is not to be compensated for the publication of editorial or other reading matter, such matter will take the rate of postage for other than advertising. In all cases where the publisher has been or is to be compensated in any form whatever, the advertising rate of postage will be charged. Articles, items, and notices in the form of reading matter inserted in accordance with a custom or understanding, explicit or tacit, that a "reader" is to be given the advertiser or

his products in the publication in which the display advertisement appears are advertising within the meaning of the law. Display advertising is obvious in its character and must pay the advertisement mailing rate. When a newspaper or periodical advertises its own services or issues, or any other business of the publisher, in the form of either display advertisements or editorial or reading matter, this is advertising within the meaning of the law and shall be charged the advertisement mailing rate therefor.

When a news agent presents for mailing second-class matter subject to the zone rates, he shall submit to the postmaster a statement showing the percentage of the space in such matter devoted to advertisements and the percentage devoted to other than advertisements. Publishers should furnish this information to news agents purchasing copies of their publications in order that the agents may be able to prepare such statements.

When a reasonable number of copies of previous issues are included in a mailing of a current issue, they may be accepted and charged with postage on the basis of the percentages of advertisements and matter other than advertisements contained in the current issue, the issue forming the bulk of the mailing presented being regarded as the current issue. When such copies are presented under the provisions of article 101 of this chapter they shall be weighed with the copies of the current issue and charged with postage at the zone rates applicable to the latter.

98. Weighing.—(a) Second-class matter shall be brought for mailing to the post office, or such other place as is designated to receive it, and there weighed in bulk. In weighing second-class matter, fractions shall be treated as full pounds in all cases; for instance, $4\frac{1}{8}$ pounds shall be called 5 pounds.

(b) *Allowance for tare and weight of mail sacks.*—For the purpose of determining the amount of postage to be collected, postmasters handling second-class mail from publishers and news agents shall, in weighing such matter in bulk in mail sacks, deduct from the gross weight 3 pounds 7 ounces for the weight of each sack of the No. 1 size, 2 pounds 8 ounces for each sack of the No. 2 size, and 1 pound 12 ounces for each sack of the No. 3 size, regardless of style.

When the above weights do not apply to the sacks issued in a particular case due to an accumulation of dirt or for any other reason whereby the use of such weights would result in an overcharge or undercharge of postage, such weights should not be used; instead, the sacks should be weighed in bulk at the time they are issued and the average weight per sack so obtained should be used as the tare weight in computing the weights of mailings.

There is no limit as to size or weight of matter entered as second class.

99. Receipts for postage.—The postage on all second-class matter mailed at the pound rates shall be collected in money before the matter is dispatched. The publisher or news agents shall be given a receipt (Form 3539) showing the weight of the matter mailed and the amount collected. This receipt must be given at the time of each mailing unless the postmaster is specially authorized by the Bureau of Finance, Division of Newspaper and Periodical Mail, to give the receipt at the end of the mailing of each issue or at stated periods. At two-division plan offices the procedure for issuing receipts as outlined in chapters VII and XXIII, articles 82 and 34 respectively, shall be followed. At other first-class offices and at second-class offices forms 3541, 3541-A, 3543, and 3544 should also be used. At third- and fourth-class offices Form 3543 should be used in connection with Forms 3539 and 3551.

100. Advance deposits.—Postmasters should obtain from publishers advance deposits, sufficient to pay for more than one mailing, for which a receipt on Form 3544 shall be given. The deposit shall be charged with the amount of postage for each mailing; but if the amount on deposit is not sufficient at any time to cover the postage on the entire mailing, the excess matter shall be held until an additional deposit is made. Credit in lieu of payment of postage shall never be allowed.

Zone Analyses

101. When it is not practicable to separate the subscribers' copies by zones without disarranging or interfering with their routing, or when the publisher prefers not to do so, separation by zones shall not be required of the subscribers' copies subject to zone rates addressed to places outside the county of publication. In such case the publisher shall present to the postmaster on April 1 and October 1, or more frequently when regarded necessary or when so desired by the publisher, a statement on Form 3539-A showing the total number of copies the advertising portions of which are subject to the zone rates, to be mailed to subscribers outside the county of publication and the percentage of this number to be mailed to each zone, as derived from a careful analysis made by the publisher of his subscription records at the time the statement is submitted. The percentages given in the latest publisher's statement on Form 3539-A (which shall be retained in the files of the post office) shall be applied by the postmaster to the total weight of the subscribers' copies of each mailing subject to zone rates in order to compute the postage. The postmaster shall make periodic tests of the publisher's subscription list or records to

determine the accuracy of the percentages given by the publisher on Form 3539-A. In case a postmaster desires information with respect to the manner of making such test he should address the Bureau of Finance, Division of Newspaper and Periodical Mail, for special instructions.

Key Rate

102. Authority to use.—Where large mailings of second-class matter justify its use, permission to use the key rate method of computing pound rate postage on publications subject to the advertising zone rates may be obtained from the Bureau of Finance, Division of Newspaper and Periodical Mail.

103. How to compute key rate.—The key rate is computed on the first receipt on Form 3539 issued for each publication at the beginning of each quarter. If the publisher files a new zone analysis on Form 3539-A at any time during the quarter, a new key rate must be computed. The computation of the key rate should be verified by two employees to avoid errors in the preparation of the initial receipt. The key rate is obtained by the computation illustrated as specimen A initial receipt Form 3539.

The percentages entered in column 2 of the initial receipt are taken from the zone analysis Form 3539-A. The total number of copies of the publication addressed for delivery to all zones is also taken from Form 3539-A and is entered on the total line for column 3, division I. Each percentage is applied to the total number of copies. The number of copies obtained for each zone is entered on the corresponding line of column 3. Postage at the pound rates is computed on the number of copies to each zone. The total computed postage is divided by the total number of copies to obtain the key rate. The key rate is carried to six decimal places.

The subsequent receipts for mailings presented during the quarter or until a new zone analysis is filed during the quarter should be prepared as shown in specimen B of receipt Form 3539.

104. How to enter key rate mailings on Forms 3543 and 3551.—The total weight of each mailing subject to postage, taken from divisions I, II, and IV of Form 3539, should be entered in Form 3543 under the heading "Total pounds subscribers' copies subject to postage at pound rates."

The weights of the other than advertising portion for all zones, and of the mailings shown in divisions II and IV of Form 3539, should be entered in the appropriate columns of Form 3543. At the end of each quarter, or upon a change in the key rate, the totals in these columns must be subtracted from the total pounds of subscribers' copies subject to postage at the

B-01

Post Office and State		Mayville, Maryland		Date of mailing		July 1, 195-	
Name of Publication or News Agent		Mayville Press		Date of issue		Percent advertising 65	
Number of individually addressed copies or packages to a pound, when more than 32 to a pound.							
1 ZONE	2 Per- cent	3 Copies per pound	4 Postage per copy	5 Total pounds	6 Advertising portion (percent of total each zone), pounds	7 Rate of postage	8 Amount of postage
1 and 2	42.71	2621 x 1 $\frac{1}{2}$ = 39.31 $\frac{1}{2}$				1 $\frac{1}{2}$ c	
3	32.87	1971 x 2c = 39.42				2c	
4	17.54	1052 x 3c = 31.56				3c	
5	2.83	170 x 4c = 6.80				4c	
6	2.07	124 x 5c = 6.20				5c	
7	6.3	38 x 6c = 2.28				6c	
8	3.5	21 x 7c = 1.47				7c	
Total all zones	700.00	5997	127.04 $\frac{1}{2}$	1530	995	•021184	21.08
127.045 + 5997 = •021184							
Reading portion Difference between col- umn 6 and column 5. pounds							
Rate of postage							
525 1 $\frac{1}{2}$ c							
8 02							
II. Publications (other than those in Division III) having five per- cent or less of advertising. Copies outside county.							
III. Publications of organizations exempt from zone rates under par. (d), sec. 34.40, P. L. & R. Copies outside county.							
IV. Copies subject to cent-a-pound rate when addressed for delivery in county of publication; and copies outside county when total weight to any one zone is one pound or less (par. (b), sec. 34.40, P. L. & R.).							
Total mailing subject to postage (I, II, III, and IV).							
V. Weight of copies to subscribers in county of publication, free of postage. (Only one copy to each actual subscriber residing in the county where the publication is printed in whole or in part, and published, may be sent free of postage.)							
A receipt must be issued for each mailing whether the matter is subject to postage or free.		Form 3539		GPO		16-14120-5	
B-01		293		By P. M.,		32 11	
Received payment of postage in the amount of.....							

B-02

Post Office
and State
Name of Publication
or News Agent
Mayville Press

Date of Issue
July 2, 1952

Frequency
Daily ex Sunday

Date of mailing
July 2, 1952

Percent advertising
72

Number of individually addressed copies or packages to a pound, when more than 82 to a pound

1 ZONE	2 Per- cent	3 Sample copies. Pounds	4 Subscribers' copies. Pounds	5 Total pounds	6 Advertising portion ($\frac{1}{2}$ percent of total each zone). Pounds	7 Rate of Postage	8 Amount of postage
1 and 2							
3						$1\frac{1}{2}$ c	
4						2c	
5						3c	
6						4c	
7						5c	
8						6c	
Total all zones				1527	7c	0277.84	22.21

I. Copies sent outside county of publication, the advertising portion of which is subject to zone rates.

NOTE 1.—When total weight of any one edition mailed to any one zone does not exceed 1 pound, do not enter weight here, but under Item IV. NOTE 2.—Column 2 is to be used to show percentages of copies going to the various zones when no separation is made by zones and weights are determined as provided in par. (f), see, 34.47, P. L. & R.

NOTE 3.—When there are more than 32 individually addressed copies or packages to a pound, multiply rates printed in column 7 by 2, 3, 4, etc., as prescribed by par. (e), sec. 34.40, P. L. & R.

II. Publications (other than those in Division III) having five percent or less of advertising. Copies outside county.

III. Publications of organizations exempt from zone rates under par. (d), sec. 34.40, P. L. & R. Copies outside county.

IV. Copies subject to cents-a-pound rate when addressed for delivery in county of publication; and copies outside county when total weight to any one zone is one pound or less (par. (b), sec. 34.40, P. L. & R.).

Total mailing subject to postage (I, II, III, and IV).

V. Weight of copies to subscribers in county of publication, free of postage. (Only one copy to each actual subscriber residing in the county where the publication is printed in whole or in part, and published, may be sent free of postage.)

A receipt must be issued for each mailing whether the matter is subject to postage or free.

Received payment of postage in the amount of
277
By P. M.,
Amount carried forward \$ 32.51

pound rates. The remainder is the total weight of the advertising portion subject to postage at the zone rates. The percentages in column 2 of the initial receipt should be applied to this total. The weights for each zone so obtained, plus the weight of the advertising portion of any sample copy mailings to the same zones, should be entered in the columns for zone mailings under "Advertising Portion" on Form 3543 and in columns F through L of the postmaster's quarterly newspaper and periodical statement Form 3551.

Report of Second-Class Mailings

105. At the close of each quarter postmasters who have been authorized to accept second-class mailings shall send promptly to the Bureau of Finance, Division of Newspaper and Periodical Mail, a statement on Form 3551 showing the mailings of second-class publications made by each publisher and news agent during the quarter. The amount of postage collected at the second-class pound rates, the weight of the mailings subject to postage, the weight of the free county mailings, and the amount of second-class application fees collected shall be shown on Form 3551 in accordance with the instructions thereon.

A new postmaster who takes office during a quarter shall send separate statements on Form 3551 for the mailings and fees handled by himself and for the mailings and fees handled by his predecessor during the quarter. The exact date when the change of postmasters took effect shall be furnished.

The duplicate B copies of the receipts issued during each quarter on Form 3539 for second-class pound rate postage and for second-class application fees shall be sent to the Bureau of Finance, Division of Newspaper and Periodical Mail, with the quarterly newspaper and periodical statement on Form 3551. At post offices which have two or more second-class publications a separation shall be made of the B copies for each publication. The copies for each publication shall then be arranged consecutively by the dates of their issuance and shall be made up in separate bundles. The B copies shall be cut apart, if necessary, to make this separation. The C copies of the receipts shall not be separated or cut apart, and shall be kept in order according to their serial numbers.

Controlled Circulation Publications

106. Description and rate.—Publications containing 24 pages or more issued at regular intervals of four or more times a year, 25 percent or more of whose pages are devoted to text or reading matter and not more than 75 percent to advertising matter, which are circulated free or mainly free, may, upon authorization of the Post Office

Department, be accepted for mailing at the rate of 10 cents per pound or fraction thereof, computed on the entire bulk mailed at one time, but not less than 1 cent per piece, provided the copies are made up according to States, cities, and routes. Publications owned and controlled by one or several individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them shall not be accepted at these rates.

107. Application for privilege.—Application to mail copies of a publication at the above rate shall be submitted in writing by the publisher through the postmaster at the office where the matter is to be mailed. The application shall set forth the name of the publication, the frequency of issue, where published, and the name of the publisher, and be accompanied with two copies of the issue nearest to the date of application. The postmaster shall send the application and one copy of the publication to the Bureau of Finance, Division of Newspaper and Periodical Mail, and pending action thereon shall accept copies of the publication for mailing under deposits of money sufficient to cover postage at the regular third- or fourth-class rates. Such deposits shall be held in trust and otherwise treated as provided in article 50 of this chapter, with respect to second-class matter, until further instructions are received from the Department.

108. Indicia to be printed in publication.—The following indicia shall be printed conspicuously on one or more of the first five pages, preferably on the first page, of each copy:

Title of the publication, which shall always be shown on the first or cover page.

Date of issue.

Frequency of issue.

Office of publication.

Subscription price, if any.

Notice of authority for acceptance as follows:

"Acceptance under Sec. 34.64, P. L. & R. authorized." Pending action on an application for acceptance of a publication hereunder, the following may be printed on the copies:

"Application is pending for acceptance under Sec. 34.64, P. L. & R."

When the publications are enclosed in envelopes or wrappers the foregoing notice must be printed or handstamped in the upper right corner of the address side.

109. Percentage of matter other than advertising.—With the first mailing of each issue of such publication the publisher shall file with the postmaster a copy thereof marked to show the matter therein devoted to other than advertising, or at least up to 25 percent of the entire publication, and endorsed

on the first page to show the percentage of such matter. Advertising in the form of textual or reading matter shall not be included in such percentage. The postmaster shall check the copy to see that it contains at least 25 percent of text that is not advertising, and that it otherwise conforms to the requirements.

110. Separations required.—Such publication shall be properly prepared and addressed and placed in mail sacks or other suitable receptacles and separated according to States, cities, and routes, in the same general manner as prescribed for second-class matter, and shall be brought for mailing to the post office or such other place as is designated to receive it. Copies not so prepared and presented shall be charged with postage at the third- or fourth-class rates. Individually addressed copies intended for the same post office shall, if there are more than five, be securely wrapped or tied in one bundle; or shall, if there are more than 30 pieces, be placed in a separate sack addressed to such office. Sacks shall not be made up containing less than that amount (except bulky matter), except where a direct sack is necessary to advance the mail materially. When not made up in sacks it shall be securely tied in properly labeled bundles and included in sacks with other mail.

111. Payment of postage.—Postage on such publications shall be paid in money before the matter is dispatched. Advance deposits may be accepted as provided in article 100 of this chapter. When such publications are presented for mailing, the copies shall be weighed and the correct amount of postage collected. The mailer shall be given a receipt on Form 3539 showing the weight of the matter mailed and the amount of postage collected. The postage shall be accounted for in A/C 016 of the quarterly postal account and in the certificate of the quarterly statement covering mailing of such publications.

112. Reports of irregularity of issue.—When a publication accepted for mailing under the foregoing provisions is not regularly issued four or more times a year, or when the copies of an issue do not contain 25 percent or more of text, the postmaster shall so report to the Bureau of Finance, Division of Newspaper and Periodical Mail.

THIRD-CLASS MATTER

113. Third-class matter includes books, circulars, and other matter wholly in print, proof sheets, corrected proof sheets and manuscript copy accompanying same, merchandise, and all other mailable matter not included in the first or second class, not exceeding 8 ounces in weight. Such matter in packages exceeding 8 ounces in weight is parcel post (fourth class).

Corrected Proof Sheets

114. Corrections in proof sheets include the alteration of the text and insertion of new matter, as well as the correction of typographical and other errors; also marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten if that is necessary for correction. Corrections should be upon the margin of or attached to the proof sheets. Manuscript of one article cannot be enclosed with proof or corrected proof sheets of another except where postage is paid at the first-class rate.

Books and Catalogs Included in Third Class

115. Books and catalogs to be acceptable at the third-class book or catalog rate must be permanently bound in cloth or paper, have 24 or more pages, at least 22 of which are printed, and weigh not in excess of 8 ounces.

There may be enclosed with a printed book or catalog mailed at the third-class book or catalog rate—

- (a) A single reply envelope or a reply post card, or both.
- (b) A single order form.
- (c) A loose printed circular or circular letter consisting of a single sheet not larger than approximately the size of a page of the book or catalog it accompanies.

Only such matter may appear on the reply envelope, post card, order form, circular, or circular letter as obviously relates directly and exclusively to the book or catalog, and when such relation is apparent at a glance. Under this liberal construction a short, printed circular merely calling attention to the book or catalog may be enclosed without affecting the rate.

Such loose enclosures may not bear any extraneous matter in the nature of a general sales talk or matter going into detail or quoting at length what the book or catalog itself sets forth, and may not contain any additional or special offers which are not featured in the book or catalog itself. A printed price list not exceeding the size of a page of the catalog and listing only articles featured in the catalog is a permissible enclosure, provided no other circular is enclosed. If prices are shown in the catalog itself, different prices or discounts with respect to the same articles are not permissible on the price list.

Samples of cloth or other merchandise may not be attached to or enclosed with such books and catalogs.

Circulars

116. A circular is a printed letter sent in identical terms to several persons. It may bear a typewritten, written, or hand-stamped date, name and address of sender and addresses, salutation and complimen-

tary closing, and correction of mere typographical errors. When a name other than that of the sender or addressee, date other than that of the circular, or any written matter is included in the body of the circular other than herein specified, the circular becomes first-class matter, whether sealed or unsealed.

Printed Matter

117. Printed matter is defined to be the reproduction upon paper, by any process except that of handwriting, of any words, letters, characters, figures, or images, or of any combination thereof, not having the character of an actual and personal correspondence.

Typewriting and carbon and letter-press copies shall be accepted for mailing only as first-class matter. Reproductions or imitations of handwriting and typewriting obtained by means of the printing press, mimeograph, multigraph, or similar mechanical process are treated as third- or fourth-class matter, *Provided* they are mailed at the post-office window or other depository designated by the postmaster in a minimum number of 20 identical un-

sealed copies either separately or in a bulk package; *Provided further*, such reproductions or imitations of handwriting or typewriting, clearly recognizable as such, and which are not in the form of circular letters but bound in pamphlet or book form consisting of not less than five sheets of reproduced matter and fastened with at least 2 wire stitches or staples, are also treated as third- or fourth-class matter regardless of the number of copies mailed. When not mailed in accordance with these conditions, they are subject to the first-class rate. Facsimile copies of typewriting, handwriting, and hand-stamped matter reaching the office of address prepaid at the third- or fourth-class rates shall be assumed to have been mailed in accordance with the 20-copy rule.

All letters written in point print or raised characters or on sound-reproduction records used by the blind, when unsealed, shall be transmitted through the mails as third-class matter.

Rates of Postage on Third-Class Matter

118. (a) The rates of postage on third-class matter are as follows:

	Regular rate	Bulk rate
Miscellaneous printed matter, circulars, and other matter not specially excepted.	2 cents for the first 2 ounces or fraction thereof plus 1 cent for each additional ounce or fraction thereof.	14 cents per pound, with a minimum of 1½ cents per piece. ²
Books (including catalogs) having 24 or more pages (at least 22 of which are printed), seeds, cuttings, bulbs, roots, scions, and plants. ¹	2 cents for the first 2 ounces and 1½ cents for each additional 2 ounces or fraction thereof.	10 cents per pound, with a minimum of 1½ cents per piece. ²

¹ The rate for these articles when mailed by authorized religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organizations or associations not organized for profit shall be 1½ cents for each 2 ounces or fraction thereof.

² The minimum per piece rate for the organizations named in footnote 1 shall be 1 cent.

(b) **Odd size or form.**—Pieces or packages of third-class matter, when of such size or form as to prevent ready facing and tying in bundles and requiring individual distributing throughout, are subject to a minimum charge of 3 cents each. The 3-cent minimum charge shall apply to such articles exceeding 9 inches in width or 12 inches in length or less than 2¾ inches in width or less than 4 inches in length; round, cylindrical, or other irregularly shaped pieces or packages, and those with contents, forming a hump or which are otherwise so uneven as to prevent stacking or tying in packages; and also articles in bags or which are addressed by means of tags.

Bulk Rates

119. The bulk rates are applicable only to mailings of identical pieces in quantities of at least 20 pounds or 200 pieces at one time. The postage must be prepared in money as metered or nonmetered matter, or with precanceled stamps, or the matter enclosed in Government precanceled stamped envelopes.

Matter mailed at the bulk rates shall be accepted only as ordinary mail. It cannot be registered or sent insured or c. o. d.

120. **Bulk mailing fee.**—Persons or firms desiring to mail matter at the bulk rates must pay a fee of \$10 for each calendar year or portion thereof, whether postage is prepaid by any or all of the following means: precanceled stamps, precanceled stamped envelopes, meter impressions, or under nonmetered permit indicia. No additional permit should be issued and no permit number assigned in connection with payment of the \$10 annual fee. A receipt on Form 3603 shall be issued for each fee. An alphabetical card record of fees paid shall be kept in the weighing section and at any other point where bulk mailings clear. Only one bulk mailing fee is chargeable where patrons hold active permits covering more than one method of mailing at the bulk rates. In the case of printing firms or letter shops, which print, prepare, and mail or merely address and mail third-class matter at bulk rates under their permits for

others, a \$10 fee shall be required each calendar year for each customer for whom such mailings are made. If a firm makes bulk mailings for its branches; that is, prepares and presents the matter at the post office for all of the branches under one permit, only one bulk mailing fee shall be required. However, if each branch holds a permit and presents its own mailings, each branch (individual permit holder) shall pay the \$10 bulk mailing fee.

121. *Indicia.*—Each separately addressed piece of matter mailed at the bulk rate shall bear the printed indicia "Sec. 34.66, P. L. & R." adjacent to the postage stamp in the upper right corner of the address side to show that the matter is being so mailed. (See chapter V for indicia required on metered and nonmetered matter.)

Each piece shall bear, in the upper left corner of the address side, the name and address of the sender, including his street or post office box number when at a letter carrier office. The sender's post office box may be shown in lieu of his name or street number. The return card may be omitted from third-class matter not enclosed in window envelopes if the sender does not want it returned if undeliverable.

122. *Separations required.*—To facilitate handling such matter, the mailer shall separate and securely "tie out" all mailings, whether metered, nonmetered, or bearing precancelled stamps, into direct packages for post offices whenever there are as many as 10 pieces for any post office in any mailing, and shall separate and securely "tie out" the pieces or packages into properly labeled State packages whenever there are as many as 10 pieces or packages for any State. Mailers shall also make separations for post office stations or post office branches when they are part of the address. Any mailings presented without the separations being made as outlined shall be refused.

123. *Examination.*—When the postage is paid by means of precanceled stamps, each mailing shall be examined carefully to see that the proper amount of postage is affixed. When the matter is mailed as metered or nonmetered mail, it shall be examined as provided in chapter V.

124. *Statement of mailing.*—Each mailing of such matter shall be accompanied with a completed statement of mailing, Form 3602 for nonmetered, 3602-A for metered, and 3602-PC for precanceled stamps, signed by the sender. The back of the statement must be completed by the receiving clerks.

Hotel and Steamship Room Keys

125. Hotel and steamship room keys with fiber or metal tags securely attached and the explicit address and instructions directing the return of the key and tag indelibly stamped upon the tags may be forwarded

to the office of destination without prepayment of the postage. Upon delivery, postage at the rate of 5 cents for each 2 ounces or fraction thereof shall be collected by means of postage-due stamps attached. The third-class rate applies when the postage is prepaid.

Congressional Record

126. The rate of postage on the daily Congressional Record when mailed at Washington, D. C., as transient matter shall be 1 cent for each copy.

Permissible Additions on Third-Class Matter

127. *Written.*—Upon the wrapper or envelope enclosing third-class matter or upon the tag or label attached thereto, the sender may write his own name, occupation, and residence or business address, preceded by the word "From," or the words, "Please do not open until Christmas" or words to that effect; and may make marks other than written or printed words to call attention to any word or passage in the text, and may correct any typographical errors. There may be placed upon the blank leaves or cover of any book a simple manuscript dedication or inscription not of the nature of a personal correspondence. Upon the wrapper or envelope or upon the tag or label attached may be printed any matter mailable as third-class matter, but there must be left on the address side at least 3½ inches of space for a legible address and necessary stamps.

It is permissible to place on the matter, or on a card enclosed therewith, a written description of contents, a serial number, and such simple inscriptions as "Merry Christmas," "Happy New Year," "With best wishes."

128. *Imprints by hand stamp.*—Imprints by hand stamp upon third-class matter do not affect the classification except when the added stamp is in itself personal or converts the matter to which it is added into a personal communication, as for example "Please send out," "Post up," or similar directions or requests, not a part of the address. In the latter case the mailing at one time at the post office of 20 or more identical unsealed copies shall be sufficient evidence of impersonal character to entitle the matter to the third-class rate.

129. *Hand-stamped dates, etc., on cards.*—Printed cards which do not conform to the requirements for post cards bearing a hand-stamped, marked, or punched date, giving information as to where the sender will call or deliver something, or when some event will occur or has occurred, are acceptable at the third-class rate when 20 or more identical unsealed copies are presented at the post office at one time. When mailed in lesser quantities they are subject to the first-class rate.

FOURTH-CLASS MATTER

Description

130. Matter of the fourth class shall weigh in excess of 8 ounces, and shall include books, circulars, and other matter wholly in print (except newspapers and periodicals entered as second-class matter), proof sheets, corrected proof sheets and manuscript copy accompanying same, merchandise (including farm and factory products), and all other mailable matter not included in the first or second class, in form or kind not likely to injure the person of any postal employee or damage the mail equipment or other mail matter, and not perishable within a period reasonably required for transportation and delivery.

Zone and Unit Numbers

131. For parcel post purposes the United States is divided into units of 30 minutes square, which form the basis of eight parcel post zones. The number of the unit in which each office is located (a branch or station being in the same unit as the main office) appears after the name of each office in the State List in the Official Postal Guide. A zone key for each unit for determining the zone of every other unit therefrom is obtainable from the Bureau of Facilities, Division of Equipment and Supplies.

How to Ascertain Parcel Post Zone

132. The State List of Post Offices in the Guide should be referred to for the name of the post office to which the parcel is to be mailed. At the right of the name is given the number of the parcel post unit in which such office is located.

This number (or the group including it) should then be located in the zone key for the office from which the parcel is to be mailed. The figure in the column opposite the line containing the number is the parcel post zone between the two offices.

Limit of Weight and Size

133. (a) Parcels mailed at a first-class post office for delivery at another first-class post office (in continental United States only):

(1) Limit of weight.—40 pounds, local, first, and second zones; 20 pounds, third through eighth zones.

(2) Limit of size.—72 inches length and girth combined.

EXCEPTIONS.—Parcels mailed on, or addressed for delivery on, a rural or star route, or parcels containing baby fowl, nursery stock, agricultural commodities (not including manufactured products thereof), or books, subject to limits of size and weight prescribed in (b) below.

(b) Parcels mailed at, or addressed for delivery to, any second-, third-, or fourth-class post office, or mailed to or from any

Army-Air Force or Fleet Post Office, or to or from any Territory or possession of the United States, including the Canal Zone and Trust Territory of the Pacific Islands;

(1) Limit of weight.—70 pounds.

(2) Limit of size.—100 inches length and girth combined.

In measuring a parcel the greatest distance in a straight line between the ends (but not around the parcel) is taken as the length, while the distance around the parcel at its thickest part is taken as its girth.

Fourth-Class Rates

134. The rates of postage on parcel post, which must be fully prepaid, are charged by the pound, according to distance or zone, a fraction of a pound to be computed as a full pound. The following table shows the postage chargeable for each zone on any parcel within the prescribed weight limit:

Weight in pounds	Local	Zone							Over 1,800 miles
		1-2 Up to 150 miles	3 to 300 miles	4 to 600 miles	5 to 1,000 miles	6 to 1,400 miles	7 to 1,800 miles	8	
1	\$0.15	\$0.17	\$0.17	\$0.19	\$0.21	\$0.23	\$0.25	\$0.27	
2	.17	.20	.21	.24	.28	.33	.37	.41	
3	.18	.22	.24	.29	.35	.42	.48	.55	
4	.19	.25	.28	.34	.42	.51	.60	.69	
5	.20	.27	.31	.38	.48	.60	.71	.83	
6	.22	.29	.35	.43	.55	.70	.83	.97	
7	.23	.32	.38	.48	.62	.79	.94	1.11	
8	.24	.34	.42	.53	.69	.88	1.06	1.25	
9	.25	.37	.45	.57	.75	.97	1.17	1.39	
10	.27	.39	.49	.62	.82	1.07	1.29	1.53	
11	.28	.41	.52	.67	.89	1.16	1.40	1.67	
12	.29	.44	.56	.72	.96	1.25	1.52	1.81	
13	.30	.46	.59	.76	1.02	1.34	1.63	1.95	
14	.32	.49	.63	.81	1.09	1.44	1.75	2.09	
15	.33	.51	.66	.86	1.16	1.53	1.86	2.23	
16	.34	.53	.70	.91	1.23	1.62	1.98	2.37	
17	.35	.56	.73	.95	1.29	1.71	2.09	2.51	
18	.37	.58	.77	1.00	1.36	1.81	2.21	2.65	
19	.38	.61	.80	1.05	1.43	1.90	2.32	2.79	
20	.39	.63	.84	1.10	1.50	1.99	2.44	2.93	
21	.40	.65	.87	1.14	1.56	2.08	2.55	3.07	
22	.42	.68	.91	1.19	1.63	2.18	2.67	3.21	
23	.43	.70	.94	1.24	1.70	2.27	2.78	3.35	
24	.44	.73	.98	1.29	1.77	2.36	2.90	3.49	
25	.45	.75	1.01	1.33	1.83	2.45	3.01	3.63	
26	.47	.77	1.05	1.38	1.90	2.55	3.13	3.77	
27	.48	.80	1.08	1.43	1.97	2.64	3.24	3.91	
28	.49	.82	1.12	1.48	2.04	2.73	3.36	4.05	
29	.50	.85	1.15	1.52	2.10	2.82	3.47	4.19	
30	.52	.87	1.19	1.57	2.17	2.92	3.59	4.33	
31	.53	.89	1.22	1.62	2.24	3.01	3.70	4.47	
32	.54	.92	1.26	1.67	2.31	3.10	3.82	4.61	
33	.55	.94	1.29	1.71	2.37	3.19	3.93	4.75	
34	.57	.97	1.33	1.76	2.44	3.29	4.05	4.89	
35	.58	.99	1.36	1.81	2.51	3.38	4.16	5.03	
36	.59	1.01	1.40	1.86	2.58	3.47	4.28	5.17	
37	.60	1.04	1.43	1.90	2.64	3.56	4.39	5.31	
38	.62	1.06	1.47	1.95	2.71	3.66	4.51	5.45	
39	.63	1.09	1.50	2.00	2.78	3.75	4.62	5.59	
40	.64	1.11	1.54	2.05	2.85	3.84	4.74	5.73	
41	.65	1.13	1.57	2.09	2.91	3.93	4.85	5.87	
42	.67	1.16	1.61	2.14	2.98	4.03	4.97	6.01	
43	.68	1.18	1.64	2.19	3.05	4.12	5.08	6.15	
44	.69	1.21	1.68	2.24	3.12	4.21	5.20	6.29	
45	.70	1.23	1.71	2.28	3.18	4.30	5.31	6.43	
46	.72	1.25	1.75	2.33	3.25	4.40	5.43	6.57	
47	.73	1.28	1.78	2.38	3.32	4.49	5.54	6.71	
48	.74	1.30	1.82	2.43	3.39	4.58	5.66	6.85	
49	.75	1.33	1.85	2.47	3.45	4.67	5.77	6.99	
50	.77	1.35	1.89	2.52	3.52	4.77	5.89	7.13	

Weight in pounds	Local	Zone						
		1-2 Up to 150 miles	3 to 300 miles	4 to 600 miles	5 to 1,000 miles	6 to 1,400 miles	7 to 1,800 miles	8 Over 1,800 miles
51.....	\$0.78	\$1.37	\$1.92	\$2.57	\$3.59	\$4.86	\$6.00	\$7.27
52.....	.79	1.40	1.96	2.62	3.66	4.95	6.12	7.41
53.....	.80	1.42	1.99	2.66	3.72	5.04	6.23	7.55
54.....	.82	1.45	2.03	2.71	3.79	5.14	6.35	7.69
55.....	.83	1.47	2.06	2.76	3.86	5.23	6.46	7.83
56.....	.84	1.49	2.10	2.81	3.93	5.32	6.58	7.97
57.....	.85	1.52	2.13	2.85	3.99	5.41	6.69	8.11
58.....	.87	1.54	2.17	2.90	4.06	5.51	6.81	8.25
59.....	.88	1.57	2.20	2.95	4.13	5.60	6.92	8.39
60.....	.89	1.59	2.24	3.00	4.20	5.69	7.04	8.53
61.....	.90	1.61	2.27	3.04	4.26	5.78	7.15	8.67
62.....	.92	1.64	2.31	3.09	4.33	5.88	7.27	8.81
63.....	.93	1.66	2.34	3.14	4.40	5.97	7.38	8.95
64.....	.94	1.69	2.38	3.19	4.47	6.06	7.50	9.09
65.....	.95	1.71	2.41	3.23	4.53	6.15	7.61	9.23
66.....	.97	1.73	2.45	3.28	4.60	6.25	7.73	9.37
67.....	.98	1.76	2.48	3.33	4.67	6.34	7.84	9.51
68.....	.99	1.78	2.52	3.38	4.74	6.43	7.96	9.65
69.....	1.00	1.81	2.55	3.42	4.80	6.52	8.07	9.79
70.....	1.02	1.83	2.59	3.47	4.87	6.62	8.19	9.93

135. Exceptions.—In the first or second zone, where the distance by the shortest regular practicable mail route is 300 miles or more, the third-zone rate shall be charged.

Parcels weighing less than 10 pounds, measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 10-pound parcel for the zone to which addressed.

136. Local rate defined.—The local rate applies to parcels mailed:

At any post office for local delivery at that office.

At any city letter carrier office, or at any point within its delivery limits, for delivery by carriers from that office.

At any office from which a rural route starts, for delivery on such route.

At any point on a rural route for delivery thereon, or for delivery at the office from which the route starts, or for delivery on any other rural route starting from the same office.

137. Points outside continental United States.—The eighth zone rates apply: (1) Between the United States proper and Hawaii; (2) between Hawaii and Alaska; (3) between the United States and the Canal Zone; (4) to, from, or between Canton Island, Guam, Wake Island, American Samoa, Trust Territory of the Pacific, and the United States or its other possessions.

Parcels addressed for delivery through an Army-Air Force post office (A. P. O.) overseas or a Fleet Post Office (F. P. O.) are subject to the zone rate applicable between the post office where mailed and the post office at the port through which the parcels are addressed. (This does not apply to air parcel post. See article 19 (b) of this chapter.)

138. Gold between points in Alaska and the United States.—The rate of postage on gold coin, gold bullion, and gold dust between any two points in Alaska, or between any point in Alaska and any point in the United States or its possessions, shall be 2 cents an ounce or fraction thereof, regardless of distance. Such gold coin, gold bullion, or gold dust shall be enclosed in sealed packages not exceeding 50 pounds in weight and sent by registered mail.

Permissible Additions to Fourth-Class Matter

139. There may be attached to or enclosed with matter of the fourth class an invoice showing, in writing or printing, the name and address of the sender and of the addressee; the names and quantities of articles enclosed, together with inscriptions indicating, for purpose of description, the price, style, stock number, size, and quality of the articles; the order or file number, date of order, and date and manner of shipment; and the initials or name of the salesman or of the person by whom the articles were packed or checked. The written additions permissible on third-class matter are likewise permissible on matter of the fourth class. (See art. 127 of this chapter.)

Books

140. The rate of postage on books of 24 or more pages, at least 22 of which are printed, permanently bound for preservation and consisting wholly of reading matter or reading matter with incidental blank spaces for students' notations and containing no advertising matter other than incidental announcements of books and when in parcels not exceeding 70 pounds in weight, is 8 cents for the first pound or fraction thereof and 4 cents for each additional pound or fraction thereof. (See art. 115 of this chapter for books and catalogs acceptable at third-class rates.)

Acceptance at the above rate of books with incidental blank spaces applies only to textbooks which are intended for students and which do not have more than one-half, preferably less than half, of the total number of pages prepared with blank spaces or ruled lines for the insertion of students' notations. This rate does not apply after such notations are made in the books.

All parcels of books mailed at this rate should be endorsed by the mailers "Book" or "Books."

141. Permissible enclosures with books.—A reply envelope; post card; a single order form; a single sheet not larger than approximately the size of a page, relating exclusively to the book with which enclosed; and an invoice showing the price of the book may be enclosed with books mailed at the special book rate.

Incidental announcements of books, whether appearing in the books themselves or in the form of loose circular enclosures not weighing in excess of one and one-third ounces, are permissible in addition to the above enclosures without affecting the postage chargeable at that rate, such postage to be computed on the full weight of each parcel. However, loose enclosures of this kind weighing in excess of one and one-third ounces and other circulars or printed matter such as folders, pamphlets, calendars, and catalogs, which are not otherwise permissible, may be enclosed, provided a permit is obtained and postage on such enclosures is paid at the regular third-class rate in addition to the postage on the books themselves. In authorizing these enclosures, it is contemplated that they shall be merely incidental, in no case exceeding eight ounces. The wrapper of the parcel in such case should bear a printed or hand-stamped endorsement in the following form:

“Additional Postage at the Third-Class Rate Paid for Enclosures. New York, N. Y., Permit No. 1.”

Each patron desiring to mail such enclosures with books should obtain a permit for this privilege, the permits being numbered consecutively, for which no fee shall be charged, unless it is desired to mail the matter under a nonmetered permit, and the patron has no such permit, in which event the regular \$10 application fee shall be charged.

Library Books

142. Books of 24 pages or more, at least 22 of which are printed, consisting wholly of reading matter and containing no advertising matter other than incidental announcements of books, when sent by public libraries, organizations, or associations not organized for profit and none of the net income of which inures to the benefit of any private stockholder or individual, as a service to county or other unit libraries or as a loan to readers or when returned by the latter libraries or readers to such public libraries, organizations, or associations, shall be charged with postage at the rate of 4 cents for the first pound or fraction thereof, plus 1 cent for each additional pound or fraction thereof, except that the third- or fourth-class rates shall apply where the postage at such rate is lower than at the library book rate. This special rate for library books applies only to books addressed for local delivery, for delivery in the first, second, or third zone, or within the State in which mailed. Parcels of such books when mailed by or returned to an authorized library, or organization, or association, shall bear over the return card of the sender in the upper left corner of the address side

an endorsement reading “Contents: Books. Mailed under sec. 34.83, P. L. & R.”

When any public library, organization, or association desires to mail books at the special rate of postage they shall first submit to the Bureau of Finance, Division of Letter and Miscellaneous Mail, through the postmaster at the office where it is desired to mail the books, a request for such privilege, together with satisfactory evidence, such as its articles of incorporation, constitution, bylaws, etc., to establish that the library, organization, or association is not organized for profit and none of its income inures to the benefit of any private stockholder or individual. No books shall be accepted for mailing at the special library book rates until such evidence has been furnished and the request of the applicant has been approved.

Catalogs

143. Catalogs and similar printed advertising matter of the fourth class in bound form having 24 or more pages at least 22 of which are printed and weighing more than 8 ounces but not exceeding 10 pounds, and individually addressed, shall be subject to the following postage rates based on the parcel-post zones:

Pounds	Zone							
	Local	1 and 2	3	4	5	6	7	8
1-----	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.
1-----	10	11	12	13	15	16	17	18
2-----	11½	13½	15	17	20½	23	26	29
3-----	13	16	18	21	26	30	35	40
4-----	14½	18½	21	25	31½	37	44	51
5-----	16	21	24	29	37	44	53	62
6-----	17½	23½	27	33	42½	51	62	73
7-----	19	26	30	37	48	58	71	84
8-----	20½	28½	33	41	53½	65	80	95
9-----	22	31	36	45	59	72	89	106
10-----	23½	33½	39	49	64½	79	98	117

In the first or second zone, where the distance by the shortest regular practicable mail route is 300 miles or more, the rate is the same as for the third zone.

The above rates apply only when each catalog is individually addressed. They do not apply to catalogs which are sold, or show a sale price or to parcels containing a number of identical pieces sent to one address, nor to packages weighing 8 ounces or less. In the latter instance the third-class rates apply.

It is permissible to include with catalogs mailed at these rates the usual incidental enclosures, such as order forms, reply envelopes, loose circulars, etc.

Matter mailed at these rates must be clearly endorsed “Sec. 34.77, P. L. & R.”

FREE MATTER IN THE MAIIS**Franked Matter**

144. Franked matter is matter sent by

designated persons and admitted to the mails free of postage under certain conditions. Those persons and conditions are listed in the following table:

Persons authorized to use the frank	Matter which may be franked	Required indicia	Period during which the frank may be used
Vice President of the United States, Members of and Delegates to Congress, Resident Commissioners, Secretary of the Senate, Clerk of the House.	Public documents printed by order of Congress.	The words "Public Document—Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until June 30 following expiration of their respective terms of office.
Members of and Delegates to Congress and Resident Commissioners.	Congressional Record or any part thereof, or speeches or reports contained therein.	The words "Part of Congressional Record—Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	During term of office only.
Secretary of Agriculture, Members of and Delegates to Congress.	Seeds and agricultural reports emanating from the Department of Agriculture.	The word "Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until 9 months following the expiration of their respective terms of office.
Vice President of the United States, Members and Members-elect of and Delegates and Delegates-elect to Congress, and Resident Commissioners.	Official correspondence not exceeding 4 ounces in weight.	The word "Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until December 1 following expiration of their respective terms of office.
Vice President, Members and Members-elect of and Delegates and Delegates-elect to Congress, and Resident Commissioners.	Official correspondence when addressed to a Government official by title may exceed 4 ounces in weight, but must not exceed 4 pounds.	The word "Free" and the signature and title, either written or printed facsimile, of the person entitled to frank it shall appear on the address side.	Until December 1 following expiration of their respective terms of office.
Widows of former Presidents of the United States.	All mail matter-----	Written autograph signature or facsimile thereof in upper right corner of address side.	Life.

145. Matter which may be franked.—Only such matter as is admissible to the mails as ordinary mail shall be mailed under the frank.

146. Forwarding franked matter.—All franked matter shall be forwarded like any other, but when once delivered to the addressee may not be remailed unless properly franked again. A bulk package of franked articles may be sent by a person entitled to the franking privilege to one addressee, who on receiving and opening the package may on behalf of such person place addresses on the franked articles and remail them to the respective addresses.

147. Forgery or misuse of frank.—When any person is suspected of being guilty or known to be guilty of forging or misusing the frank, the fact shall be promptly reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail. No letter bearing the frank shall be detained on the mere suspicion that the frank is forged or misused.

Diplomatic Mail

148. Correspondence of the members of the diplomatic corps of the countries of the Postal Union of the Americas and Spain may be sent free of postage in the domestic mails; as may also the official correspondence exchanged between the consulates of such of these countries as have put this provision into effect in their own countries, and that which they address to the Government of the United States (see current Official Postal Guide, Part II, for list of these countries), and that exchanged with their respective embassies and legations, whenever reciprocity exists. These provisions shall not apply to merchandise (fourth class) or to matter other than written or printed correspondence within the usual meaning of that term. Such correspondence shall not exceed 4 pounds in weight.

149. Indicia required.—The envelopes, labels, etc., covering correspondence of the

Diplomatic Corps mailed under the provisions of the preceding paragraph shall show in the upper left corner of the address side the name of the ambassador or the minister, or the name of the embassy or legation, as the case may be, together with the post office address; and in the upper right corner of the address side shall appear the inscription "Diplomatic mail" over the word "Free." The official correspondence of consulates mailed under the same provisions shall show over the words "Official correspondence" in the upper left corner of the address side the name and address of the consul or consulate, as the case may be, as well as the name of the country represented; and shall show in the upper right corner of the address side the inscription "Consular mail" over the word "Free." The inscriptions mentioned in this article may be written, handstamped, or printed on the matter.

Official Matter (Penalty Mail)

150. Any letters, packages, or other mail matter of the executive and judicial departments and agencies of the United States Government, when relating exclusively to the business of the Government of the United States, shall be transmitted through the mails free of postage, except as provided in article 152 of this chapter. All such matter shall bear in the upper left corner of the address side the name of the department and bureau over the words "Official business," and in the upper right corner the penalty clause, in print. (See current Official POSTAL GUIDE, Part II, for list of countries to which penalty mail may be sent free.)

151. Use of penalty envelopes and labels.—Correspondence of persons not officers writing to the executive departments or to officers of the United States concerning the business of the writers with the Government shall not be accepted for mailing free in penalty envelopes. Officers authorized to use such envelopes shall not furnish them for use to bidders, or to contractors with the Government, or to enable private persons or concerns to send free the reports, etc., which they are required by law to make.

Officers desiring official information from or through persons not officers may furnish penalty envelopes or labels to cover the same only with return address printed or written thereon. Where the information is to be forwarded periodically or on more than one occasion, the envelopes or labels bearing printed return address may be furnished in quantities for the transmission of such information.

The right of an officer of the United States to use the penalty envelope shall cease immediately upon his going out of office; and he shall not be permitted to use such envelopes in transmitting papers con-

nected with the settlement of his accounts or other business pertaining to the office he has vacated, except as he may receive them with requests for official information, with return address thereon, from a department or officer of the Government.

Postmasters shall not stop census matter or any mail in an official penalty envelope or under a penalty label upon the mere suspicion that the penalty envelope, label, or census endorsement is being used to cover private matter; but if they have good reason to believe that any person is using official envelopes or labels in violation of law, they shall promptly report the matter to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

152. Limit of weight.—No article or package of official matter, or number of articles or packages of official matter constituting a single shipment, exceeding 4 pounds in weight shall be admitted to the mails under the penalty privilege; except stamped paper and supplies sold or used by the postal service, and books and documents published or circulated by order of Congress when mailed by the Superintendent of Public Documents or under the franking privilege.

Other official matter which is over 4 pounds in weight, if otherwise mailable, whether sealed or unsealed, including written matter, shall, if such matter does not exceed the limit of weight or size prescribed for fourth-class matter, be accepted for mailing upon the payment of postage at the fourth-class rates. (See article 133 of this chapter.)

Reports and Bulletins of Agricultural Colleges and Experiment Stations

153. Government aided colleges.—Postmasters at offices where Government aided colleges are located shall receive from the officers thereof their annual reports addressed, one copy each, to other such colleges and to the Secretary of the Interior and the Secretary of Agriculture, and shall affix to each a penalty label or official envelope of the post office and forward them free.

154. Agricultural extension work.—(a) Upon designation to the Postmaster General by the Secretary of Agriculture of a college officer or other person connected with the extension department of a State agricultural college receiving Government aid, the Bureau of Finance, Division of Letter and Miscellaneous Mail, will authorize the postmaster at the post office where the extension department of such college is located to accept from the officer or person so designated the correspondence, bulletins, and reports for free transmission in the mails.

(b) *Indicia required.*—In the upper left corner of the envelope or wrapper containing the correspondence, bulletins, or reports shall be printed over the words "Free—Co-

operative Agricultural Extension Work—Acts of May 8th and June 30, 1914," the name of the agricultural college, and the name of the post office at which the matter is to be accepted free, followed by the name and title of the college officer or person designated to transmit such matter; and in the upper right corner the words "Penalty for private use to avoid payment of postage, \$300." The designated college officer or person shall not furnish such envelopes for use as return envelopes by individuals or concerns from whom replies are requested.

(c) *Restrictions.*—Only such correspondence, bulletins, and reports as are for the furtherance of the purposes of the law and are mailed at the authorized post office by the college officer or other person duly designated may be transmitted free under these provisions. All such correspondence, etc., to be entitled to free transmission, shall be conducted under the name of such designated college officer or person. Correspondence with autograph signature may be mailed sealed, but all other matter shall be presented unsealed.

When in doubt as to whether any particular matter presented for mailing under the provisions of this article is entitled to be transmitted free, the postmaster shall submit a sample to the Bureau of Finance, Division of Letter and Miscellaneous Mail, and pending decision may dispatch the matter if the sender makes a deposit to cover the postage at the proper rate. The deposit shall be refunded if the matter is held to be entitled to free transmission.

155. Agricultural experiment stations.—Bulletins or reports of progress published at agricultural experiment stations, one copy of which shall be sent to each newspaper in the States or Territories in which they are respectively located and to such individuals actually engaged in farming as may request the same, shall be transmitted in the mails free of postage. The annual reports of said stations shall be transmitted free to any address.

An agricultural experiment station which claims the privilege of transmitting free through the mails its bulletins, reports of progress, or annual reports, shall make application to the Bureau of Finance, Division of Letter and Miscellaneous Mail, through the postmaster at the office where such station is located. The application shall show the date of the establishment of the station; its proper name or designation; its official organization; the names of its officers; the name of the university, college, school, or institution to which it is attached, if any; the legislation of the State or Territory providing for its establishment, and any other granting it Government aid; whether any other such station in the same State or Territory is considered, or claims to be, also entitled to the privilege; and also the loca-

tion of the station and the name of the post office at which the bulletins and reports will be mailed. The application shall be signed by the officer in charge of the station.

If such privilege is allowed, the postmaster will be instructed to admit such bulletins and reports to the mails free of postage. Bulletins or reports issued before the granting of the free privilege shall not be transmitted free.

Such matter may be enclosed in envelopes or wrappers, sealed or unsealed. In the upper left corner of the address side of every envelope, wrapper, or package, and over the words "Free-Annual Report, or Bulletin or Report of Progress," shall be printed the name of the station and the name of the post office at which the matter is to be accepted free, followed by the name and title of the officer in charge of the station; and in the upper right corner the words "Penalty for private use to avoid payment of postage, \$300." The designation of the bulletin or report enclosed may be shown in lieu of the words "Annual Report, or Bulletin or Report of Progress" following the word "Free." There may also be written or printed upon the envelope or wrapper a request that the postmaster at the office of delivery notify the mailing station of the change of address of the addressee or other reason for inability to deliver the same, and upon a bulk package a request to the postmaster to open and distribute the matter therein.

Bulletins published by the United States Department of Agriculture, and entitled to be mailed free under the penalty envelope of that department, may also be adopted and mailed under the same provisions by agricultural experiment stations with such of their own publications as are entitled to free transmission in the mails. Also, bulletins or reports mailable free by any agricultural experiment station under these provisions may be so mailed by any other station entitled to such privilege.

If annual reports of an agricultural experiment station are printed by State authority and consist in part of matter relating to the land-grant college to which such station is attached, the entire report may be mailed free by the director of the station, provided, in his judgment, the whole consists of useful information of an agricultural character. But the reports of State agricultural departments or boards may not be adopted by agricultural experiment stations in order to secure circulation of such State reports.

Copyright Matter

156. Acceptance and dispatch.—When copies of a lecture or similar production, a dramatic or musical composition, a photographic print of a photograph, a photograph or other identifying reproduction of a work

of art or plastic work or drawing, a book (accompanied with the affidavit required by law), or a periodical publication are presented at a post office with a claim for registration of copyright, the postmaster shall dispatch the same, free of postage, under a penalty envelope or label of his office to the Register of Copyrights, Washington 25, D. C.; and when requested shall give a receipt therefor on a form furnished by the sender.

157. Copyright fee accompanying matter.—When persons presenting copyright matter for transmission free of postage to the Register of Copyrights, Washington 25, D. C., desire to have such matter and the fee for copyright registration mailed together, this may be done, provided the remittance for such fee is enclosed in an envelope addressed to the Register of Copyrights and postage is prepaid thereon at the letter rate. In such case the postmaster, after properly canceling the stamps affixed to the envelope containing the fee, shall enclose it in the penalty envelope in which the copyright matter is transmitted to the Register of Copyrights, or may enclose it in a penalty envelope attached as a label to the parcel containing the copyright matter.

158. Sent as registered mail.—Matter for copyright shall not be dispatched by registered mail without prepayment of the registry fee. When so dispatched, the sender is entitled to the usual registry receipt in addition to the receipt provided for in article 156 above. No indemnity is payable for such mail unless both postage and registry fee are paid.

Reading Matter for the Blind

159. Sent by public libraries or public institutions for the blind.—Reading matter in raised characters, or in the form of sound-reproduction records for use of the blind, containing no advertising and unsealed, when sent as a loan to blind readers by public institutions for the blind or by public libraries, or when returned by the readers to such institutions or libraries, shall be transmitted in the mails free of postage. Packages of such matter to be acceptable free of postage shall not exceed 15 pounds in weight. On the upper left corner of the envelope or wrapper containing the matter the name and address of the sender shall appear; and on the upper right corner the word "Free" over the words "Reading Matter for the Blind" or "Sound-Reproduction Records for the Blind."

160. Messages.—Letters written in point print or raised characters or on sound-reproduction records used by the blind are not included in the reading matter entitled to free transmission in the mails. Such matter when unsealed is subject to the third-class rate, except that articles weighing in excess of 8 ounces are acceptable at

the third- or fourth-class rate whichever is lower.

161. Publications free of subscription charge.—Regularly issued publications in raised characters, or on sound-reproduction records for use of the blind, which contain no advertising and for which no subscription fee is charged, shall be transmitted in the mails free of postage under the following conditions:

(a) *Application for privilege.*—Before such matter may be mailed free of postage, the publisher shall file with the local postmaster a written application therefor, accompanied with a copy of the publication. The application shall show: (1) Name of publication; (2) frequency of issue; (3) whether it contains advertisements; (4) whether a subscription fee is charged. Upon receipt of such application the postmaster shall forward it, together with a copy of the publication, to the Bureau of Finance, Division of Newspaper and Periodical Mail. Pending consideration of the application, the postmaster shall accept the publication for mailing under a deposit of money to cover the postage at the rate which otherwise would be chargeable. If the publication is admitted as free matter, the deposit shall be returned to the publisher; otherwise, it shall be treated in the manner prescribed by article 50 of this chapter.

(b) *Indicia required.*—On the first page of a publication formally entered as free matter shall be printed, in ordinary type, the following: (1) Name of publication; (2) place where published; (3) date of issue; (4) frequency of issue; and (5) the words "Entered at the post office at _____ under Sec. 37.23, P. L. & R., as free matter for the blind." In the case of a publication on sound-reproduction records, such indicia may be printed on labels affixed to the records.

162. Volumes of Holy Scriptures.—(a) Volumes of the Holy Scriptures or any part thereof, published either in raised characters or in the form of sound-reproduction records for the use of the blind, which do not contain advertisements, when furnished to a blind person free by an organization, institution, or association not conducted for profit, shall be transmitted in the mails free of postage. Such matter when furnished to a blind person at a price not greater than the cost thereof, by an organization, institution, or association not conducted for private profit, shall be transmitted in the mails at the postage rate of 1 cent for each pound or fraction thereof.

(b) *Application for privilege.*—A written application for such privilege, accompanied with satisfactory evidence that the organization, institution, or association is not conducted for private profit, and that the volumes when mailed free of postage will be sent without charge to a blind person, or

when mailed at the rate of postage of 1 cent for each pound or fraction thereof will be furnished to a blind person at a price not exceeding the cost of the volumes, shall be submitted, through the postmaster at the office where it is desired to mail the matter, to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

(c) *Wrapping and endorsement.*—Matter to be mailed under the above conditions shall be wrapped in such manner that it can be easily examined, and shall bear in the upper left corner of the address side of the envelope, wrapper, or address label the name and address of the sender over the words "Holy Scriptures for the Blind, act of June 7, 1924"; and in the upper right corner the word "Free" when the volumes are furnished without charge. If the volumes are being furnished to a blind person at a price not exceeding cost, stamps to cover postage at the rate of 1 cent for each pound or fraction thereof shall be affixed.

Postmasters shall not accept such matter for mailing free or at the rate of 1 cent a pound until so authorized.

163. Publications furnished at a price not exceeding cost.—(a) Regularly issued publications in raised characters, or on sound-reproduction records for the use of the blind, which contain no advertisements, when furnished to a blind person at a price not greater than the cost thereof by an organization, institution, or association not conducted for private profit, shall be transmitted in the mails at the rate of 1 cent a pound or fraction thereof.

(b) *Application for privilege.*—A written application for such privilege accompanied with satisfactory evidence that the organization, institution, or association is not conducted for private profit, and that the publications when mailed at 1 cent a pound will be furnished to blind persons at a price not exceeding the cost thereof, shall be submitted through the postmaster at the office where it is desired to mail the matter, to the Bureau of Finance, Division of Letter and Miscellaneous Mail. No mailings shall be accepted until the application has been approved.

(c) *Wrapping and endorsement.*—Matter to be mailed under the above provisions shall be properly wrapped in such manner that it can be easily examined, and shall bear the words "Periodicals for the blind, act of April 15, 1937" below the name and address of the sender, which must appear in the upper left corner of the address side of the envelope, wrapper, or address label.

164. Reproducers for sound-reproduction records and other appliances.—Reproducers for sound-reproduction records for the blind, Braille writers and other appliances for the blind, or parts thereof, which are the property of State governments or subdivisions thereof, or of public libraries, or

of private agencies for the blind not conducted for private profit, or of blind individuals, when mailed by such organizations, institutions, or blind persons, shall be transmitted through the mails at 1 cent per pound or fraction thereof. Organizations, institutions, libraries, or other agencies desiring to send and receive such articles at the special rate of 1 cent per pound or fraction thereof shall furnish, through the postmaster for submission to the Bureau of Finance, Division of Letter and Miscellaneous Mail, satisfactory evidence that they are not conducted for private profit.

Parcels containing such matter must not exceed 70 pounds in weight. They shall be securely packed or wrapped, and shall bear the words

"Appliance for the Blind
Sec. 37.26, P. L. & R."

below the name and address of the sender, which must appear in the upper left corner of the address side of the envelope, wrapper, or address label.

SPECIAL DELIVERY

Description

165. Special delivery service is the prompt handling, transportation, and delivery of mail by messenger during prescribed hours. This service shall be performed at every post office, and is applicable to all classes of mailable matter upon which the proper fee has been prepaid in addition to the regular postage. Special-delivery service does not insure safety or personal delivery or provide for the payment of indemnity. Money or other valuables sent special delivery should also be registered or insured.

Rates

166. The rates for special delivery are as follows:

Weight	Rate in cents		
	2 pounds and under	Over 2 pounds but under 10	Over 10 pounds
First class-----	20	35	50
Other classes-----	35	45	60

Special delivery rates on air mail are chargeable according to the class of the matter being transported.

SPECIAL HANDLING SERVICE

Description

167. The payment of the required fee by affixing to fourth-class matter (parcel post),

in addition to the regular postage, a "Special handling" stamp or ordinary stamps of the required amount, entitles such matter to prompt distribution, dispatch, and the most expeditious handling and transportation practicable, but not to immediate delivery at the office of address.

The special handling charge applies to all parcels containing baby chicks, ducklings, turkeys, package bees carried outside mail bags, or baby alligators, which, because of their character, must be given special attention in handling, transportation, and delivery, as well as to other parcels which the sender indicates shall be so treated. The special handling charge does not include special delivery service.

Rates

168. The rates for special-handling service in addition to the regular postage rates are as follows:

15 cents for parcels weighing not over 2 pounds.

20 cents for parcels weighing over 2 pounds but not over 10 pounds.

25 cents for parcels weighing over 10 pounds.

Parcels originally sent as special-handling mail may be forwarded (subject to postage anew at the regular rates) as special-handling matter without requiring an additional special-handling fee.

ENCLOSING MATTER OF HIGHER CLASS WITH THAT OF LOWER CLASS

169. When matter of a higher class is enclosed with that of a lower class, the rate of postage on the entire package shall be that of the higher class matter. Persons knowingly concealing or enclosing matter of a higher class in that of a lower class to avoid payment of the proper postage, are liable to a fine of not more than one hundred dollars.

(See arts. 80 and 81, 127 to 129, and 139 of this chapter for permissible additions to second-, third-, and fourth-class matter, and art. 96 of chapter VI for postage-due charges on parcels containing unpermissible written matter.)

COMMUNICATIONS ATTACHED TO SECOND-, THIRD-, OR FOURTH-CLASS MATTER

170. When the sender desires that second-, third-, or fourth-class matter on which the proper postage is fully prepaid be accompanied with a communication or other matter of the first class, which is not a permissible enclosure at the lower rate, the communication may be placed in an envelope, which, after postage at the first-class

rate, or air mail rate in case of air parcels, has been affixed thereto, may be tied or otherwise securely attached to the address side of the parcel or package in such manner that it will not become separated therefrom or interfere with the address thereon. The envelope shall be addressed the same as the parcel. Combination envelopes or containers having separate portions for a letter and matter of a lower class may be used for mailing together two classes of matter. Parcels or packages with which communications are mailed in this manner shall be treated as second-, third-, or fourth-class matter, as the case may be. Only one fee (that applicable to the parcel) is required when communications are attached to parcels sent special delivery or special handling.

When second-class matter accompanied with a communication is prepaid at publishers' second-class rates, a notice of entry as second-class matter shall be placed in the upper right corner of the address side of the package.

Properly prepaid third-class matter enclosed in unsealed envelopes endorsed "Third class" may be mailed with fully prepaid packages of second-, third-, or fourth-class matter under these conditions.

When a piece of third-class matter of no obvious value, to which is attached a letter prepaid at the first-class rate, is undeliverable, the letter shall be detached, endorsed to show that fact, and sent to the dead-letter branch. It is not permissible in the case of a combination parcel which is refused to separate the letter from the parcel and deliver the letter to the addressee.

CERTIFICATES OF MAILING

171. The postmaster at the office of mailing shall upon request furnish to the sender of domestic ordinary mail of any class a certificate of mailing, for which a charge of 1 cent shall be made for each certificate for each piece of mail described.

He shall also furnish to the sender of any domestic ordinary, registered, insured, or c. o. d. mail as many additional certificates of mailing for the same article as may be desired, upon payment of 1 cent for each additional certificate for each piece of mail described. Such certificates of mailing for registered, insured, or c. o. d. mail are not to be confused with the regular receipts issued therefor. Certificates of mailing for ordinary mail shall not show the amount of postage paid.

Uncanceled stamps to cover the charge for certificates of mailing shall be affixed to the certificates and canceled by the postmark (showing the date) of the mailing office.

The certificate of mailing (Form 3817),

or the firm mailing book when an average of three or more pieces are mailed at one time, shall be filled out by the sender. Additional certificates of mailing for registered, insured, or c. o. d. articles may be furnished by making additional copies of the firm mailing record.

When certificates of mailing are desired by patrons residing on rural routes the articles should be delivered to the rural carrier, payment being made at that time at the rate of 1 cent for each article for which a certificate is desired, in addition to the postage. The carrier will obtain certificates at the post office to which he is attached, affix stamps, cancel them by postmark, and deliver them to the senders on his next trip.

Postmasters shall keep such records as will enable them to report promptly at the close of each fiscal year the number of certificates of mailing issued.

172. Certificates for bulk mailings.—When patrons present bulk mailings of identical pieces of advertising matter of the first or third class and desire a certificate showing the total number of pieces mailed, each mailing shall be accompanied with a state-

ment prepared by the mailer on Form 3606, setting forth the information provided for thereon. After verifying the number of pieces mailed in the most practicable manner (by the weight and ratio process, canceling machine count, or otherwise), the statement shall be certified by the postmaster. Postage stamps evidencing payment of the fee for the certificate shall be affixed to the certificate and canceled, after which the certificate shall be returned to the mailer. The fee for such certificate shall be based on the number of pieces mailed, as follows:

Number of pieces:	Fee (cents)
Not exceeding 200	10
201 pieces to 1,000	15
Each additional 1,000 pieces or fraction thereof	3

If the nature of the matter mailed is such that the time consumed in making the count and issuing the certificate is, in any instance, longer than 30 minutes, the fee charged shall be based on the time actually consumed at the hourly rate of a substitute clerk of Grade 1. Additional (duplicate) certificates, 5 cents each.

CHAPTER IV

Mailability and Preparation for Mailing

Art.

1. Unmailable matter.
20. Packing and wrapping.

Art.

40. Addressing mail.

UNMAILABLE MATTER

Definition

1. Unmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being transmitted in the mails. Such matter which is wholly inadmissible to the mails is described in articles 5 to 18 of this chapter.

Certain matter which is not in itself unmailable but is liable to destroy, deface, or otherwise damage the contents of mail bags or harm the person of anyone in the Postal Service is also unmailable unless the Bureau of Transportation specifies the conditions under which such matter may be admitted to the mails. See article 4 of this chapter.

Acceptance Prohibited

2. When an article of any class is offered for mailing and it is known that it is unmailable it shall not be accepted. However, employees are prohibited from breaking the seal of any letter or package sealed against inspection in order to determine mailability.

Determining Mailability

3. Matter wholly excluded from the mails.—Postal employees shall not give opinions to patrons concerning the mailability of any matter described in articles 5 to 11 of this chapter. When there is doubt as to the mailability of any such matter, at either the office of mailing or the office of address for matter inadvertently dispatched from the office of mailing, it shall be withheld from dispatch or delivery and the question submitted with a sample of the matter if practicable to the Solicitor of the Post Office Department for instructions.

Matter of any class which has been withheld from dispatch or delivery pending determination of mailability and subsequently declared unmailable by the Solicitor shall be withdrawn from the mails and the sender notified that the matter is unmail-

able. The matter shall be held for a period of 10 days in the custody of the postmaster, at the end of which time it shall be disposed of as hereinafter prescribed.

4. Harmful articles.—The Bureau of Transportation determines what matter shall be absolutely excluded from the mails as liable to destroy, deface, or otherwise damage the contents of mail bags or harm the person of anyone in the Postal Service and what precautions shall be observed as to preparation and packing when such matter is admitted to the mails. Postmasters shall submit questions of this character to the Bureau of Transportation with a full statement of the facts necessary to a proper decision. General Superintendents, Postal Transportation Service, shall report to the Bureau of Transportation if in their judgment any matter found in the mails should be excluded therefrom and shall furnish with such report a statement of any known injuries to persons or damage to the mails caused by the admission of such matter and the reasons which lead them to anticipate danger from the continued admission thereof.

Inquiries regarding doubtful matter shall be accompanied, when possible, with a sample of the matter in question, if nonhazardous.

Manufacturers or dealers intending to mail considerable quantities of such articles should submit to the postmaster at the mailing office for approval a specimen parcel showing the manner of packing. In case of doubt the postmaster should request a ruling from the Department.

The conditions under which some harmful articles are admissible are described in the U. S. Official Postal Guide, Part I.

Description and Treatment

5. Obscene matter.—Obscene, lewd, lascivious, or filthy books, pamphlets, pictures, letters, writings, prints, or other publications of an indecent character; and articles or things designed, adapted, or intended for

preventing conception or producing abortion, or for any indecent or immoral use; and articles, instruments, substances, drugs, medicines, or things which are advertised or described in a manner calculated to lead persons to use or apply them for preventing conception or producing abortion, or for any indecent or immoral purpose; and written or printed cards, letters, circulars, books, pamphlets, advertisements, or notices of any kind giving information, directly or indirectly, as to where, how, from whom, or by what means any of the foregoing matters, articles, or things may be obtained or made, or where or by whom any act or operation of any kind for the procuring or producing of abortion will be done or performed, or how or by what means conception may be prevented or abortion produced; and letters, packages, or other mail matter containing any filthy, vile, or indecent thing, device, or substance; and papers, writings, advertisements, or representations that any article, instrument, substance, drug, medicine, or thing may or can be used or applied for preventing conception or producing abortion, or for any indecent or immoral purpose; and descriptions calculated to induce or incite persons to so use or apply any such article, instrument, substance, drug, medicine, or thing; are unmailable. The term "indecent" as used herein includes matter of a character tending to incite arson, murder, or assassination.

Matter which is obviously obscene shall be withdrawn from the mails at either the office of mailing, an intermediate office, or the office of address, and sent to the post office inspector in charge of the division in which the office of mailing is located, with a statement of facts.

Postmasters shall comply with so-called "Unlawful" orders issued by the Postmaster General under section 36.2a, Postal Laws and Regulations. Notices of such orders are published in The Postal Bulletin.

6. Libelous and indecent matter.—All matter otherwise mailable by law on the envelope or outside cover or wrapper of which or on any postal card upon which is written or printed or otherwise impressed or apparent any delineation, epithet, term, or language of a libelous, scurrilous, defamatory, or threatening character or calculated by the terms or manner or style of display and obviously intended to reflect injuriously upon the character or conduct of another is unmailable and shall be treated in the same manner as obscene matter.

7. Treasonable matter.—Letters, writings, circulars, postal cards, pictures, prints, engravings, photographs, newspapers, pamphlets, books, or other publications or things of any kind containing matter advocating or urging treason, insurrection, or forcible resistance to any law of the United States

are unmailable and shall be treated in the same manner as obscene matter.

8. Lottery matter.—(a) Letters, packages, postal cards, or circulars concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance; and any lottery tickets or parts thereof, or papers, certificates, or instruments purporting to be or to represent tickets, chances, shares, or interests in or dependent upon the event of such lottery, gift enterprise, or scheme, and any checks, drafts, bills, money, or money orders for the purchase of tickets or parts thereof or of shares or chances in such lottery, gift enterprise, or scheme; and any newspapers, circulars, pamphlets, or publications of any kind containing any advertisement of any such lottery, gift enterprise, or scheme, or containing any list of the prizes drawn or awarded by means of any such lottery, gift enterprise, or scheme, whether said list contains any part or all of such prizes, are unmailable.

Domestic lottery matter obviously unmailable shall be sent to the inspector in charge of the division in which the office of mailing is located with a statement of facts connected therewith, and foreign lottery matter shall be forwarded daily to the post office inspector in charge of the division in which the office of address is located. See current P. L. & R. for treatment of foreign letters suspected of containing lottery matter.

(b) *Lottery matter in transit.*—Newspapers and other publications in transit which contain lottery advertisements or lists of prizes drawn at a lottery shall be held and a report made to the Solicitor for the Post Office Department for instructions.

Matter addressed to any person or concern conducting a lottery, gift enterprise, or scheme to defraud, shall upon issuance of a "fraud order" against such person or concern by the Postmaster General, be returned to sender only by the postmaster at the office of address, endorsed "Fraudulent: Mail to this address returned by order of the Postmaster General." Notices of such orders appear in the Postal Bulletin.

9. Fraudulent and fictitious matter.—(a) *Fraudulent matter.* All matter relating to any scheme to defraud, and matter addressed to a fictitious, false, or assumed title, name, or address, or name other than the proper name of the addressee for fraudulent purposes is unmailable. After the issuance of a "fraud order" by the Postmaster General, mail addressed to the person or concern named in the fraud order shall be returned to the sender by the postmaster at the office of address, endorsed "Fraudulent: Mail to this address returned by order of the Postmaster General." If the sender is not known the mail shall be sent to the

proper dead letter or dead parcel post branch for disposition.

(b) *Fictitious matter.*—Ordinary mail addressed to fictitious persons or firms, to initials, or to no particular person or firm, or so addressed that the person or persons for whom intended cannot be identified, unless directed to be delivered at a designated place, as a post office box, street number, or in care of a person or firm within the delivery limits of the post office, shall be wrapped separately and sent to the proper dead letter or dead parcel post branch; with accompanying Form 1522 properly prepared; except that if the envelope contains the card of the sender or a request to return, such letter or package shall be returned accordingly. Fictitiously addressed mail if otherwise mailable and properly prepaid, although undeliverable, shall not be withheld from dispatch.

(c) *Suspected fictitious addresses.*—Whenever a postmaster has reason to believe that a street or number, designated place, box, or address in care of another is being used by anyone for conducting, under a fictitious address, correspondence forbidden circulation in the mails, he shall promptly report the fact and the reason for his belief to the Solicitor of the Post Office Department and await instructions, giving notice at the same time that, pending instructions from the Post Office Department, the claimant of such matter must call at the general delivery to receive it upon establishing his identity.

When it is evident that fictitious names or addresses are being used in violation of law, the postmaster upon order of the Postmaster General, shall notify the person claiming or receiving matter so addressed to appear at the post office and be identified. Upon issuance of a "fictitious order" by the Postmaster General in such instances, the postmaster shall return to the senders, with the endorsement "Fictitious," all mail so addressed.

(d) *Complaints concerning schemes to defraud.*—When a postmaster receives a complaint concerning a scheme to defraud, the complainant should be requested to prepare a detailed statement of the facts, and attach thereto all correspondence and advertising or other literature which he possesses, accompanied with the envelopes in which such evidence was transmitted through the mails, marked with the initials of the addressee for identification. The postmaster will forward the statement and the evidence to the inspector in charge of the division in which the scheme was operated. The sole purpose of the Department in investigating such cases is to determine whether criminal prosecutions should be instituted or fraud orders issued, or both. The Department does not act as intermediary in the settlement of transac-

tions involved in such cases and postmasters must not communicate with those against whom complaint is made for the purpose of having such transactions adjusted.

10. *Publications which violate copyrights granted by the United States.*—Any publication which violates any copyright granted by the United States is unmailable and if discovered, shall be withdrawn and sent to the nearest dead letter or dead parcel post branch for disposition.

11. *Matter soliciting procurement of divorces in foreign countries.*—Matter giving or offering to give information concerning where or how or through whom a divorce may be secured in a foreign country, and designed to solicit business in connection with the procurement thereof, is unmailable and should be sent to the proper dead letter branch for disposition.

12. *Intoxicating liquors.*—All spirituous, vinous, malted, fermented, or other intoxicating liquors are unmailable, and shall not be accepted. If found in the mails, they shall not be dispatched or delivered but shall be held intact and report thereof made to the post office inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

13. *Poisonous animals, insects and reptiles.*—Poisonous animals, insects, and reptiles are unmailable and shall not be accepted. If found in the mails, they shall not be dispatched or delivered, but shall be destroyed and report thereof made to the post office inspector in charge of the division in which the office of mailing is located.

14. *Poisons.*—Poisons as such are unmailable and shall not be accepted. If found in the mails, they shall not be dispatched or delivered but shall be held intact and report thereof made to the post office inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

15. *Explosives.*—Explosives having a flash point below 20° F. (Tag. closed tester), infernal machines, and articles harmful and dangerous to handle are unmailable and shall not be accepted. If found in the mails, they shall not be dispatched or delivered but shall be held intact and report thereof made to the post office inspector in charge of the division in which the office of mailing is located. Instructions as to the disposition of such matter will be issued by the inspector in charge.

16. *Insufficiently prepaid matter.*—First-class matter not prepaid one full rate (3 cents); and all other matter not fully prepaid, except business reply cards, letters in business reply envelopes, hotel and steamship room keys, and matter being forwarded

or returned under guarantee that the required postage will be paid upon delivery, is unmailable. Such matter when found in the mails shall be treated as provided in chapter VI, articles 33 to 43.

17. Overweight or oversize matter.—Matter exceeding the limit of weight or size prescribed for that class of mail is unmailable and shall not be accepted. Any such matter inadvertently reaching the office of address shall be delivered.

18. Insufficiently addressed matter.—Matter not addressed or so incorrectly, insufficiently, or illegibly addressed that its destination cannot be determined is unmailable and shall not be accepted. Any such matter found in the mails shall be treated as unclaimed or undeliverable matter as provided in chapter VI, article 44.

Sending Unmailable Matter to Dead Letter or Dead Parcel Post Branches

19. At offices of the first class daily, and at all other offices weekly, returns shall be made of unmailable matter which is required to be sent to dead letter or dead parcel post branches. Such matter shall be made up as follows: fictitious matter; obscene matter; lottery matter. Unmailable matter must not be included with returns of ordinary unclaimed matter. Every piece of such matter must be endorsed with the specific reason for its return and shall be postmarked by the sending office, care being taken not to deface the original postmark or address.

PACKING AND WRAPPING

General

20. Second-, third-, and fourth-class matter should be enclosed in unsealed envelopes, or wrapped in such manner that the contents of the packages can be easily examined. In all cases the matter must be prepared in such manner as to facilitate its handling in the mails and to prevent damage to other mail or injury to employees.

Packing and wrapping requirements for some specific articles are contained in articles 32 to 39 of this chapter. Reference should be made to the Postal Guide, Part I, for detailed instructions on packaging, containers, and closures. (See article 4 of this chapter relative to doubtful matter.)

Articles of Merchandise

21. In nailed boxes.—Fourth-class matter enclosed in boxes to which the lids are nailed or screwed may be accepted for mailing at the fourth-class rates if with reasonable effort the lids can be removed by the use of a chisel, screw driver, or other ordinary tool to permit examination of the contents.

22. In sewed bags.—A sewed bag which

upon examination is found to contain only fourth-class matter not subject to the conditions prescribed in article 4 of this chapter, shall be accepted at the fourth-class rate and marked "Examined at mailing office; contains only fourth-class mail."

23. Two or more packages mailed as one.—In order for two or more pieces or packages of fourth-class matter to be mailable as a single parcel, they shall be approximately the same size or shape or constitute parts of one article, and be securely tied, wrapped, or otherwise firmly fastened together.

24. In sealed transparent envelopes.—Seeds or other articles which from their form or nature are liable to loss or damage unless specially protected, shall, unless labeled as proprietary articles, be put up in sealed envelopes made of material sufficiently transparent to show the contents clearly without opening, and shall be accepted as third- or fourth-class mail, when packed in suitable outside containers.

25. Proprietary articles.—Proprietary articles of merchandise, such as fancy soaps, tobaccos, harmless medicinal preparations, fruits, nuts, and other farm and factory products, put up in fixed quantities by the manufacturer, producer, or shipper, for sale by himself and others, which may be sealed in such manner as to protect the articles properly but to allow examination of the package in its usual mercantile form, shall be accepted for mailing at the third- or fourth-class rates provided the parcels are labeled in printing to show the specific nature and quantity of contents, together with the name of the manufacturer, producer, or shipper.

Perishable Matter

26. Butter, lard, and perishable articles, such as fish, fresh meats, dressed fowls, vegetables, fruits, berries, and articles of a similar nature which decay quickly, shall be accepted only when they can be delivered before spoiling. (See ch. III, articles 165 to 168 for special handling and special delivery services.) Such articles must be enclosed in crates, boxes, baskets, or other suitable containers, so constructed as to protect the contents properly and prevent its escape therefrom. All parcels containing perishable matter shall be endorsed with the word "Perishable" on the address side directly above the name of the addressee. When necessary for safe shipment, perishable parcels shall be transported outside mail bags. Berries, fruits, and vegetables to be acceptable for mailing shall be in good dry shipping condition.

Matter Sealed Subject to Inspection

27. Third- or fourth-class matter (except circulars and miscellaneous printed matter in parcels weighing 8 ounces or less), when

enclosed in sealed parcels labeled in printing to show the nature of contents, as for example, "Contents: Merchandise—fourth-class mail," together with the printed inscription "Postmaster: This parcel may be opened for postal inspection if necessary," in connection with the return card of the sender, shall be accepted for mailing at the third- or fourth-class rate.

Matter Sealed Against Inspection

28. When any matter offered for mailing is sealed against inspection (except proprietary articles, articles in sealed transparent envelopes, or parcels sealed subject to postal inspection), or contains or bears writing not permissible, it shall be charged with postage at the first-class rate. When in doubt as to the classification, postmasters shall submit samples to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

(See ch. VI, art. 96, for postage-due charges on parcels sealed against inspection.)

Inquiry as to Content and Packing

29. Parcels of fourth-class matter shall be packed so as to assure safe shipment and permit the contents to be easily examined. Before accepting a parcel for mailing, employees shall inquire as to whether any written matter or any matter of a fragile, perishable, or inflammable nature is enclosed, except where patrons mail in quantities and have been instructed by the Postal Service regarding packing and endorsement. If the response is in the negative and the parcel to all outward appearances is adequately prepared for mailing, no further inquiry as to contents or packing need be made; if in the affirmative, detailed inquiry shall be made as to contents and method of packing. Unmailable and improperly packed parcels shall not be accepted.

Domestic Overseas Mails

30. Articles addressed to or mailed in overseas APO's and FPO's, Alaska, Hawaii, Samoa, Puerto Rico, Virgin Islands of the United States, or the Canal Zone, should be packed in accordance with the requirements for international parcel post as shown in the Postal Guide, Part II. Generally, containers for overseas shipments must be more substantial than those for transmission within the continental United States. A strong fiberboard box of 275-pound test stock reinforced with strong twine has generally proved a satisfactory container provided the contents are adequately cushioned and tightly packed to prevent loosening or shifting.

Outside Mail—Acceptance and Endorsement

31. The acceptance of parcels as outside matter due to inadequate packing is not

permissible. Parcels properly prepared for mailing which require handling outside of mail bags are those which by reason of their size, weight, nature, or condition, cannot be safely handled inside of mail sacks without damaging them or other mail matter. Such parcels shall be plainly marked or labeled when necessary to show that the contents meet the requirements for handling outside of mail bags, and unless labeled as herein provided for mailing by firms, they shall be stamped "Outside Mail" by the accepting employee.

Parcels requiring handling outside of mail bags which obviously do not require the "Outside Mail" stamp or label consist in part of eggs in standard shipping crates; baby fowl in standard shipping boxes; cut flowers in standard shipping boxes; honey bees in cages; queen bees when 24 or more individual cages are fastened together to form one parcel; metal cans of liquid of 1-gallon size or larger; heavy wooden or metal cans, boxes or crates; heavy castings and machinery parts which are not boxed; brooms, tubs, pails, baskets and similar matter which is not boxed or wrapped; matter which is obviously too large or too long to go in a sack, and parcels with red or yellow caution label.

Parcels from individual mailers which should be stamped "Outside Mail" by the accepting employee consist in part of small wooden or metal boxes weighing over 10 pounds which have corners or edges which might damage other sacked mail; parcels weighing over 35 pounds; parcels containing soft fruits and berries; cut flowers not in standard shipping boxes; small exceptionally heavy parcels weighing over 15 pounds (weight per cubic foot must be over 60 pounds); fragile phonograph records with 16-inch diameter or larger; flexible phonograph records with 21-inch diameter or larger; window or picture glass, or mirror, or similar articles with a wide expanse of glass, in parcel measuring more than 15 by 19 inches (size of glass or mirror must be over 12 by 16 inches), however, this does not apply to all parcels of similar size marked "Fragile" or "Glass"; parcels containing liquids in glass containers with total content over 24 fluid ounces; parcels containing liquids in metal containers with total content of 1 gallon or more; and umbrellas and similar articles over 25 inches in length unless mailed in quantity to same destination when length must be over 30 inches. The use of the "Outside Mail" stamp does not eliminate need for the "Perishable" or "Fragile" stamps.

Parcels mentioned in the preceding paragraph requiring handling outside of mail bags but from firm mailers may be accepted if an approved label is securely attached thereto adjacent to the address. The label shall be rectangular in shape, approximately

1 $\frac{1}{2}$ by 2 $\frac{1}{2}$ inches in size, and the background shall be of dull red color. It shall bear in black print the inscription "Outside Mail" and, in a space provided under these words, shall be endorsed to show that the contents meet the requirements for handling outside of mail bags. The colors specified in this label (black print on a red background) shall not be used on labels which are not classed as outside matter under the regulations. The stamp "Outside Mail" mentioned in the preceding paragraph shall not be used by either firm or individual mailers.

The label "This Side Up" may be used in conjunction with the label "Outside Mail" on parcels containing liquids or other matter which would present less of a hazard to other mails if carried in a certain position.

Parcels improperly marked or labeled shall not be accepted and periodic checks shall be made of firm mailings to insure proper labeling thereof. Improper markings or labeling must be obliterated by the mailer before the parcel may be accepted.

(See ch. VI, art. 62, as to sacking and dispatch of parcels.)

32. Motion-picture film.—Flammable motion picture film bearing a yellow caution label shall be dispatched outside mail sacks. Motion picture film with safety base marked "Motion Picture Film—Not Dangerous" shall be sacked if size and weight permit. Special care must be exercised in accepting motion picture film, as the container must be in good condition and the film must be properly labeled. See the U. S. Official Postal Guide, Part I, for specifications as to packaging, labeling, and handling.

Firearms

33. Capable of being concealed on the person.—Pistols, revolvers, and other firearms (including gas and air pistols) capable of being concealed on the person are unavailable except under the conditions prescribed in this article. When any such firearms are found in the mails obviously in violation of these provisions, a report thereof shall be made to the inspector in charge of the division in which the office of mailing is located when of domestic origin, or to the inspector in charge of the division within which the parcel was found if mailed outside continental United States. The firearms shall be held intact pending receipt of further instructions. Firearms which were properly accepted but are undeliverable, shall be forwarded by official registered mail to the proper dead parcel post branch for disposition. See chapter VI, article 187, as to disposition by dead parcel post branches.

(a) *Official shipments.*—Parcels containing unloaded firearms properly prepared for mailing, addressed to any officer of the Army, Navy, Air Force, Coast Guard,

Marine Corps, or Organized Reserve Corps; to any officer of the National Guard or Militia of a State, Territory, or District; to any officer of the United States or of a State, Territory, or District whose official duty is to serve process of warrants of arrest or mittimus of commitment; to any employee of the Postal Service; to any officer or employee of an enforcement agency of the United States; or to any watchman engaged in guarding the property of the United States, or of a State, Territory, or District for use in connection with his official duty, may be accepted for mailing when offered by an authorized agent of the Federal Government, provided that such parcels bear plainly written or printed the official title and address of the sender together with the words "Official shipment." Before making delivery of any such parcel, the postmaster shall satisfy himself as to the identity of the addressee. (See art. 3 of this chapter for treatment of matter when mailability is in question.)

(b) *Shipments to military officers.*—Parcels containing unloaded firearms properly prepared for mailing addressed to any officer of the Army, Navy, Air Force, Coast Guard, Marine Corps, or Organized Reserve Corps, or to any officer of the National Guard or Militia of any State, Territory, or District of the United States may be accepted for mailing, provided there is filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee setting forth that he is such an officer and that the contents of the parcel are intended for his use in connection with his official duty, which affidavit shall also bear a certificate to that effect signed by his commanding officer.

(c) *Shipments to civil officers or employees.*—Parcels containing unloaded firearms properly prepared for mailing, addressed to any officer of the United States or of a State, Territory, or District whose official duty is to serve process of warrants of arrest or mittimus of commitment, or to any officer or employee of an enforcement agency of the United States may be accepted for mailing, provided there is filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee setting forth that he is such an officer or employee and that the contents of the parcel are intended for his use in connection with his official duty. The affidavit shall also bear a certificate to that effect, which in the case of a Federal officer or employee shall be signed by a judge of the Federal court for the judicial district in which the addressee's official services are rendered, or in the case of a State officer shall be signed by a judge of a court of record for the jurisdiction in which the addressee's official services are rendered.

(d) *Shipments to watchmen.*—Parcels

containing unloaded firearms properly prepared for mailing, addressed to a watchman engaged in guarding the property of the United States, or of a State, Territory, or District, may be accepted for mailing, provided there is filed with the postmaster at the time of mailing by the sender or his agent an affidavit of the addressee setting forth that he is such a watchman and that the contents of the parcel are intended for his use in connection with his official duty. The affidavit shall also bear a certificate to that effect signed by the chief clerk of the department, bureau, or independent branch of the Government of the United States, or of the State, Territory, or District by which such watchman is employed.

(e) *Shipments to manufacturers or dealers.*—Parcels containing unloaded firearms properly prepared for mailing may be conveyed in the mails to manufacturers of firearms or bona fide dealers therein in customary trade shipments, including such articles for repairs or replacement of parts, from one to the other. At the time such a parcel is presented for mailing there shall be filed with the postmaster a statement signed by the sender that he is such a manufacturer or bona fide dealer and that the parcels are customary trade shipments or contain such articles for repairs or replacement of parts, and that to the best of his knowledge and belief the addressee is such a manufacturer or bona fide dealer. If satisfied that the sender is such a manufacturer or bona fide dealer, the postmaster shall accept the parcel for mailing. Before making delivery of any such parcel the postmaster at the office of address shall satisfy himself that the addressee is a manufacturer of firearms or a bona fide dealer therein.

(f) *Required marking on parcels.*—All parcels containing unloaded firearms capable of being concealed on the person shall be plainly marked by the sender—

FIREARMS

For _____

(State excepted class)

Postmasters see Section 36.12, P. L. & R.

The word "Firearms" shall be bold gothic (block) letters not less than 36 point (about one-half inch high and of corresponding width). The particular class of persons to which the addressee belongs authorized by the law to receive firearms through the mails shall be indicated by inserting on the blank line under "Firearms" words descriptive of his official position or business, such as "Army officer," "Manufacturer," "Bona fide dealer," as the case may be.

(g) *Shipments to F. B. I.*—Parcels containing unloaded firearms properly prepared for mailing, addressed for delivery to the Federal Bureau of Investigation, Washington, D. C., or the Director thereof, may be accepted for mailing without re-

quiring the sender to file the affidavit and certificate prescribed in subparagraph (c).

(h) *Treatment at office of delivery.*—The postmaster at the office of delivery shall require the addressee of any parcel covered by this article to call at the post office and establish his identity as such addressee to the satisfaction of the postmaster. The parcel may then be delivered. A receipt therefor shall be taken and retained in the files of the delivering post office for not less than 3 years.

34. **Guns.**—Loaded firearms, cartridges, loaded shells, or shells containing a firing cap are unavailable. However, unloaded rifles or shotguns shall be accepted only when the accepting clerk is satisfied that they are harmless and that they are packed as follows:

Guns must be adequately packed so as to provide individual cushioning for each part and positive separation of the loose wood and metal parts. All wood parts should be wrapped with corrugated fiberboard and tied securely before adding the cushioning material to keep the pieces apart. The shipping carton must be of sufficient strength to protect the contents from the weight of other mails. A strong corrugated fiberboard carton with an inner liner of the same material with corrugations running at right angles to the corrugations in the shipping carton to protect the wood of the gun is satisfactory. The wood stock must also be protected against damage by shock or dropping by the use of adequate cushioning material or by air space formed by corrugated molds or pads. Rifles or shotguns which are not knocked down must be adequately cushioned to prevent shifting and packed in an exceptionally strong shipping carton, care being taken to see that the ends are properly cushioned, especially the stock end.

Medicines

35. Medicines which are not outwardly or of their own force dangerous or injurious to life, health, or property shall be admitted to the domestic mails when properly packed: *Provided*, That the term "medicines" shall not be construed to mean poisons, and that the article mailed bears the label or superscription of the manufacturer or dealer, or of the licensed physician, surgeon, dentist, pharmacist, druggist, or veterinarian preparing or prescribing the same.

Poisonous Drugs

36. Poisonous drugs and medicines and anesthetic agents which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not otherwise unavailable, if securely packed for safe transmission shall be admitted to the domes-

tic mails when sent by the manufacturer or dealer to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians, addressed as such. The container must be plainly labeled to show its contents and be marked "Poison," and must bear the label or superscription of the manufacturer.

Insecticides, Fungicides, and Germicides

37. Insecticides, fungicides, and germicides not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable, shall be admitted to the domestic mails when securely packed for safe transmission; provided that the inside container is plainly labeled to show its contents, is also marked "Poisonous Composition," and bears the label or superscription of the manufacturer.

Insecticides, fungicides, and germicides, when accepted for mailing, must be in inside containers of metal, glass or fiber cans or boxes, and in outside containers of metal, wood, or fiberboard, tightly closed and securely fastened. When in liquid form, the inside container must not only be surrounded with sufficient absorbent material to absorb all the liquid if container be broken, but must also be packed in cushioning material. (Excelsior is not considered an absorbent.) When the contents are in solid or powdered form, the inside container must be surrounded with cushioning material.

Poisoned seed used as mouse bait and similar preparations, containing not more than 0.75 percent strychnine sulphate and not containing other nonmailable substances are mailable in quantities not exceeding 24 ounces in any one parcel, provided the inside containers are labeled "Poison" with skull and crossbones and show antidote. Preparations containing 1.5 percent of strychnine sulphate, which is the maximum percentage mailable, are limited to 4 ounces in one parcel. All such parcels must be marked "Poison." Poisonous preparations for the extermination of rodents and other destructive mammals, other than those specified, are not mailable.

Eggs

38. Eggs shall be accepted for mailing when packed in crates, boxes, baskets, or other suitable containers, so constructed as to protect the contents properly. Such packages shall be transported outside mail bags. All parcels containing eggs shall be plainly marked "Eggs." When necessary, they should be marked "This side up."

Eggs for hatching shall be accepted when each egg is wrapped separately and surrounded with excelsior, woodwool, or other suitable material and packed in a basket, preferably with a handle, or other suitable

container, lined with paper, fiberboard, or corrugated pasteboard. Such parcels shall be labeled "Eggs for hatching," "Keep from heat and cold," "Please handle with care," or other suitable words, and shall be handled outside mail sacks.

Live Baby Fowl

39. Live baby chicks, ducks, geese, guinea fowl, and turkeys shall be accepted for mailing except as air mail when: (1) They are presented for mailing in the original unopened hatchery box from the hatchery of origin; (2) the date and hours of hatching is noted on the box by a representative of the hatchery who has personal knowledge thereof (in the case of c. o. d. shipments made by a hatchery for the accounts of others, the name and address of the hatchery shall be prominently shown in connection with this requirement); (3) they are not over 24 hours old; (4) the box is properly ventilated and is of proper construction and strength to bear safe transmission in the mails; and (5) they can be delivered to the addressee within 60 hours from the time of hatching.

Postmasters must exercise special care to see that shipments presented by persons who do not represent the hatchery of origin meet the above requirements.

No shipments shall be accepted if delivery, in case of missed connections, should fall on a Sunday, national holiday, or the afternoon preceding a Sunday or holiday.

Shipments shall not be forwarded to the addressee from the office of original address nor returned to sender if delivery cannot be made to either the addressee or sender within 60 hours from the time of hatching.

Shipments must be confined to areas in which delivery can be effected within 60 hours from the time of hatching. Information as to the time in transit can be obtained from the District Superintendent, Postal Transportation Service. Requests for such information should be made 10 days or 2 weeks in advance when practicable. Postmasters, when using passenger schedules in computing transit time, must make allowance for possible missed connections.

Shipments to distant points, which involve making certain connections, should not be made on Friday nor in some cases on Thursday. Such shipments should be made from Saturday to Wednesday and the Thursday and Friday shipments which involve making certain connections must be limited to nearby points to insure delivery not later than Saturday morning. This also applies to shipments made prior to holidays.

Shippers should ascertain from customers residing on rural routes having less than daily service the specific days on which they are served, and must make shipments

at such times as will avoid delay in delivery.

Boxes of baby fowl of approximately the same size or shape which are securely fastened together may be accepted as a single parcel provided the size and weight limits are not exceeded.

The following rules shall be observed in handling shipments of baby fowl:

All shipments must be sent special handling or special delivery and may be insured or sent c. o. d. It is desirable that each box bear in addition to the address label on top another address label on the side or narrow end to eliminate unnecessary handling when the boxes are stacked.

Dispatch as quickly as possible and upon arrival, deliver at the first opportunity.

Do not place in mail bags or cover with other mail.

Always keep boxes right side up and as nearly level as possible.

Give all possible protection from extremes of weather.

Do not place near hot pipes, stoves or radiators, or expose to other extremes of heat or cold.

Do not change the ventilation by punching additional holes in the box. It is the duty of the shipper to provide proper ventilation.

Do not give feed or water in transit.

(See ch. VI, art. 159, as to disposition of undeliverable shipments.)

ADDRESSING MAIL

40. All mail must bear a complete, definite, and legible address, and, when intended for delivery at a letter-carrier office, should include the street and number or post office box number. The postal delivery zone number should also be included on matter addressed to cities using that system. (See chapter I, article 111.)

The words "personal" or "to be called for", and return requests and other directions as to delivery, forwarding, or return are deemed part of the address and are permissible.

Space for Address

41. Space shall be left on the address side of all mail sufficient for a legible address and for all directions permissible thereon as well as for the postage stamps, postmarking, and other necessary postal endorsements. Not less than $3\frac{1}{2}$ inches of clear space should be left for such purposes at the right end of the address side of all envelopes, folders or wrappers, however, a plain narrow border not exceeding $\frac{5}{32}$ inch in width may be placed around the outer edges thereof.

Location of Address

42. The address should be placed in the lower right portion of the face or address side of envelopes, cards, or wrappers, the

postage stamps or permit indicia indicating the amount of postage paid in the upper right corner, and the return card of the sender in the upper left corner. Unaddressed matter and matter bearing dual addresses or names of more than one post office shall not be accepted for mailing.

Return Card

43. The sender's name and complete address in the upper left corner of the address side is required on all window envelopes, on all fourth-class mail, and on all registered, insured, and c. o. d. mail, and should be so placed on all other mail.

A parcel of fourth-class matter shall not be accepted for mailing unless it bears the name and address of the sender, which should be preceded by the word "From." When a parcel of fourth-class matter which does not bear the name and address of the sender is found at the office of mailing and the sender is known or can be ascertained from the contents of the parcel, it shall be returned to him with the information that his name and address must be placed on it. If the sender is not known and cannot be ascertained, the parcel shall be marked "Sender unknown" and dispatched.

Use of Window Envelopes

44. "Window" envelopes, to be mailable, must be so prepared that the "window" or transparent panel through which the address on the enclosure appears, will be parallel with the length of the envelope. The window shall not occupy any space within $1\frac{3}{8}$ inches from the top, nor $\frac{3}{8}$ of an inch from the bottom or ends of the envelope, and when covered shall be as transparent and free from glaze as possible. Colored windows are not permissible.

Window envelopes must bear the return card of the sender in the upper left corner of the address side. The return card must show not only the sender's name and post office and State, but when the post office is one having letter-carrier service must also show a street address or post office box number. The mere name of a building will not suffice for a street address. Although it is preferred that the return card include the sender's name, the name may be omitted from ordinary mail bearing the post office box number and post office address. Also, if the sender is the sole occupant of the building, the street and number of such building, with post office and State, will suffice; or if the sender is the sole occupant of a particular apartment or room, the designation of the apartment or room, with the street and number of the building, post office, and State, may be used.

No printing of any kind is permissible within $\frac{3}{8}$ of an inch of the window or on any part of the envelope where it will interfere with a distinct postmark, or necessary

postal endorsements, but a plain, narrow border not exceeding approximately $5\frac{1}{32}$ of an inch in width around the window is permissible. When desired, a border not exceeding this width may also be placed around the outer edges of envelopes.

The stationery used in window envelopes, or at least the portion upon which the exposed address appears, must be white or a very light tint or shade. The use of dark-colored window envelopes is not permissible. Nothing but the name and address of the addressee should appear on that part of the enclosure visible through the window. Windows for any other purpose, including windows intended to disclose illustrations, are not permissible. The enclosures must be so folded that they will not shift and thereby obscure the address in whole or in part. The address must be written clearly and boldly, in typewriting preferably, or with ink of a dense black or other strongly contrasting color. *Changes in address must not be made on the window, but may be made on the opaque portion of the envelope.*

Window envelopes not conforming to the foregoing are unavailable. (See ch. XI, art. 11, concerning window envelopes for registration.)

Matter for Delivery to Boxholder

45. When it is desired to send a piece of advertising or other matter as ordinary mail either to every rural or star route boxholder served from any post office having such deliveries, or to every post office boxholder at offices not having city carrier service, the name, box number, and route number or other local address may be omitted, provided the following requirements are met:

(a) Each piece must be addressed in either of three ways, according to the distribution desired:

Rural, star route, or post office boxholder

(Post office and State)

It is preferable that the names of the post office and State be included in the address on each piece of matter mailed under this requirement; but, when the sender so desires, such names may also be omitted, provided the word "Local" is used

instead. The packages of such pieces must be securely tied or otherwise prepared so that they will not break open and the pieces become scattered in the mails.

(b) Postage at the proper rate must be fully prepaid, in money under permit or by means of precanceled stamps, or by use of Government precanceled envelopes or postal cards.

(c) All pieces for the same post office must be put up by the mailer, so far as may be practicable, in packages of 50, each package to be labeled by means of a facing slip, as follows, according to the distribution desired:

For distribution to rural, star route, or post office boxholders:

(Post office and State)

(d) Postmasters may furnish mailers with the number of families served by rural routes emanating from their offices and deliver into each rural box a piece for each family receiving mail through the particular box. Each piece of such mail must be addressed as follows:

Rural route boxholder
(One for each family)

(Post office and State)

Matter for Delivery to Occupant

46. When it is desired to send advertising or other matter to all families in a house-to-house manner at post offices having city or village delivery service, without addressing the occupants by name, the following forms of address may be used:

Occupant
1001 Main Street

(Post Office, Zone, and State)

Householder
1001 Main Street
Local (include zone number)

In the case of apartment houses the street name and number as well as the apartment number must be shown. Postage on such matter shall be prepaid in the same manner as prescribed in article 45 (b) of this chapter.

CHAPTER V

Mailing Matter Without Stamps Affixed

Art.

- 1. Authority for acceptance.
- 3. Metered mail.

Art.

- 19. Nonmetered mail.
- 32. State Employment Security mailings.

AUTHORITY FOR ACCEPTANCE

1. Matter of any class may be mailed without stamps affixed, the postage being paid in money under permit. Constant attention must be given to the handling of permit matter and funds to assure collection of the proper postage and to properly safeguard the postal revenues. The Bureau of Finance, Division of Letter and Miscellaneous Mail, authorizes postmasters to issue permits for mailing matter without stamps affixed and also issues instructions relative to the handling of such mail and the funds derived therefrom.

Postmasters who have not been authorized to accept such mail shall, when a patron desires to make use of the privilege, request such authority. No mail should be accepted until authority and instructions have been received. (See chapter III, articles 25 to 112, for second-class matter.)

Instructions to Larger Offices

2. Postmasters at offices operating under the two-division plan shall observe the special instructions contained in chapters VII and XXIII for the treatment of metered and nonmetered mail and the funds derived therefrom, in each instance where they differ from the general instructions in this chapter.

METERED MAIL

Definition

3. Metered mail is matter on which the required postage is printed by a postage meter approved for this purpose by the Department. Metered mail may be of any class and is entitled to all the privileges and subject to all the conditions applying to matter mailed with stamps affixed, except as stated herein.

Postage Meters

4. A postage meter is a device embodying a complete postage printing and recording mechanism which is brought to the post office by the mailer to be set for postage from time to time as required. The postage is paid for at time of setting. After the mailer has used the amount of postage so prepaid, the meter automatically locks and prevents further use. Only such devices as have been approved by the Department may be used. They shall in every instance be obtained from the person or concern to whom such approval has been given. Such person or concern shall maintain control of them and be responsible for their proper servicing and maintenance in such manner that they will operate correctly and in accordance with postal requirements. Meter devices manufactured by the following concerns have been approved:

Commercial Controls Corp. (U. S. Postal Meter Division), 640 Culver Road, Rochester 2, N. Y.

International Postal Supply Co., 634 Prospect Place, Brooklyn 16, N. Y.

National Cash Register Co., Main and K Streets, Dayton 9, Ohio.

Pitney-Bowes, Inc., 723 Pacific Street, Stamford, Conn.

Application for Permit

5. Persons or firms desiring to use meters must apply to the postmaster for a permit. The application, Form 3612, or a similar form furnished by the meter manufacturer, must specify the name and model of the meter to be used and be accompanied with a specimen impression of the indicia. The application shall be sent by the postmaster to the Bureau of Finance, Division of Letter and Miscellaneous Mail, for approval, unless prior authority has been received from the Department to issue permits and accept metered mail. No application fee is required. The postmaster will issue a permit,

Form 3601-A, in triplicate, the original to be given to the mailer, the duplicate filed in the mailing section, and the triplicate retained in the files of the finance section. At third- and fourth-class offices having no separate mailing or finance sections, the permit shall be issued in duplicate and the duplicate copy retained by the postmaster.

Setting Meters

6. Instructions on how to set the various types of meters are furnished postmasters at the time they are first authorized to issue permits. The manufacturer furnishes the postmaster with keys to the locks on the recording mechanism as well as the stylus, lead seals, and sealing device, all of which shall be sufficiently protected to prevent their use by unauthorized persons.

Meters must be brought to the main post office or designated station or branch by the permit holders or one of their own employees for setting. Postal employees shall not be sent to the offices or plants of permit holders to set meters.

Meter settings, including checking in and out of service, must be made at the main post office or at classified branches and stations designated by the postmaster. For this function postmasters shall designate only large branches or stations where there is a clear and distinct segregation of employees who handle or have access to (1) the meter settings and accounting records, and (2) those who accept and examine metered mail. All meter settings shall be in the presence of another employee acting as witness.

When a meter is placed into service all identifying data shall be recorded on Form 3609-A, in the presence of the witness, special care being exercised to insure the recording of the proper unit denomination.

When a meter is set at a main post office a receipt Form 3603-A signed by both employees shall be issued and the settings recorded on Form 3609-A and initialed by the same employees. The original of Form 3603-A shall be handed to the meter user, the duplicate submitted with the quarterly postal account, the triplicate sent daily to the mailing section at the main post office, and the quadruplicate retained as an office record.

When a meter is set at a classified station or branch the setting shall be made in the presence of a witness by the station superintendent or an employee designated by him and both he and the witness shall sign the receipt, Form 3603-A, and record and initial the data required on Form 3609-A, which shall be kept at the point in the station or branch where the meter is set. The original of Form 3603-A shall be handed to the meter user, the duplicate shall be sent with the funds collected through the remittance unit to the postal

finance section at the main office and at the end of the quarter submitted with the quarterly postal account, the triplicate shall be sent to the mailing section at the main office, and the quadruplicate retained at the station or branch as an office record.

When a meter is checked out of service all essential data, including date, reason, and whether unused units were transferred to another meter, including the number of such meter and the number and value of units transferred, shall be recorded on Form 3609-A. The ascending and descending register readings after the meter has been adjusted for return to the meter company shall also be recorded on Form 3609-A.

When unused units transferred from another meter are included in a setting, Form 3603-A and Form 3609-A shall be so endorsed and the number and value of transferred units shown separately. The number of the meter from which the units are transferred shall be shown. When unused units are transferred from one meter to another, and no additional units are purchased, record shall be made on Form 3609-A only and appropriate notice given the mailing section.

Inquiry should be made of the users of meters which have not been set within 3 months to determine the reason for the inactivity unless the meter holder normally does not mail more frequently than once a month.

In the event a meter is inactive for a period of 6 months without satisfactory explanation, a report with comment whether the permit should be canceled shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail. To avoid as far as practicable follow-up inquiries regarding inactive meters, postmasters should urge permit holders to have meters set for an amount which normally would be exhausted in approximately 30 days.

Mailing Section Record of Settings

7. An alphabetical file of all meter permit holders and a numerical file of the numbers of all meters in use shall be maintained in a central file in the mailing section of the main office. When copies of Form 3603-A are received from the main office, stations and branches, the data (date, total amount for which the meter is set, and the total of the ascending and descending registers after setting) shall be entered on a control card for each meter. The unit difference between the previous and current recordings on the control card Form 3609-C shall be computed to determine whether the units for which set equal the amount collected. The total meter postage collections for the day as shown on copies of Forms 3603-A shall be reported independently on Form 3083 by the mailing section to the auditor or the employee per-

forming the duties of auditor. The copies of Form 3603-A shall then be filed separately by date.

Minimum Quantity and Preparation for Mailing

8. First-, third-, and fourth-class metered mail may be mailed in any quantity and need not be identical as to contents or weight. Second-class matter must be in quantities of not less than 300 pieces. Metered mail in general must be faced and tied in bundles, except when not practicable because of size, shape or weight. The several classes should be kept separate as far as possible. Special delivery and air mail should be tied out separately or on top of the bundle. Third-class matter in bulk mailed as metered mail is subject to the instructions governing such mailings.

Impressions

9. (a) *General.*—Each impression must be legible. Permit holders should be advised to keep the meter properly inked and in good condition to assure legibility. Where impressions are printed on tape, only such tape as is approved by the Department may be used. Impressions on mail must not overlap. Overlapping impressions shall not be counted in determining postage paid.

(b) *Ordinary mail.*—In the upper right corner of the address side of the envelope, address label or tag of each piece of ordinary mail, or on the label or sticker affixed thereto, must be printed the impression showing the postage paid, post office, and meter number in the form prescribed. The impression must not be obstructed by or confused with any other matter. When it is necessary to print impressions on more than one label or sticker, the circle showing the post office and date must appear

on each. The indicia on all first- and fourth-class mail and on all other classes when printed on a separate label or sticker must include the date of mailing. An hour may also be shown on first-class mail when it is presented for mailing in ample time to be dispatched at the hour shown. The date must not be shown in meter impressions on second- or third-class mail except when printed on a separate label or sticker.

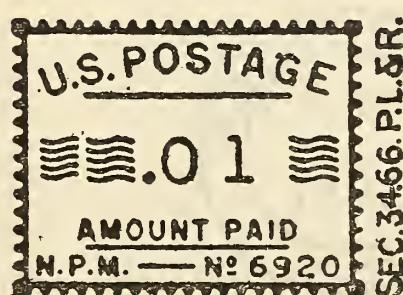
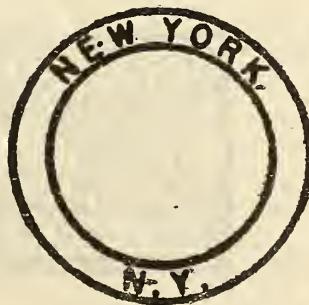
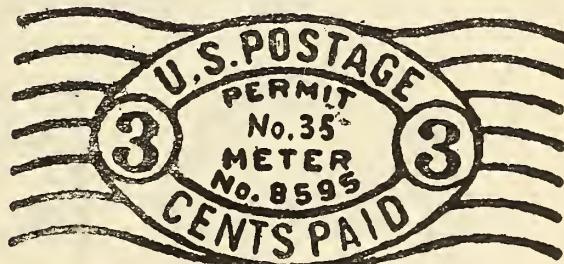
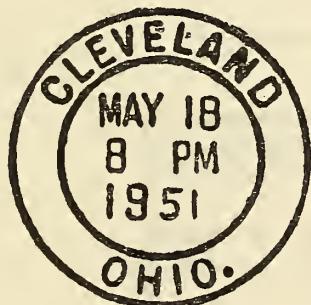
(c) *Registered mail.*—Metered impressions used on registered mail shall be complete including the post office and State and date of mailing. Such impressions shall be placed only on the address side and are not to be canceled. The mail shall be backstamped in accordance with the instructions in chapter XI, article 23.

(d) *Insured and c. o. d. mail.*—Metered impressions on all matter sent as insured or c. o. d. shall include the post office and date of mailing regardless of the class of mail involved, and such mail need not be postmarked.

(e) *Impressions not to be canceled.*—Except as provided in article 11 of this chapter, meter impressions shall not be canceled or otherwise obliterated.

Samples of Meter Impressions

10. The following samples of approved meter impressions are shown so that employees may readily determine the difference between metered and nonmetered mail. Note that the initials of the manufacturer, such as P. B., C. C. C., N. C. R., etc., or the word "meter" and in all instances the serial number of the meter, appear in these impressions and do not appear in the nonmetered indicia shown in article 21 of this chapter.

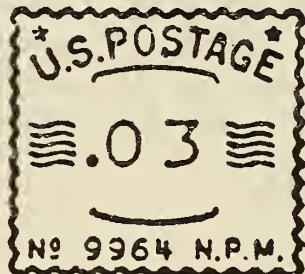
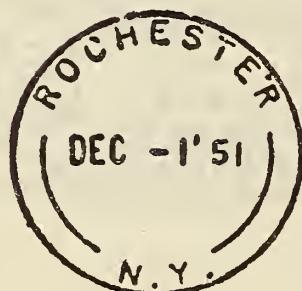
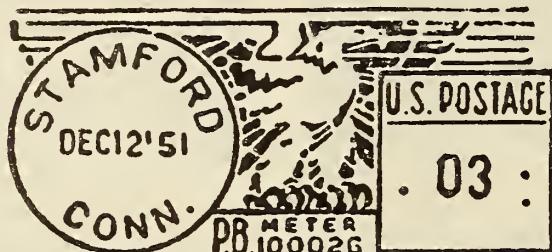
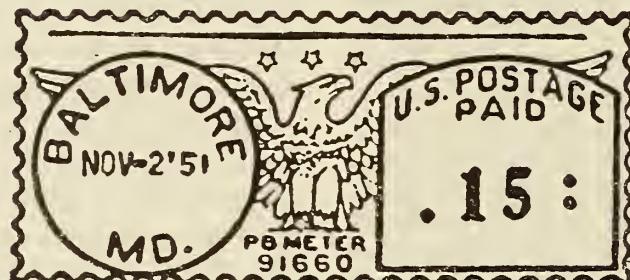


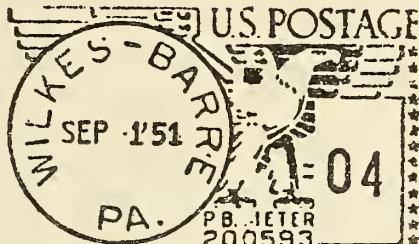
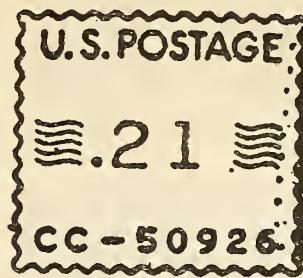


SEP 28 1951

U.S. POSTAGE

Z.W. 9 111 7493
PAID
NCR Meter 2440
NEW YORK, N.Y.





Place of Mailing

11. Metered mail shall be accepted for mailing only at the post office shown in the impression and where the meter is set unless the Bureau of Finance has issued special instructions in each instance.

A meter user may furnish other persons metered cards or envelopes for reply purposes provided the cards or envelopes bear the printed address of the meter holder and the printed inscription "No postage stamp necessary—postage has been paid by," immediately above the address. Meter impressions on such cards and envelopes shall show the date on which the matter is prepared for distribution. Such metered reply cards and envelopes may be mailed at any post office and must be postmarked in the same manner as stamped mail.

Metered mail should be presented at the post office or a station thereof in order to expedite dispatch. However, first-class mail may be deposited in street or building receptacles, provided it is securely tied in bundles to prevent its becoming mixed with other mail. Permit holders should advise the postmaster of the location of the receptacles they select as depositories. Mailings of third-class matter paid at the special bulk rate must be presented at the post office. Metered mail deposited at stations and branches shall be sacked separately from other mail by classes insofar as is practicable and labeled "Metered mail" for transmission to the main office.

When expedition is necessary, the postmaster may authorize the mailer to take a few pieces of first class or air mail only direct to trains, docks, or airports. In each such instance, the mailing must be accompanied with an identification label, furnished by the mailer, showing the name of the permit holder, the date of mailing, the number of the meter, and the number of pieces of mail. Identification labels re-

ceived on such mail shall be returned to the postmaster at the office of mailing.

Statement of Register Readings

12. The mailer shall submit a completed statement of register readings, Form 3602-A, with the last mailing for each day, except that a separate statement must accompany each mailing of third-class matter mailed at the bulk rate. The statement must be carefully and completely filled out by the mailer, special attention being given to reporting the register readings accurately. The statement should be securely bound to the mail. All statements received at the main office, stations, and branches shall be sent daily to the mailing section where experienced employees shall compare daily the current statements with the previous statements to see that the ascending and descending registers are progressively increasing and decreasing, taking into consideration any setting made during the interim. The ascending and descending reading on the current statement shall be totaled and the total compared daily with the total setting recorded on the control card. If the totals agree and everything appears regular the statement shall be filed. If the totals do not agree or if there is any other irregularity, the register readings shall be verified by phoning the meter user. If the totals still do not agree, the user shall be requested to bring the meter to the finance section of the main office, station or branch where set, for examination. In each such instance the postmaster shall be notified of the irregularity.

At the close of each month, or more often if desired, all statements except the last submitted, shall be removed from the daily checking file and placed in a separate file for future reference or storage.

Irregularities in the preparation of statements shall be promptly called to the attention of the permit holder and if he fails to

cooperate, the facts shall be reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with a recommendation as to whether the permit should be canceled.

Examination of Mailings

13. When metered mail is received at the post office all statements of register readings shall be removed and the mail examined before being routed to distribution points to determine that:

- (a) A meter number appears in the impression.
- (b) The postmark is that of the mailing office.
- (c) The date (and hour, if any) is correct.
- (d) The matter bears a return card, if one is required, as in the case of window envelopes.
- (e) It is faced and tied in bundles when practicable.

Metered mail shall not be postmarked, except when sent special delivery or special handling, or when presented for registration, in which case it must be postmarked on the back, or when it bears a wrong date or hour, in which case it shall be treated as provided in chapter VII, article 30. All irregularities in the mailing should be noted and brought to the attention of the permit holder. Distributors shall exercise the same care in detecting short-paid metered matter as is used in detecting short-paid stamped matter. The fact that matter bears a meter impression does not assure that proper postage is paid.

Verification of Mailings

14. Once each quarter, the dates of which shall be staggered, employees performing examination of metered mail shall, in addition to the daily examination set forth in article 13 of this chapter, report for verification purposes, the name of the sender and the return card and the meter number appearing in the indicia for all metered mail handled during the day, except the final mailing which is accompanied with the statement of meter readings. Mailings which are accompanied with the statement of meter readings, Form 3602-A, shall be examined to see that the meter number thereon compares with the meter number in the indicia. If any meter numbers are in the indicia on the mailing other than the number appearing on the statement of meter readings, the additional meter numbers shall be reported for verification. The purpose of this check is to detect the use of any meters which have not been registered and set at the post office.

Protection of Revenues

15. At all offices where the number of employees permits, there shall be a distinct segregation of those employees who handle

or have access to: the meter setting and accounting records; the alphabetical and numerical file of meters and the checking of statements of register readings; the acceptance and examination of metered mail. The postmaster shall see that the procedure is such as to protect the revenues.

Any apparent irregularity concerning the operation of meters, the protection of revenues therefrom, and the depositing of metered mail contrary to instructions, shall be promptly reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

Transfer of Postage

16. When the use of a meter is discontinued before all the postage for which it has been set is used, the unused amount may be transferred, without obtaining specific authority, to another approved meter for use by the same permit holder. (See art. 6 of this chapter.)

Refunds of Postage

17. (a) When complete and legible meter impressions cannot be used because of misprints, spoiled envelopes or cards, etc., an application for a refund of the postage to the extent of 90 percent of the postage value will be considered under the provisions of chapter XXII, article 74, if submitted within 30 days by the permit holder to the postmaster. Such application (which may be in the form of a letter or on a special form furnished by the meter manufacturers) should be accompanied with the complete envelopes, wrappers, or cards bearing the impressions and a list of the number of each denomination and the reason they were not used. In the event the unused impressions are due to repeated carelessness of the permit holder, refund may be refused.

(b) Postmasters should submit applications from the permit holders for refund and the impressions to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with a letter covering the following:

- (1) The name of the permit holder.
- (2) The number of complete impressions of each denomination submitted.
- (3) The correct amount to be refunded. Fractions of cents shall be resolved in favor of the Department. For example, if 90 percent of the postage value impressions amounts to \$4.187, the amount refunded should be \$4.18.

(4) A statement that the amounts have been verified by postal employees.

(5) A statement that the impressions submitted for refund have been checked with the statements of meter readings on Form 3602-A to see that they are in accord with the amount included in the readings of the register but not mailed, as shown by the mailers on such statements of mailing.

(c) Ordinarily, applications for refunds of less than \$3 should be held by the post-

master until the permit holder submits additional impressions for refunds amounting to at least \$3. However, when it becomes apparent that a total of \$3 will not be reached within 12 months, they should be submitted by the postmaster to the Bureau of Finance with an explanation and request for refund. In no case should impressions more than 1 year old be submitted by postmasters for refund.

(d) Refunds are allowed only for complete and legible impressions, printed on *COMPLETE* envelopes, stickers, etc.

(e) Refunds are made in cases where part of an impression appears on one envelope and part on another, provided they are pinned or otherwise fastened together by the permit holder in such manner as to show at a glance that they represent but a single complete impression.

(f) Refunds are not made for meter impressions on stickers or labels which have been removed from parcels to which originally affixed. In these cases, the wrappers must be submitted, or at least that portion bearing the impressions, as originally affixed, return card of the sender, name and address of the addressee and postal endorsements, if any.

(g) Meter impressions on stickers or labels which have not been affixed to wrappers, envelopes, etc., should be submitted loose.

(h) Refunds are not made for meter impressions printed directly on envelopes, etc., where the name of the post office and State has been omitted, or for meter impressions printed on stickers or labels where the name of the post office and State and date are omitted.

(i) Refunds are made for impressions on metered reply envelopes only in cases where an obviously incorrect amount of postage may have been imprinted in error.

(j) Refunds are not allowed for meter impressions on envelopes, etc., which have been dispatched from the post office of mailing in the regular course and are returned to the sender as undeliverable or as a "nixie" from another post office, endorsed "No such P. O. in State named," "Returned for better address," etc., since some service has been rendered and the failure to effect delivery to the addressees was not the fault of the postal service, but was due to the fact that such matter was incorrectly addressed by the permit holders.

(k) In cases where matter bearing meter impressions is returned to the mailer by *HIS* post office endorsed "No such P. O. in State named," "Returned for better address," "Received without contents," etc., indicating that while it was deposited in the mails, no effort was made to deliver it, refund will be authorized.

Meter impressions on envelopes of this particular type should be submitted for refund (with a statement of the facts) separately from envelopes bearing spoiled meter impressions which have not been deposited in the mails.

(l) Refunds are not made for the impressions on envelopes addressed for local delivery which are returned to the permit holders before they are dispatched from the office of mailing, if directory service has been given or if any effort has been made to deliver the matter.

Failure of Meters

18. When the printing and recording mechanism of any meter fails to record its operations correctly and properly, the use of the meter must be discontinued *immediately* and it must be delivered to the main post office or the station or branch where set to be checked out of service before correction or replacement is made.

Balances remaining in defective meters may be transferred to another meter and the defective meters turned over to the manufacturer or his agent after all essential data concerning the meter is recorded on Form 3609-A, such data to consist of the date the meter is checked out, the reason therefor, and whether unused units were transferred to another meter. The register readings after adjustment shall also be recorded on Form 3609-A.

When a meter is withdrawn from service due to some irregular condition in the operation of the registers, the postmaster should submit a report to the Bureau of Finance, Division of Letter and Miscellaneous Mail, showing the readings of the ascending and descending registers at the time the meter was last set and the readings of both registers as shown on the statements of meter readings (Form 3602-A) accompanying each subsequent mailing.

The report should also state whether the last mailings previous to the date when the defect in the meter was discovered were examined sufficiently to establish that they agreed with the statements of meter readings and also whether the postmaster is satisfied that the postage adjustment made; i. e., the amount collected or credited to the new machine, or for which refund is requested, etc., is correct. A statement from the manufacturer setting forth in detail the reason the meter failed to function properly should be submitted with the postmaster's report.

In order to have a uniform method of submitting reports and eliminate unnecessary work, the meter readings from the date of the last setting of the device to the date when the defect is discovered should be

listed in the postmaster's report in a form similar to the following:

Date	Ascending register	Descending register
May 22, 1947	529,750	1,900
May 23, 1947	(¹)	21,900
May 23, 1947	530,673	20,977
May 24, 1947	531,470	20,180
May 25, 1947	532,259	19,391
May 26, 1947	532,814	18,836
May 27, 1947	541,973	² 14,897

¹ Set for 20,000 units.

² Should have been 9,677.

With respect to defects when there is no irregular condition in the operation of the ascending and descending registers, only a general statement setting forth wherein the device failed to function will be necessary. When the postmaster can furnish this latter information without a report from the manufacturers, it will be unnecessary to submit a report from them.

When a device fails to lock out and prints impressions in excess of the number for which set, and it is necessary for the postmaster to collect additional postage, the additional amount due should be collected from the mailer in cash, converted into ordinary postage stamps of a high denomination, affixed to a sheet of paper, canceled and transmitted with the report concerning the failure of the device to function properly.

NONMETERED MAIL

Definition

19. Nonmetered mail is matter mailed without stamps affixed on which the required indicia are printed by means of a printing press or other device except a postage meter. Nonmetered matter differs from metered matter in that a nonmeter postage impression is printed on matter before the postage is paid, whereas a meter postage impression can not be printed before the postage is paid.

Metered postage is received and accounted for as revenue when the meter is set and before any mailings are made under such postage. Nonmetered postage, however, is computed and charged when the matter is presented, being covered preferably by an advance deposit, or paid at the time of mailing. It is, therefore, highly important that all nonmetered mail is properly examined, verified, accepted and the postage accounted for before it reaches any distribution point.

Nonmetered mail may be of any class and except as stated in this chapter is entitled and subject to all the privileges, rates, and

conditions applicable to mail with stamps affixed.

Application for Permit

20. Persons or firms desiring to mail nonmetered matter must apply for a permit on Form 3612 to the postmaster at the office where the matter is to be mailed. A fee of \$10 must accompany each application. If the postmaster has been previously authorized to issue permits and accept nonmetered matter he shall issue a permit on Form 3601. Each application shall be endorsed to show the permit number assigned, the date issued, and the quarter in which the \$10 fee is accounted for. The application shall be retained in the files of the post office permanently. A receipt on Form 3603 endorsed "Nonmetered permit fee" shall be issued for each \$10 fee. The original shall be given to the permit holder, the duplicate, together with Form 3604 after having been checked by the auditor or designated employee shall accompany the quarterly account and the triplicate retained as an office record. The \$10 fee shall be accounted for in the quarterly postal account.

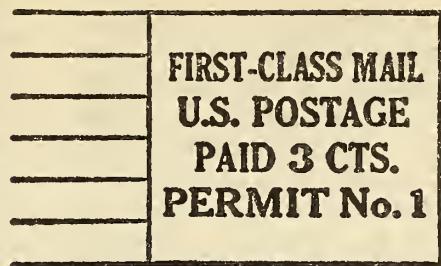
If the postmaster has not been previously authorized to issue permits for nonmetered matter, he shall send the first application to the Bureau of Finance, Division of Letter and Miscellaneous Mail, endorsed to show payment of the fee and await authority and necessary forms before issuing a permit. The \$10 fee must not be sent with the application, but shall be held in trust until authority and instructions are received.

Indicia

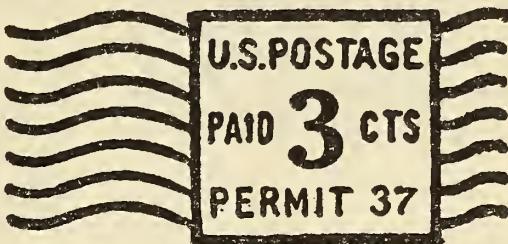
21. (a) *General.*—In the upper right corner of the address side of the envelope, wrapper, address label, or tag of each piece, or on a label or sticker properly affixed thereto, must be *printed* the indicia, which should be in the form and within the sizes illustrated below and of any color of sufficiently strong contrast to the paper on which printed, such indicia not to be obstructed or confused with any other matter. The indicia may be printed by a printing press, mimeograph, multigraph, addressograph, etc., provided such indicia are in the prescribed form and are not in facsimile of typewriting. The use of a hand-stamp for placing indicia on matter is not permissible, except on certain fourth-class matter, under special authority obtained from the Bureau of Finance, Division of Letter and Miscellaneous Mail.

(b) *First-class matter.*—On first-class matter the indicia shall be printed in one of the forms A or B indicated below and approximately the same size. An hour may be shown in connection with the date when the matter is presented for mailing in ample time to be dispatched at such hour.

FORM A



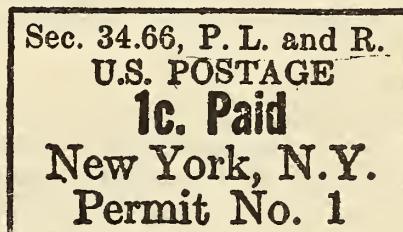
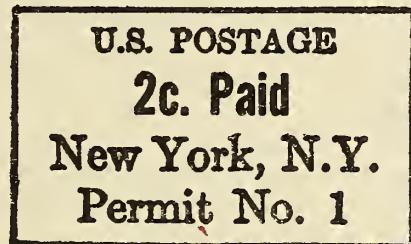
FORM B



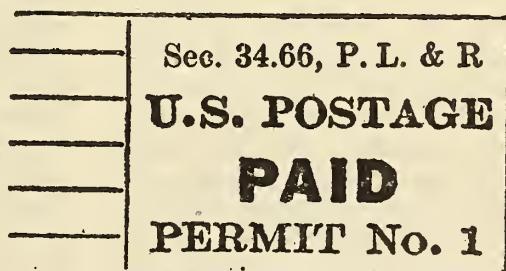
(c) *Second-, third-, and fourth-class matter.*—On second-, third-, and fourth-class matter the forms prescribed for first-class matter may be used by omitting the date and words "First-Class Mail," or form C may be used, in which case the figure representing the amount paid in money should be printed from type not smaller than 14 point nor larger than

36 point and the other indicia not smaller than 10 point nor larger than 24 point. The amount of postage paid may be omitted from indicia on third-class matter mailed under section 34.66, Postal Laws and Regulations, but the inscription "Sec. 34.66, P. L. and R." must be included in or printed adjacent to the indicia on matter mailed under that section.

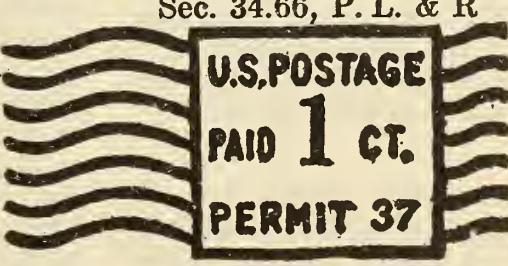
FORM C, SHOWING MINIMUM SIZE OF TYPE



FORM A ON THIRD-CLASS BULK MAIL



FORM B ON THIRD-CLASS BULK MAIL



Protection of Revenues

22. All employees should be careful not to confuse nonmetered indicia with meter impressions. Specimens of the latter are shown in article 10 of this chapter. This is important in order that nonmetered mail will not be treated as metered mail with a resultant loss of revenue.

Employees should be familiar with the procedure for handling nonmetered mail and those on mailing platforms, facing tables, and bulk windows, must be alert constantly to detect such originating mail and see that it is routed to the weighing section for proper treatment. See chapters VII and XXIII as to treatment of nonmetered mail and funds at two-division plan offices.

Return Card

23. Each piece should bear in the upper left corner of the address side, the name and address of the sender, including his street or post-office box number when at a letter-carrier office. On ordinary mail the sender's post-office box may be shown in lieu of his name or street number. The return card may be omitted from third-class matter not enclosed in window envelopes if the sender does not want it returned if undeliverable.

Minimum Quantity

24. Mailings of nonmetered matter must consist of identical pieces in minimum quantities as follows:

First class: 300 pieces.

Second class transient: 300 pieces.

Third class: 300 pieces, except that third-class matter mailed under the bulk rates must consist of not less than either 20 pounds or 200 pieces.

Fourth class: 250 pieces.

Separation

25. To facilitate the handling of such matter in the mails, the mailer must in all cases face the matter, and in the case of matter of the second-, third-, or fourth-class must comply with requests of the postmaster for the separation thereof into States, cities, etc. Matter of the first class should, as a means of cooperation, also be so separated by the mailer in cases where this is practicable, and such separation will expedite its handling and dispatch.

The pieces comprising a mailing of first-class matter must be separated according to postage paid, i. e., those subject to 3 cents each to be in one lot, those subject to 6 cents each in another lot, and so on.

Place of Mailing

26. Nonmetered permit matter is mailable only at the post office that issues the permit, the name of which appears in the indicia. The postmaster shall designate a

point at the main office or station thereof where nonmetered mail may be deposited and such mail must not be accepted at any other point. In no case may it be deposited in street letter boxes.

Statement of Mailing

27. Each mailing of nonmetered mail must be accompanied with a statement of mailing, Form 3602, filled in and signed in ink, or indelible pencil, by the permit holder. Two employees shall verify the mailing, compute the postage thereon, and execute the certification on the back of Form 3602. They shall then determine that a sufficient amount is on deposit to cover the postage required by referring to the balance on deposit as shown on Form 3609. A record of the mailing as evidenced by Form 3602 shall be made in ink on Form 3609, which is to be kept in the mailing section. Forms 3602 shall be transmitted daily to the finance section with a report on Form 3083 showing the total amount of postage on mailings as evidenced by Forms 3602 and the total deposits for the day as evidenced by the duplicate copies of Form 3544. A copy of Form 3083 shall be sent to the auditor or employee performing the duties of auditor.

Advance Deposits

28. Nonmetered permit holders should be requested to make advance deposits to cover more than one anticipated mailing. In any event, deposits shall be made sufficiently in advance of the mailing for the duplicate copy of Form 3544 to reach the weighing section. All advance deposits shall be made in the finance section or at a finance window designated for that purpose. The employee accepting such deposits shall issue a receipt therefor on Form 3544 consecutively numbered. The original of the form shall be given to the permit holder, the duplicate sent to the weighing section for recording on Form 3609, and the triplicate retained in the book as an accountable record. The employee who accepts advance deposits shall report daily the amount of such deposits on Form 3083 to the auditor or employee performing the duties of auditor. All advance deposits shall be treated as trust funds. Any balance remaining in the trust fund to the credit of a depositor after mailings have been made shall not be refunded until the permit is canceled or unless the permit holder makes written request giving the reason therefor. Written notice of refunds shall be furnished promptly to the weighing section where Form 3609 shall be endorsed to show the date and amount of the refund.

Employees of the mailing section shall not accept cash to cover permit mailings. However, at nondivisional offices, urgent mailings not covered by advance deposits may be accepted after the designated

finance window has closed. In such cases the accepting employees, if two are available, may accept cash to cover the mailing and transmit it with a completed Form 3602 to the finance section by registered mail, provided the accepting employees' tours of duty end before the finance window re-opens.

Computation of Postage

29. When nonmetered mail is presented at the post office the amount of postage chargeable on the mailing shall be determined by two employees in the presence of each other as follows:

(1) Select at random for inspection from the entire lot enough pieces to determine whether the whole mailing consists of identical pieces.

(2) Determine the exact weight of a single piece and the amount of postage required thereon.

(3) Ascertain the total number of pieces by one of the following methods: (a) Find the total weight in pounds, exclusive of tare. Reduce the pounds to ounces and divide the total number of ounces by the weight of a single piece. (b) Find the total weight, exclusive of tare, and the total weight exactly of 100 pieces in ounces and fractions of an ounce. Divide the total weight by the weight of 100 pieces. This will give the total number of hundreds and fractions of a hundred in the entire lot.

(c) Actual count.

(4) The result of any of these methods of computation should agree with the number of pieces shown on the statement of mailing. If they do not agree the matter should be taken up with the mailer and if necessary, further examination and verifications made.

Mailing Section Record

30. A Form 3609 for each permit issued shall be kept in the weighing section. Advance deposits as evidenced by copies of Form 3544 shall be promptly entered thereon. A record of all mailings as evidenced by Form 3602 shall also be entered thereon. The entries on Form 3609 shall be examined from time to time to see whether there is any indication that a mailing may not have been recorded.

Where a permit is not used for a period of 12 months, the postmaster shall notify the holder of the permit that it is subject to cancellation for nonuse and allow him a period of 30 days within which to file a written answer, or resume mailings. If no answer is filed, or mailings are not resumed,

the postmaster shall forthwith cancel the permit. If an answer is filed, the postmaster will promptly forward it to the Bureau of Finance, Division of Letter and Miscellaneous Mail, together with a statement of the facts and await further instructions.

Accounting for Postage

31. When completed Forms 3602 are received in the finance section from the weighing section a receipt Form 3603 for the amount of postage shown thereon shall be issued promptly and Forms 3602 filed. The original of Form 3603 shall be delivered to the permit holder, except that at nondivisional offices the original shall be sent to the weighing section for recording the receipt number on Form 3609 and the transmitting of the receipt to the permit holder, the duplicate together with the certificate on Form 3604 after having been checked by the auditor or designated employee shall accompany the quarterly postal account, and the triplicate retained in the book as an office record. The employee who issues receipt Form 3603 shall sign it in the name of the postmaster and certify thereto by his signature. The total of the postage thus determined shall be transferred from the trust fund account to the postal account.

STATE EMPLOYMENT SECURITY OFFICE MAILINGS

32. All mail of State Employment Security offices, including parcels, which bears in the upper left corner of the address side the words "Official Business" printed immediately below the name and address of the State employment agency, and in the upper right corner the words "Employment Security Mail—United States postage—Accounted for Under Act of Congress—(sec. 35.4 (p) (1), P. L. & R.)" shall be accepted without prepayment of postage. These mailings are not to be confused with matter mailed by Federal Government agencies free of postage under the penalty privilege and the conditions applying to penalty mailings, including the 4-pound weight restriction, are not applicable. Postage properly chargeable on such matter is collected periodically under a special arrangement with the Post Office Department. However, it is required that postage stamps be affixed to any such matter which is to be sent as air mail and to prepay the fees on registered, special-delivery, or special-handling mail.

CHAPTER VI

Treatment of Mail in Post Offices

ART.

1. Privacy and safeguarding of the mails.
15. Receipt of mail at mailing office.
22. Canceling and postmarking.
32. Endorsement of special delivery and special handling.
33. Short paid matter at mailing office.
44. Misdirected matter at mailing office.
45. Withdrawal and recall of mail.
47. Distribution and dispatch.

ART.

70. Mail at offices in transit.
79. Opening mails at receiving offices.
90. Short paid matter at delivery office.
104. Directory service.
108. Forwarding mail.
130. Use of Form 3547.
131. Unclaimed and undeliverable matter.
166. Dead mail.

PRIVACY AND SAFEGUARDING OF THE MAILS

Privacy of Sealed Matter

1. No person in the Postal Service, except one employed for that purpose in dead letter branches, shall break, or permit to be broken, the seal of any letter or other matter while in the custody of the Postal Service. Neither postmasters, post office inspectors, or employees of the Post Office Department, nor officers of the law, without legal warrant therefor, have authority to open under any pretext a sealed letter while in the mails. The seal of letters or packages suspected to contain unmailable matter shall not be broken to ascertain that fact.

Secrecy of the Mails

2. Postmasters and other postal employees shall not surrender mail matter upon the service of process of attachment, warrant, garnishment, or other legal process. A postmaster or other employee served with such process shall make answer to the court from which it issues, setting forth his official character and the fact that the matter in dispute came into his hands by virtue of his official authority. If, after such answer, the court directs the delivery, the postmaster shall request the suspension of the order until he can communicate with the Solicitor, in the case of ordinary domestic mail; the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail in the case of domestic registered, insured,

or collect-on-delivery mail; and the Bureau of Transportation, Division of International Service, in the case of foreign mail. When a warrant has been issued, such process should be submitted for advice with respect thereto.

Unsealed Matter Suspected To Be Unmailable

3. All unsealed matter and sealed third- and fourth-class matter bearing the printed inscription "Postmaster: This parcel may be opened for postal inspection if necessary," when suspected to contain unmailable matter, may be examined for the purpose of ascertaining the character of the matter.

Placing Mail in Clothing or Luggage

4. Employees shall not place or carry in their pockets or in other parts of their clothing, or in hand grips, parcels, or other luggage, any mail which is in the custody of the Postal Service.

Unofficial Endorsements

5. Employees shall not write or stamp personal or unofficial endorsements or messages of any kind upon mail handled by them in their official capacity. (See ch. XIII, arts. 1 to 9, as to furnishing information.)

Access to Mails Forbidden

6. Postmasters shall not permit any persons to have access to mail matter in the post office except duly sworn assistants,

clerks, letter carriers, post office inspectors, and those mail contractors and carriers who are required under the terms of the contract to perform duties necessitating their presence in the post office.

Mails shall not be made up or handled within reach of unauthorized persons, and such persons shall be excluded from the room of the post office in which the mails are being opened or made up.

A former postmaster shall not be permitted to have access to or handle mail unless he takes the oath of office anew.

In order to avoid imposture, postmasters shall require post office inspectors to exhibit their commissions before admitting them to the post office, unless such officers are personally known to them.

Examination of Waste Paper

7. Waste paper accumulating in a post office shall be examined as it is collected and before it is disposed of, in order to prevent the loss of mail, money, stamp stock, or other valuables.

Matter Found in Supposedly Empty Equipment

8. When ordinary mail is found in supposedly empty mail bags made up by post offices, the label covering the pouch or sack and a report on Form 5049 shall be sent to the inspector in charge of the division in which the post office at fault is located.

When domestic registered, insured, or c. o. d. mail is found in supposedly empty mail bags made up by post offices, the original of the report of the finding of such matter, showing also the number of the article, together with the label of the pouch or sack, shall be sent to the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, and a copy of the report shall be sent to the inspector in charge of the division in which the post office at fault is located.

When mail is found in supposedly empty mail bags where clerks in the Postal Transportation Service are at fault, the label and a report on Form 5049 shall in all cases be sent to the general superintendent of the division to which the employee is assigned; and if domestic registered, insured, or c. o. d. mail is involved, the report should show the number of the article.

Unsealed First-Class Matter

9. Matter of the first class deposited in or received at any post office unsealed or in a mutilated or otherwise bad condition shall be stamped or marked with the words "Received unsealed" or "Received in bad condition," as the case may be, and shall be officially sealed and postmarked before being forwarded or delivered.

Bad Order Parcels

10. **Endorsement.**—When a parcel in bad order is received in transit in a post office or

by a postal transportation clerk, it shall be endorsed, "Received in Bad Condition at _____, dated, and if necessary reconditioned. If improper handling on the part of a certain railroad employee, star route carrier, mail messenger, or other contract carrier contributed to the damage, a report on Form 5257 (no duplicate copy to be made) shall be sent to the district superintendent, Postal Transportation Service, of the district in which the office discovering the damaged parcel is located. The same procedure shall be followed at the post office of address, unless the parcel has already been endorsed, "Received in Bad Condition at _____." Damage due to fire occurring in a storage car, railway post office car, or other Postal Transportation Service unit, except in joint stations, shall not be reported on Form 5257 when more than 10 parcels are involved, but general report thereof shall be made.

11. **Reports of improper preparation.**—When a bad order parcel is reconditioned at the post office of address and the damage can be attributed to improper preparation for mailing, the clerk at the rewrap table shall fill out and send card Form 1833 to the office of mailing. Not more than 10 Forms 1833 shall be filled out in any one day. These forms should be completed at different times on different days in order that they may be representative of all incoming mails. The contents of the parcel shall be described on the form in a brief manner such as books, candy, canned goods, chinaware, fresh fruits, clothing, eggs, glassware, flat glass or mirror, hardware, jewelry, lamp shade, liquids, lotion in glass, metal parts, mirror, paint, powder, printed matter, phonograph records, radios, rubber goods, shoes, silverware, tools, toys, fresh vegetables, and the like, in addition to the appropriate code number or combination of code numbers shown in article 13 of this chapter.

12. **Corrective action.**—When completed Form 1833 is received at a first-class office, it shall be referred to a designated supervisor for corrective action with the mailer. Corrective action may be in the form of a brief letter, a telephone call, or a personal visit to a firm when three or more forms have been received, except that personal attention must be given to first reports involving code Nos. 5 and 27. Corrective action at second-, third-, and fourth-class offices will be the responsibility of the postmaster. The forms shall be filed and retained 6 months. Separate alphabetical firm and private individual files shall be maintained at first-class offices.

13. **Code for reporting damage.**—The following code numbers shall be used in reporting damage on Form 1833. They are grouped according to cause of damage.

CONTENTS IMPROPERLY PACKED

Code No.

1. Insufficient cushioning material.
2. Paint or other liquid in glass container. (See also Code No. 23.)
3. Paint or other liquid in metal container. (See also Code Nos. 15 and 24.)
4. Fragile articles, glassware, toys, etc. (See also Code Nos. 6 and 7.)
5. Parcel contained small articles—name the articles, such as, loose sheets, pamphlets, bolts, washers, screws, rivets, fishhooks, seeds, etc.
6. Electric light bulbs, container of insufficient strength.
7. Fluorescent tubes, container of insufficient strength.

CONTAINER FAILURE

8. Heavy parcel sealed with gummed tape and not further supported with strong twine or other approved banding material. (Do not use this code number if tape is improperly applied or too lightweight). See also Nos. 13, 14, 18, 19, or 20.
9. Lightweight container of insufficient tensile strength to meet mailing requirements, or contained air space permitting it to be crushed.
10. Poor quality and insufficient wrapping paper used.
11. Ordinary cardboard suit box not securely wrapped with paper and tied with strong twine.
12. Hats not in approved container.
13. Heavy contents shifted and broke open container.
14. Contents too heavy for container or container overpacked, causing it to bulge and burst.
15. Paint or other liquid in metal container with friction or compression top—not securely soldered.
16. Eggs—container defective and not endorsed, "Eggs, this side up."
17. Laundry case—state whether fiber, or canvas covered.

CLOSURE FAILURE

18. Gummed tape did not adhere to carton, because it was not moistened properly and was not applied with pressure.
19. Gummed tape applied along the center seam of the box but not across the end seams.
20. Too lightweight gummed tape.
21. Too lightweight twine or twine was improperly applied.
22. Carton with flaps or bottom stapled or metal stitched which did not hold, permitting the contents to spill or to be exposed.

NOT PROPERLY ENDORSED

23. Paint or other liquid in glass container. (See also Code No. 26.)
24. Paint or other liquid in metal container (boxed). (See also Code No. 26.)
25. Perishable matter. (See also Code No. 26.)
26. Not labeled "Outside Mail" as required by chapter IV, article 31, and sacked. (Use this code number in connection with other code numbers, when necessary.)
27. Parcel contained matter liable to damage other mail or equipment or injure personnel such as book safety matches; poisonous drugs, medicines, insecticides; inflammable liquids; inflammable solids such as pyroxylin plastics or motion picture film; sharp pointed or sharp edged knives or tools; or specimens of diseased tissue. (See ch. IV, arts. 1 to 18, for treatment of unmailable matter.)

Mail From Infested Localities

14. A postmaster shall refuse to receive into his office mail brought to it by persons who are inmates of or messengers from houses containing cases of contagious diseases, such as smallpox, yellow fever, etc., when ordered to do so by a board of health, or other local authority having jurisdiction of matters affecting public health. If there is no such organization or official, the postmaster shall be governed by the advice of one or more reputable physicians.

Mail addressed to the inmates of such houses may be sent to them through some responsible person known to the postmaster.

When a board of health serves upon a postmaster a declaration or order duly made that mail from another post office is liable to communicate a contagious disease prevailing at the time, he shall refuse to receive such mail from any carrier or messenger and shall deliver to the carrier or messenger a copy of such order or declaration, and shall report the facts at once to the Bureau of Post Office Operations and the general superintendent, Postal Transportation Service. If there is no board of health, the same action may be taken by the postmaster upon the declaration of a regular county or city medical society; or if there is no such organization, upon the advice of a reputable physician. The mail so returned shall be held until the prohibition is removed, and after being properly fumigated under the direction of the medical authorities shall be dispatched to its destination.

When a contagious disease occurs in the family of a postmaster residing in a building occupied by the post office, the postmaster shall notify his sureties to take possession of the office and conduct it temporarily

elsewhere until the danger of contagion is passed. (See ch. I, art. 143, on infected supplies.)

RECEIPT OF MAIL AT MAILING OFFICE

Diversion of Mail

15. Postmasters shall not solicit the mailing of matter at their offices by persons living or doing business within the delivery limits of another post office. When fourth-class matter is shipped by freight or express to be mailed at a given post office, without solicitation by the postmaster and not primarily for the purpose of increasing his compensation, the office of mailing is construed to be the office of origin, and the mail shall not be considered as diverted.

Place of Mailing Third- and Fourth-Class Matter

16. Fourth-class matter shall be mailed at a post office or branch or station thereof, or delivered to a rural or other carrier duly authorized to receive such matter. Third-class matter other than certain permit matter may be deposited in mail boxes. Parcels collected on star routes shall be deposited in the next post office at which the carrier arrives, and postage charged at the rate from that office.

Patrons of a first-class post office shall not be permitted to mail parcels exceeding the limits of weight and size prescribed for mailings from first-class post offices at a post office of the second, third, or fourth class or on a rural or star route for the purpose of evading or circumventing the provisions of sec. 34.73, P. L. & R. Postmasters at second-, third-, and fourth-class post offices shall not accept parcels bearing the return card of patrons of first-class post offices mailed in violation of the above mentioned limitations when there is good reason to believe such shipments originated in and were prepared for mailing in a community served by a first-class post office. However, bona fide mailings of parcels of merchandise or products of local manufacturers or other local businesses served by second-, third-, or fourth-class post offices up to 70 pounds in weight or 100 inches in length and girth combined may be accepted at such offices even though the return addresses may be those of patrons of first-class post offices.

Postage Must be Sufficiently and Properly Paid

17. Matter which is insufficiently prepaid to entitle it to be dispatched in the mails shall not be accepted for mailing.

Stamps on Matter

18. **Defaced, mutilated, or previously used.**—To be acceptable for postage, United States postage stamps shall not be

defaced, except that for the purpose of identification (not for advertising) it is permissible to puncture or perforate letters, numerals, or other marks or devices in United States postage, special delivery, and special handling stamps. The punctures or perforations shall not exceed one-thirty-second of an inch in diameter, and the whole space occupied by the identifying design shall not exceed one-half inch square. The puncturing or perforating shall be done in such manner as to leave the stamps easily recognizable as genuine and not previously used. Stamps on which ink or other coloring substance has been used in connection with such puncturing or perforating shall not be accepted for postage. Multilated or defaced postage stamps, fractional parts of stamps, postage-due stamps, stamps cut from embossed stamped envelopes, or postal cards, or stamps other than postage stamps, shall not be accepted in prepayment of postage. Matter bearing such stamps shall be treated as "held for postage," except when bearing special-delivery stamps, when it shall be treated as provided in articles 42 and 43 of this chapter.

19. **Imitations.**—Matter bearing imitations of postage stamps shall not be accepted for mailing, and if deposited in the mail shall be treated as unpaid.

20. **Overlapping.**—When stamps are so affixed to mail matter that one stamp overlies another, concealing part of its surface, or a stamp is otherwise covered, the stamp thus covered shall not be taken into account.

21. **Treatment of matter bearing used stamps.**—When matter bearing previously used stamps is deposited for mailing (unless it is being forwarded), it shall be treated as "held for postage." Upon receipt of stamps to pay the postage they shall be affixed and canceled and the mail forwarded to addressee. In each instance where previously used stamps have apparently been wilfully reused for payment of postage, a report thereof together with the envelope or wrapper bearing the stamps in question (when practicable) shall be submitted to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

CANCELING AND POSTMARKING

Canceling Stamps

22. All postage stamps affixed to mail, except precanceled stamps, shall be canceled thoroughly and completely by the mailing office.

Insofar as may be practicable, clerks assigned to accept parcels at windows shall, during slack periods, cancel stamps on the parcels and make final distribution to properly labeled sacks in racks located directly behind each window.

Reports of Failure To Cancel Stamps

23. Matter received at the office of delivery bearing stamps which have escaped cancellation at the office of mailing shall be canceled, and a report thereof on Form 3039 together with the envelope or wrapper, if possible, shall be submitted to the Bureau of Finance, Division of Postal Finance.

Mutilation of Mail by Canceling Machines

24. Postmasters should issue necessary instructions to their employees to insure care in postmarking mail by canceling machines. Letters containing bulky enclosures should not be run through the canceling machine, but should be hand stamped.

Canceling Ink

25. Only black canceling ink furnished by the Department shall be used in canceling stamps.

Canceling ink shall be carefully kept, and the instructions for the use and care of ink and pad, which are furnished with those supplies, shall be strictly observed.

Postmarking Requirements

26. All matter deposited in any post office for mailing to domestic destinations (except that of the second class mailed by publishers and news agents without stamps affixed, metered or nonmetered matter, matter bearing precanceled stamps, and registered letters and other sealed registered articles which are required to be postmarked only on the back) shall be postmarked on the address side, the postmark to show the post office name in full and the State name in full or abbreviated. All first-class, insured, and c. o. d. mail shall show, in addition to the post office and State names, the date of mailing. All mail of the first class when dispatched from a post office having an hour-dating stamp shall show the names of post office and State and the date and (unless mailed in precanceled Government-stamped envelopes or as metered mail) the hour of mailing. Special delivery mail of all classes, all special-handling parcels, and all parcels of motion-picture films shall be postmarked or otherwise endorsed to show the post office and State and the date and hour of mailing.

Unregistered articles addressed to foreign countries must be legibly postmarked to show the date of mailing, except: second-class matter mailed by publishers or registered news agents to countries to which the domestic regulations apply; matter mailed with precanceled stamps; and matter mailed under permit without stamps affixed. Postmarking is optional in the case of unregistered articles other than letters and postcards, whether prepaid with postage stamps or otherwise, provided the name of the mail-

ing office appears thereon and all valid postage stamps are canceled.

Improper Dating Prohibited

27. The willful impression on any mail of a postmark bearing any other date than that on which the matter is mailed, or of a backstamp bearing a date other than that on which the mail is received at the post office backstamping it, or the erasure of any date of a postmark or backstamp, whether for purpose of fraud or deception or to conceal a delay or detention of mail or any other official error or delinquency, may subject the offender to dismissal from the service.

Postmarking Stamps

28. *Adjustment of.*—The date in postmarking stamps shall be adjusted carefully at the beginning of each day, and where hour type is furnished it shall be changed punctually at the specified time. At offices of the first class the time of postmarking first-class mail shall be changed each half hour in advance. For instance, at 1 p. m. the time in the postmark should be set at 1:30 p. m., and at 1:30 p. m. it should be changed to 2 p. m., etc.

At offices other than those of the first class, immediately following a dispatch the postmarking stamp shall be changed to show the time of the next dispatch, except that mail deposited after the last dispatch of the day, but before the office is closed, shall be postmarked as of that date. Mail deposited after closing the office shall be postmarked as of the time of the first dispatch of the following day.

29. *Records of change in date or hour.*—At all third- and fourth-class post offices a record of postmarks showing every change made in the postmarking stamps shall be kept in chronological order in suitable record books or on loose sheets to be supplied by postmasters. A clear and distinct impression of the postmarking stamp shall be made immediately after each change in either date or hour, including Sunday where mail is made up for dispatch on that day.

30. *Broken.*—Postmarking stamps and type shall be kept clean. Broken stamps shall be returned to the Bureau of Facilities, Division of Equipment and Supplies, except that when the wooden handle only is broken, that office shall be requested to furnish a new handle.

31. *Special stamps not permitted.*—Postmasters shall not use any postmarking stamps other than those furnished by the Post Office Department. This requirement does not prohibit postmasters from purchasing or renting canceling machines from their personal funds, subject to the approval of the Department; but no allowance will be made for the purchase or rental of such a machine in the event the office be-

comes entitled to a canceling machine under the rules of the Department.

ENDORSEMENT OF SPECIAL DELIVERY AND SPECIAL HANDLING ARTICLES

32. Letter-size long and short envelopes bearing ordinary postage stamps in payment of the proper special delivery fee shall be endorsed "Special delivery." Such envelopes bearing the distinctive special delivery stamp need not be so endorsed. All other special delivery articles, whether bearing the distinctive stamp or the equivalent in ordinary postage stamps, shall be endorsed "Special Delivery Fee Paid _____ cents," thus indicating the proper special delivery fee according to weight. Each special handling article shall be endorsed "Special Handling." Endorsements shall be made on the envelope or wrapper immediately above the name and address of the addressee.

SHORT PAID MATTER AT MAILING OFFICE

Unpaid Letters Accompanied by Money

33. When a number of letters are deposited in a letter box without stamps affixed, and a sum of money is found in the box which is not sufficient to pay one full rate of postage on all of the letters, they shall, if mailed by the same person and if he is known and resides within the delivery limits of the mailing office, be returned to him, together with the money. If he is not known or does not reside within the delivery limits of the mailing office, the letters shall be treated as "held for postage." The money found in the box shall be considered in determining the amount due.

When such letters are mailed by different persons, they shall be held for postage and the amount treated as money found loose in the mails.

Postmarking and Rating Short Paid Matter

34. When any matter of the first class wholly unpaid, or prepaid at less than one full rate, or any matter of the second or third class of obvious value, or any matter of the fourth class not fully prepaid but otherwise mailable, is deposited in any post office for delivery in the United States, it shall be postmarked with date of receipt, rated up, and the amount of deficient postage shall be noted thereon.

A decided down weight is necessary to subject matter to an additional rate of postage.

Disposition of Unpaid or Short Paid Matter

35. *Return to sender.*—Wholly or partly unpaid matter deposited in a post office (except first class bearing one full rate of

postage, which shall be rated with the unpaid rate and dispatched) shall be returned to the sender at once for the required postage, if it bears the address of the sender or if he is known or can be conveniently located and is within the delivery limits of the office. The stamps originally affixed to such matter shall, when it is again presented for mailing, be accepted in payment of postage.

36. *Matter for local delivery deposited at a city delivery office.*—When matter wholly or partly unpaid is deposited at any city delivery post office for local delivery and the sender is unknown it shall be delivered to the addressee by the carrier and the deficient postage collected by means of postage-due stamps affixed. In the case of first-class matter on which more than one unpaid rate is due, the additional charge of 1 cent for each unpaid ounce is also applicable. If the addressee refuses to pay the postage, the matter shall be treated as unclaimed.

37. *Sender notified.*—If the sender is not within the delivery limits of the office, he shall, if known, be notified that the matter is held for postage. If the postage is not furnished within 2 weeks, the addressee shall be notified.

38. *Addressee notified.*—When the postage is not furnished by the sender of such matter or when he is not known or cannot be conveniently located, the matter shall be endorsed "Held for postage," and the addressee notified by next mail on card Form 3548 of such detention and the amount of postage required.

39. *Time held pending receipt of postage.*—After the addressee of matter held for postage has been notified of the amount of postage due thereon, such matter shall be held not longer than 2 weeks, unless the office of address is so remote from the office of mailing that the postage could not be received from the addressee within that time, in which case the matter shall be held not longer than 4 weeks. As special exceptions 6 weeks may be allowed for the notice to be dispatched and returned between any post office in the Territory of Hawaii and any other United States office outside the Territories of Hawaii and Alaska; 90 days for such service between any post office in the Territory of Alaska and any other United States post office not in the same territory; and 6 weeks for such service between any post office in the Canal Zone and any post office in the United States. If the postage is not received within the specified time, the matter shall be treated as unclaimed.

40. *Affixing postage.*—If within the prescribed time the required postage is received, stamps of the value thereof shall be affixed to the matter in such manner as to cover a part of the words "Held for post-

age" and the matter dispatched. If Canal Zone stamps are furnished in response to such notices sent from the United States to the Canal Zone, they should be affixed and the matter dispatched.

41. Postage subsequently paid by sender.—If the sender of any insufficiently paid matter shall pay the postage, after dispatch of notice to addressee, it shall be endorsed "Postage subsequently paid by sender," the necessary stamps affixed, and the matter dispatched.

Letters and Other First-Class Special Delivery Matter

42. A letter bearing a special delivery stamp or otherwise entitled to special delivery service, upon which the sender has failed to place sufficient postage, shall not be treated as "Held for Postage," but shall be forwarded promptly to the office of address and the deficient postage collected upon delivery by the use of postage-due stamps. This provision shall apply to letters only on which the special delivery fee is fully prepaid. Matter of the first class, other than letters, when prepaid one full rate by stamps affixed in addition to the special delivery stamp shall be dispatched with the deficient postage rated thereon; but such matter with postage wholly unpaid, although bearing a special delivery stamp, shall be held for postage.

Second-, Third-, and Fourth-Class Special Delivery and Special Handling Matter

43. Wholly unpaid and insufficiently prepaid matter of the second, third or fourth classes, although bearing a special delivery or special handling stamp, shall be held for postage, provided that when a parcel of third- or fourth-class matter intended for mailing as special delivery or special handling is partly but not fully prepaid, and it is not practicable to collect the deficiency from the sender without delaying the parcel, it shall be rated with the amount due and dispatched, the deficiency to be collected upon delivery. In such case the sender should be advised that it is expected that full postage, together with the proper special delivery or special handling charges, will be prepaid on parcels mailed in the future.

MISDIRECTED MATTER AT MAILING OFFICE

44. Employees shall not attempt to correct post office addresses on mail, except as provided in this article or when forwarding mail.

Mail that is misdirected as to name of post office, unless addressed to a known county and State, shall not be dispatched except upon reasonable assurance as to its

destination (in which case it shall be endorsed to show the post office that supplied the address), but shall be returned to the sender, if his name and address are known, endorsed "Returned for better direction," together with such information as the mailing office may have as to the correct post office name. The stamps originally affixed to such matter when it is again presented for mailing shall be accepted in payment of postage.

If the name of the sender is not known and the post office address cannot be supplied with reasonable certainty at the mailing office, the matter shall be disposed of as unmailable.

Mail addressed to a place not a post office but bearing the name of a known county and State shall be examined by a clerk making distribution of that State by general scheme. If then not known, it shall be forwarded to the county seat of the county addressed.

WITHDRAWAL AND RECALL OF MAIL

Withdrawal Before Dispatch

45. After mail matter has been deposited in a post office, it may be withdrawn only by the sender, or, in case of a minor, by the parent or guardian duly authorized to control the correspondence of the writer. Mail deposited by a person adjudicated of unsound mind may be withdrawn by the duly appointed guardian. Application for withdrawal shall be made on Form 1509.

When request is made for the withdrawal of any mail, the applicant shall be required, if necessary, to exhibit a written address in the same handwriting as that upon the matter sought to be withdrawn, and such description of the matter or other evidence as will identify the same and satisfy the postmaster that the applicant is entitled to withdraw it.

When matter withdrawn from the mails before dispatch is again presented for mailing, the stamps originally affixed thereto shall be accepted in payment of postage.

Recall After Dispatch

46. When the sender of any article of unregistered matter desires its return after it has been dispatched from the mailing office, application therefor shall be made on Form 1509 to the postmaster at the office of mailing. (See Postal Guide, Part II, as to recall of foreign matter; and chapter XI, articles 119 to 122, as to recall of registered matter.)

The requirement that the application for the recall of mail shall be made through the mailing office does not apply to official mail. Postmasters at offices of address receiving requests by telegraph, telephone, or mail

from executive departments at Washington, D. C., or their regional disbursing officers shall comply promptly therewith and take special care to prevent delivery of Government checks subject to recall.

When application has been accepted for the recall of mail, the postmaster shall telegraph a request to the postmaster at the office of address, or to a railway postal clerk in whose custody the matter is known to be at the time, for the return of such matter to his office, carefully describing the same so as to identify it and prevent the return of any other matter. All such telegraphic requests shall bear the proper signature and title of the sender of the message. If air mail is being recalled, the telegram should include, as additional means of identification, the air-mail trip involved, and if the originating office does not have direct air mail contact, the city and train should be shown to which the mail was dispatched for initial plane connection.

NOTE.—Telegrams sent in such cases must be paid for by the applicant.

On receipt of a request for the return of any article, the postmaster or postal transportation clerk to whom such request is addressed shall return the matter in a penalty envelope to the mailing postmaster, who shall deliver it to the sender upon payment of all expenses and the collection by postage-due stamps of the regular rate of postage on the matter returned (except first-class matter, which is returned without additional charge). If the mail to which the application relates has been delivered, that fact shall be reported to the mailing postmaster, who shall inform the sender.

Under no circumstances shall the addressee be informed that mail has been intercepted or that recall thereof has been requested by the sender.

All applications for the recall of mail, together with the proofs submitted therewith, the sender's receipt for such matter, and the envelope or wrapper in which it was enclosed, shall be filed at the mailing office.

DISTRIBUTION AND DISPATCH

Closing Time for Mails

47. Mails shall be closed as near to scheduled time of departure of trains, airplanes, and other mail conveyances as possible, allowing a reasonable time for transfer from the post office. The closing time in advance of scheduled departure shall not exceed 1 hour at first-class offices and one-half hour at all other offices, unless such departure is between 9 p. m. and 5 a. m., when they may be closed at 9 p. m.

Orders and Instructions

48. Postmasters shall be governed in the distribution and dispatch of mails by the orders received from the Bureau of Transportation, or from the general superintendent of the Postal Transportation Service in whose division the post office is located.

Postmasters at junction points shall never change the dispatch of mails from one road to another except upon orders from the general superintendent.

Record of Orders

49. At offices of the first and second classes all orders relating to the making up and dispatching of mails at each respective office, and changes in schemes which are received from general superintendents, Postal Transportation Service, shall be kept in an order book. Distributing clerks shall be required to examine the order book daily and, if necessary, initial it.

Distribution Schemes

50. Where official schemes have been furnished, they shall be used in the distribution and make-up of the mails, and only such pouches as have been ordered shall be made up and exchanged. Any post office may be excepted from this requirement by the general superintendent.

No change in distribution or dispatch of mail shall be made without first obtaining authority from the proper general superintendent of Postal Transportation Service, except in cases of emergency; and in such cases an immediate report giving the reasons for the change shall be made to the general superintendent.

State Distribution

51. A distribution or separation should be made only of such mail for States or portions of States as can be advanced thereby. All mail for States of which no distribution is made shall be made up "by States," and facing slips used as provided in article 63 of this chapter. Letter and circular mail for each State shall be made up in packages, and other mail in sacks by itself when the quantity is sufficient, and the name of the State marked on the slip used as a label for the package or sack.

Make-Up of Packages

52. Local mail.—Post offices on railway or highway post office lines, in making up local mail for such lines, shall send by each train or trip by which a dispatch is made all mail which can be expedited thereby. When sent by railway or highway post offices, the mail for nearby stations shall be made up in a separate package and placed under a facing slip addressed to the railway or highway post office and train or trip and marked "No. 1" to indicate that it is for immediate distribution. Any mail for the remaining offices on the line proper shall

be included in a package addressed to the railway or highway post office and train or trip and marked "No. 2." Mail for States for which distribution is not required and not in sufficient quantity to be made up in separate packages shall be combined in a package addressed to the railway or highway post office and train or trip and marked "No. 3."

If the quantity of mail is not sufficient to warrant these separations it shall be combined in one package addressed to the railway or highway post office and train or trip, with the No. 1, No. 2, and No. 3 separations arranged in sequence.

53. Letters for distribution and delivery.—Mail for delivery and mail for distribution at a post office shall be made up in separate packages, unless special authority to combine it is given.

54. Direct packages.—A direct package shall be made up by placing all letters for one post office in a package by themselves all faced one way, with a plainly addressed letter on the top of the package and a facing slip bearing the postmark of the office and the name or number of the person making up the package on the back of the package faced out.

Ordinary letters shall be tied out in direct packages when there are 10 or more for one post office, railway or highway post office, or State, except when requests are received from the proper general superintendent of the Postal Transportation Service for the tying out of directs containing less than 10.

Direct packages or sacks made up for individual persons or firms shall not include special delivery mail, insured parcels bearing insured serial numbers, or any mail which requires the collection of funds on delivery. Mail requiring the collection of funds includes c. o. d. mail, unpaid and short-paid pieces, business reply cards and envelopes, mail returned under the return postage guarantee, mail known or supposed to be liable to customs duty, and certain forms, such as Form 3547, Notice to Sender of Addressee's New Address; publications returned under Form 3579, Label for Returning Undeliverable Second-Class Matter to Publisher; and Form 3849-D, Notice to Sender of Undelivered C. O. D. Mail.

55. Air mail.—(a) Post offices making direct dispatch to planes, will make up and dispatch air mail in accordance with the State dispatch schemes, State standpoint schemes, and other special instructions issued by the general superintendent, Postal Transportation Service. Additional information required regarding the makeup and dispatch of mail and the exchange of mail with air carriers should be directed for his attention. See articles 56 to 58 of this chapter as to special delivery matter, and article 3 of chapter XI as to registered mail. Postmasters at post offices on air mail routes will arrange, on instructions from the De-

partment, for the transportation of mails between post office and airport.

(b) Post offices not served by an air mail route will make up air mail in direct and State packages insofar as possible. Where only a small quantity is available, make up in a mixed package merely labeled "AIR MAIL." Less than 10 air mail letters for any dispatch shall be placed on top of the No. 1 working package, under registered and special delivery articles when dispatched to an R. P. O. or H. P. O. All packages of air mail shall be clearly marked "AIR MAIL." Air mail distributed and made up as above will be pouched to the R. P. O., H. P. O., air mail field, or air stop post office from which the best service can be provided. Clerks dispatching air mail will familiarize themselves with the surface transportation which is available from their office in order that earliest possible plane dispatch may be secured.

(c) Air parcel post dispatched from offices not located on an air mail route will insofar as possible be included in pouches with first-class mail which are labeled to the R. P. O. or H. P. O. over which dispatched. If dispatched over C. P. train or star route, include in pouch to the R. P. O., H. P. O., or post office from which first air service is available. When, because of size, shape or nature of contents of the air parcel, it cannot be included in a pouch, it shall be enclosed in a parcel post sack labeled in the same manner as though included in a pouch. Sacks containing air parcel post shall be prominently identified by having tag Form 2755 attached to the label holder. Do not include air parcel post in sacks with surface parcel post. Air parcel post which must be dispatched outside of pouches or sacks shall be prominently identified as air mail by having Form 3584-A affixed and also stamped "AIR MAIL" above and to the right of the address.

Special Delivery and Special Handling Mail

56. Letters.—Special delivery letters shall be made up into separate packages when there are five or more for the same office or H. P. O. or R. P. O. route; if less than five, they shall be placed on top of the package under the registered letters, if any. When the package is for a route or "dis," the slip shall be placed across the package so as to expose the stamps, the lower third of the slip being turned in to enclose the special delivery matter.

57. Other articles.—Special delivery and special handling mail, other than letters, shall be sacked separately from other second-, third-, and fourth-class mails and be given the same dispatch and handling in closed pouch trains as is accorded pouches of letters. When dispatched on R. P. O. trains, they shall be handled in postal cars as far as practicable. All post offices shall

make up a direct sack in every case where there are two or more parcels the size of an ordinary shoe box or larger addressed to the same post office. Where direct sacks of daily papers are made up in a post office, H. P. O., or R. P. O. and the quantity of special delivery and special handling parcels is not sufficient to warrant a direct sack for those offices, the special delivery and special handling packages may be included in the direct sacks of daily papers.

Special delivery and special handling tags (Forms 3952 and 5135) shall be attached to all sacks containing special delivery or special handling mail, or the labels of such sacks shall be clearly marked "Special Delivery" or "Special Handling," so that they may be readily recognized and given immediate attention.

These tags must be removed when sacks are emptied. Where the quantity is insufficient to warrant directs they should be pouched with letter mail. Any residue special delivery and special handling mail remaining after all directs have been made must be distributed by States and dispatched under "State" labels in accordance with the scheme of dispatch for first-class mails, for distribution in R. P. O. trains or H. P. O. vehicles.

The dispatch and handling of baby chicks shall, so far as may be practicable, be confined to the routes which will involve the least exposure to severe weather conditions in transit and in transfer at connecting points.

58. Dispatch.—Under no circumstances shall the dispatch for redistribution of special delivery or special handling mail be made to Postal Transportation Service terminals or to post offices where similar distribution is performed. Such mail must be handled, dispatched, and transported the same as first-class mail. When it is necessary and proper to handle special delivery and special handling mail in baggage or storage cars, it must be piled with the letter mail for unloading and handling to post offices and connecting lines. Registered special delivery matter shall be dispatched in accordance with the instructions governing the dispatch of registered mail.

Newspapers

59. For the purpose of distribution, dispatch, transit handling, and delivery, "newspapers" are publications which are commonly and popularly understood to be newspapers of which the leading and major feature is the dissemination of timely news of interest to the general public, whether published daily or weekly. This definition does not include trade papers, periodicals, papers devoted to certain classes, orders, or directed to specific ends.

If in doubt as to what is meant by a newspaper in any given case, postmasters

should refer the matter to the Bureau of Finance, Division of Newspaper and Periodical Mail, for decision.

Postmasters are directed to notify all publishers whose mailings of newspapers are not delivered to the post office or train in sufficient time to connect with the intended dispatch. Such notice shall be given each time that a failure occurs so that the publisher may know when his dispatch of newspapers leaves the city of publication. Postmasters should further communicate to publishers all errors made by the latter in making up "club packages," "directs," and also their failure to keep current all changes of address. The Postal Transportation Service likewise notifies publishers of errors made in "R. P. O. sacks."

Newspapers shall be made up in sacks by themselves, containing no other class of mail and plainly labeled "Newspapers." When the quantity is not sufficient to make up separate sacks, they shall be dispatched in pouches with first-class mail. In no case shall newspapers for dispatch to an R. P. O., an H. P. O., a terminal, and to a first-class office be mixed in sacks with other classes of mail except that of the first class. Sacks labeled "Newspapers" shall be dispatched with and as expeditiously as first-class mail. Such sacks shall be segregated promptly at receiving offices and the contents distributed so that the earliest possible delivery may be made.

Other instructions are contained in Form 5296, Instructions to Publishers in the Preparation of Second-Class Matter for Mailing and Dispatch.

Pouching

60. First-class mail shall be dispatched in lock pouches.

When any mail is received too late to be put in the lock pouch, the postmaster or assistant or clerk may, after postmarking and canceling the same, deliver it in person to the postal transportation clerk. It shall not be returned to the person mailing it to be taken to a postal transportation unit.

Letter and circular mail shall be properly "faced" and tied in packages, not placed loose in pouches or sacks.

Postmasters shall not make up through pouches to be dispatched on mail trains unless specially instructed to do so.

Postmasters shall keep a correct list of all pouches due to be dispatched.

Sacking

61. A mail sack may be used for a separation of third- and fourth-class matter only when the bulk or volume exceeds one-third of the capacity of a No. 1 sack, unless it is necessary to advance the mails and no intermediate distributing unit is available. Not more than 100 pounds of mail shall be placed in a sack.

See chapter III, article 86, as to using mail sacks for second-class matter.

Outside parcels

62. It is essential that outside parcels be kept at a minimum. The dispatch of parcels as outside matter to save time or cost of labor in sacking is not permissible. (See ch. IV, art. 31, concerning matter requiring outside handling.)

The fact that a parcel is first class, special delivery, special handling, or perishable does not in itself justify outside dispatch. All such parcels not requiring handling outside of mail bags shall be dispatched in pouches or sacks, and when dispatched in sacks, special delivery, special handling, or perishable tags shall be attached to the label holder or the labels of such sacks shall be clearly marked to show contents as provided in article 57 of this chapter.

A parcel large enough to completely fill a sack may be dispatched outside. Sacks should be pulled from rack if necessary to sack a parcel which is too large to be placed in sack while hung in rack. When mailers use containers of a size involving difficulty in placing in racks, postmasters are requested to contact mailers to suggest containers of a size that would permit being sacked more easily, if feasible.

Large bulky parcels marked "FRAGILE" should not be crushed in order to be sacked. Large parcels apparently containing liquids although not so marked should be dispatched outside of sacks.

Care must be used in sacking parcels so as to avoid dropping or throwing parcels on fragile matter already in sacks. Parcels in sacks should be arranged when practicable to afford protection to any fragile parcels in the same sacks.

Outside parcels containing liquids or other matter which would present less of a hazard to other mails if carried in a certain position should have the address and endorsement or label on top and must be carried in that position when practicable.

Labeling Packages, Pouches, and Sacks

63. A facing slip showing the proper address shall be placed on the face of each package of mail made up for dispatch, except that a facing slip without address shall be placed on the back of each direct package. A label showing the proper address shall be placed on the label holder of each pouch and sack made up for dispatch. Train numbers may be omitted from paper sack labels by authority of the general superintendent of the Postal Transportation Service. Each slip on packages of letters or circulars, and the label of each pouch or sack containing newspapers, special delivery or special handling matter shall bear the postmark of the office with date and time of closing or dispatch, and the name or number of the employee making up the

package, pouch, or sack. The sack labels used for the dispatch of sacks containing circulars, parcel post, and ordinary paper mail shall be stamped to show the date and closing hour of the period of duty to which the employee making distribution or dispatch is assigned. The foregoing does not apply where direct sacks are made up by mailers who provide labels printed to show the mailers' name and the point of mailing.

In dispatching a sack containing packages of circulars the sack label shall only read, in addition to the address, "Circulars."

A separate sack of direct packages of circulars should be made up when the quantity for any post office warrants. When the quantity is insufficient for a separate sack the package should be combined in State sacks labeled "Circular Directs" in addition to the State.

Mail should not be labeled to an office as "Dis." (mail for distribution) unless the package or sack actually contains mail for post offices which are properly supplied through that office, or unless said mail will reach its destination sooner by placing it in a "Dis." package. If the only supply for an office is by railway or highway post office, the mail should be worked into direct packages or placed in packages and sacks properly labeled to the railway or highway post office, or in the case of States not distributed by a local office it should be labeled to the State in question and dispatched to the proper railway or highway post office performing such distribution. However, it is permissible to label mail to a post office as "Dis." even though the only source of supply is by railway or highway post office, provided that by so doing the receipt or dispatch of mails would be expedited.

A "Perishable" tag (Form 5138) shall be attached to every sack containing perishable matter.

Pouches, Sacks, and Direct Packages on Star or Mail Messenger Routes

64. *Use of locked pouches.*—One locked pouch shall be used on each star route and it shall be opened at every post office. If the amount of mail is not too large it shall all be carried in this pouch.

All mail of the first-class carried on star routes shall be enclosed in locked pouches; other mail shall also be included in the locked pouches unless the quantity or bulk is too great, in which case it may be carried in tie sacks or outside of sacks.

Way pouches dispatched by way of star routes shall be labeled first line, "Way pouch to (office of address)"; second line, "Routing" (if necessary for proper handling); third line, "From (name of dispatching office)."

65. *Direct packages.*—In making up mail to be dispatched on a star route, all letter

mail for each office shall be tied out in a direct package; all other mail for each office shall be tied out in packages in a similar manner as far as practicable.

66. Direct pouches.—On any star or mail messenger route supplying more than one post office, the general superintendent of the Postal Transportation Service may order a direct locked pouch or pouches to be made up by railway or highway post offices or by supply post offices on the route for one or more of the post offices supplied, with return pouches when necessary, all such pouches to be properly labeled and not to be opened by any other office. Such pouches shall not contain registered matter unless specially ordered by the general superintendent.

67. Dispatches beyond terminal office.—Mail to be dispatched from an office on a star route to points beyond the terminal office shall be made up as far as possible "by States" if the quantity is sufficient; otherwise it shall be made up in one package with the name of the terminal post office and the abbreviation "Dis." marked on the slip label to indicate that the package is for distribution.

Mails for United States Possessions and Overseas Territory

68. All surface mails for Alaska are dispatched from Seattle, Wash. Air mail for Alaska is dispatched from AMF Seattle, Wash., and AMF Minneapolis, Minn.

Mails for Hawaii, Samoa, and Guam are dispatched from Pacific coast ports. Mails for Puerto Rico and the Virgin Islands are dispatched by steamer from New York, N. Y., and New Orleans, La., and by air from New York, N. Y., and Miami, Fla. Mails for the Canal Zone are dispatched by steamer from New York, N. Y., and New Orleans, La., and by air mail from Miami, Fla., New Orleans, La., and Brownsville, Tex.

Delivery to Carriers in Advance of Scheduled Time

69. Postmasters shall not, except in cases of emergency, deliver mail to carriers in advance of scheduled time without express permission from the Department, nor permit the mail to be taken from the post office on the evening before the scheduled day for departure to be kept in a private house overnight.

MAIL AT OFFICES IN TRANSIT

Time for Opening and Closing at Intermediate Offices

70. (a) At all intermediate offices on star routes where no time is specified, the mails shall be opened and closed as promptly as possible. If in any case more than 10

minutes are required the postmaster should apply to the Bureau of Transportation for an extension.

(b) At intermediate offices on all other post routes, where no time is specified, the mails shall be opened and closed as promptly as possible.

Opening Pouches to Advance Mails

71. Air mail.—When a post office receives from an air carrier an air-mail pouch addressed to another post office or air-mail field and the pouch is opened and its contents distributed to advance the mail or conserve equipment and reduce weight, the label should be postmarked and filed with the labels of pouches distributed. The irregular receipt of such pouches shall be reported to the general superintendent, Postal Transportation Service on Form 2759.

72. Surface mail.—When a surface mail pouch is received addressed to another office, and, on account of being delayed, is opened and the contents distributed in order to advance the mail, the label of such pouch shall be marked "Distributed," postmarked, and sent direct to the office of destination, so that the pouch may be properly accounted for.

Pouches "Not Made Up"

73. Air mail.—When an air-mail pouch due to be made up by a post office labeled to another post office or air-mail field, is not made for any reason, the label should be filed with labels of pouches distributed as evidence that the pouch was not made.

74. Surface mail.—When a surface mail pouch due to be made up for a post office, highway post office, or railway post office is not made up for any reason, the label for such pouch shall be endorsed "Not Made Up" with reasons therefor, and sent direct to the post office or the district superintendent, Postal Transportation Service, as the case may be.

Uncanceled Stamps on Matter in Transit

75. Matter dispatched from a post office with stamps not properly canceled shall not be stopped in transit nor the stamps thereon canceled at any office other than the office of destination.

Short Paid and Unpaid Matter

76. Matter inadvertently dispatched without prepayment of postage or insufficiently prepaid shall not be stopped in transit or rated up at intermediate offices.

See articles 33 to 43 of this chapter as to treatment of postage-due matter at office of mailing; and articles 90 to 101 of this chapter at office of delivery.

Misdirected, Unmailable and Missent Matter

77. Misdirected and unmailable matter (except "held for postage" and "excess of

weight or size") which was dispatched from the office of mailing contrary to instructions, shall be treated by any postmaster into whose hands it may come in transit as though it were originally mailed at his office.

Missent matter, or that which is plainly addressed but sent in the wrong direction, when discovered in transit, shall be stamped "Missent," postmarked, and then placed in the first mail going in the proper direction.

Carriers Stopping Overnight

78. When a mail carrier stops overnight at any place where there is a post office, the mail shall be kept in the post office unless otherwise ordered by the Bureau of Transportation.

OPENING MAILS AT RECEIVING OFFICES

Opening and Examination of Pouches and Sacks

79. Upon the arrival of mail at a post office, the sacks and pouches addressed to that office shall first be examined to ascertain whether they are properly locked and whether they are cut or torn so that mail could have been lost or removed therefrom, and shall then be opened. Upon being emptied, the pouches or sacks shall be carefully examined to see that no mail is left therein. Only one sack or pouch shall be opened at a time, so that the responsibility for all errors may be definitely fixed. When practicable, two persons shall witness the opening of incoming pouches and the removal therefrom of any registered matter, as required by chapter XI, article 145.

Treatment and Disposition of Pouch Labels

80. The address labels of all pouches and sacks shall be carefully removed. Pouch labels shall be postmarked with the date of receipt. Air mail pouch labels shall be kept on file at least 60 days and other labels 30 days.

Errors in Distribution and Makeup.

81. On opening and assorting the mail, employees shall examine it for errors in its distribution and makeup. All errors found in the distribution of a package or sack of mail shall be noted on the reverse side of the package or sack label, giving the name of the post office and State, the name of the person noting the error, and the postmark showing the date. Address slips and labels on which errors have been noted shall be sent daily by first- and second-class offices, and weekly by all other offices, to the general superintendent, Postal Transportation Service.

Missent Packages

82. When a package of letters or papers

is missent, the error shall be noted as follows on the slip accompanying the package:

Missent pkg. of
----- letters (or
papers), all for

John Smith, P. M.
(postmark)

Such slips shall be forwarded to the general superintendent, Postal Transportation Service, with the label of the pouch or sack, daily by first- and second-class offices and weekly by all other offices. If there is no slip on the package, a blank slip shall be used. If the pouch or sack is not labeled, that fact shall be stated. A package of papers is construed to mean a tie-out under a separate label of more than one piece of separately wrapped and addressed mail other than letters.

(See art. 89 of this chapter for endorsement of missent matter.)

Misdirected Packages

83. Reports of errors involving misdirected packages of letters or papers shall be made in the same manner as for missent packages, except that the word "Misdirected" shall be substituted for "Missent."

Missent or Misdirected Pouches and Sacks

84. Reports of errors involving missent or misdirected pouches and sacks shall be made as prescribed for missent or misdirected packages.

Improper Distribution

85. Mail received at any post office which has not been properly distributed or made up by postal transportation clerks shall be reported promptly to the general superintendent, Postal Transportation Service, and the labels received with the mail shall be sent with the report.

Reports of Irregularities Concerning Special Delivery Mail

86. When special delivery matter is received at any office indicating that the dispatching office failed to properly rate, endorse, or dispatch the article, the irregularity should be checked on Form 3950 and mailed to the postmaster at the office of mailing. Upon receipt of the form by the mailing office, an investigation should be made as directed thereon and the facts reported on the same form to the Bureau of Post Office Operations, Division of City Delivery.

Backstamping

87. All registered mail and all special delivery letter mail received for delivery at any post office shall be backstamped once

over the flap of the envelope or wrapper to show the post office, State, and date of receipt at such office. When a piece of registered mail or a special delivery letter is addressed for delivery through a station or branch and such mail passes through the main office, it shall be backstamped over the flap once at the main office and once at the station or branch. Care should be exercised in backstamping registered mail to see that the impressions of the backstamp do not interfere with any impressions of the postmarking stamp previously placed on the back of the registered article.

All special handling parcels, special delivery parcels, and parcels of motion picture films received for delivery at any post office shall be postmarked plainly on the address side.

At all post offices every piece of mail of any class that is subject to general delivery service shall be stamped, by machine or hand, or otherwise endorsed to show the date of its receipt in the general delivery section. Letters shall be so stamped or endorsed on the back; cards, parcels, and papers on the face.

Record of Pouches Received

88. Postmasters shall keep a correct list of all pouches due to be received. In case of failure to receive a pouch scheduled to be received by surface means, a prompt report shall be made to the proper district superintendent, Postal Transportation Service, and a copy of such report shall be filed in the office. Unless there is reason to think the pouch has been lost or stolen, the postmaster may defer reporting nonreceipt of pouch for 12 hours after pouch is due, or until arrival of next following mail; then if label is received, no report need be made. In case of failure to receive an air mail pouch due to be received from an air carrier no report need be made unless there is reason to think that the pouch may have been lost or stolen.

Endorsement of Missent Mail

89. Mail which has been missent to the wrong post office shall be endorsed "Missent," by the office to which it has been missent, postmarked, and forwarded to its proper destination by the next mail.

SHORT PAID MATTER AT DELIVERY OFFICE

Detection of Improperly Rated Matter

90. Postmasters at the office of delivery may remove the wrappers and envelopes from mail not charged with letter postage, when it can be done without destroying them, for the purpose of ascertaining whether there is upon or connected with such matter anything which would author-

ize or require the charge of a higher rate of postage.

Detection of Short Paid Matter

91. Letters and packages received for delivery shall be examined to ascertain whether the proper postage has been paid thereon.

Rating Short-Paid Matter

92. *First class.*—All first-class matter which is short-paid more than one full rate shall be rated with the deficient postage plus an additional charge of 1 cent for each short-paid ounce or fraction thereof. When short-paid only one full rate it shall be rated with the deficient postage at the single rate. The amount due shall be noted in writing or handstamped on each piece.

93. *Second class.*—Matter of the second class without evidence of prepayment of postage by stamps affixed, containing illegal enclosures or bearing unauthorized additions or which the postmaster believes was not entitled to the pound rates, shall be delivered without exacting additional postage, but a report of the facts should be made to the Bureau of Finance, Division of Newspaper and Periodical Mail, including therein the name, date, and place of entry of the publication, and, when practicable, submitting a copy showing any illegal enclosure or unauthorized addition.

94. *Other matter.*—All other partly prepaid matter shall be rated with the deficient postage at the single rate according to its class and weight. The amount due shall be noted in writing or handstamped on each piece.

95. *Matter bearing postage-due stamps only.*—Mail inadvertently dispatched with postage-due stamps affixed, but no others, such stamps representing the full amount of postage, shall be delivered without additional charge. If such stamps do not represent the full amount of postage, the deficient postage at the single rate only shall be collected from the addressee. In all such cases the office of mailing shall be reported to the Bureau of Finance, Division of Letter and Miscellaneous Mail.

96. *Parcels sealed against inspection or containing unpermissible written matter.*—Postmasters at offices of address may deliver parcels which upon examination are found to contain unpermissible written matter upon payment of \$1 only when the postage due at the first-class rate is more than \$1, or upon payment of 25 cents when the postage due is less than \$1 but more than 25 cents. The full amount shall be collected when the postage due is less than 25 cents. This procedure should be followed only when the unauthorized enclosures are merely incidental and not when the parcels consist mainly of first-class matter. In no

instance shall the amount collected be less than that chargeable on the first-class matter enclosed.

Sealed parcels prepaid at the third- or fourth-class rates without being labeled to show that they may be opened for postal inspection may be opened by the addressees in the presence of a postal employee, and if found to contain unauthorized written matter, additional postage as above stated should be collected. If no unpermissible enclosures are found, the parcel may be delivered upon payment of additional postage at the first-class rate up to but not exceeding 25 cents for each parcel because it was sealed.

Postage-due stamps shall be used to account for the additional postage.

97. Official matter at Washington, D. C.—Part paid letters addressed to any Government department or bureau at Washington, D. C., may be delivered free, but when there is good reason to believe that the omission to prepay the full postage was intentional, the letters shall be returned to the sender.

98. Matter on which no prepayment of postage has been made.—(a) *General*.—Double rate of postage shall be charged on matter reaching its destination with no evidence of any prepayment whatever. See chapter III, article 125, on collection of postage due on hotel and steamship room keys.

(b) *Special delivery and special handling*.—One full rate of postage due shall be charged on special delivery letters weighing 1 ounce or less, transmitted without any prepayment of postage. On special delivery letters exceeding 1 ounce in weight, transmitted without any prepayment of postage, the deficient postage at the single rate and an additional charge of 1 cent for each ounce or fraction thereof computed on the unpaid weight shall be collected on delivery. All other special delivery matter and special handling matter which through inadvertence reaches its destination without any prepayment of postage shall be charged with postage due at double rates.

99. Stamps lost off matter.—When it is apparent from the envelope or wrapper of mail that a stamp has been on it but has been wholly or partially lost, the postmaster may assume the matter to have been prepaid, but the evidence that the stamp has been affixed shall be from the blank in the impression of the canceling stamp. In such case matter of the first class shall be presumed to have been prepaid one full rate only.

100. Matter addressed to the postmaster.—When insufficiently prepaid matter is addressed to a postmaster, he need not pay the additional necessary postage if the matter is not taken out of the office, but it shall be treated as "refused" matter; when, however, such matter is taken out of the office, the deficient postage shall be paid.

Collection of Postage Due

101. No mail shall be delivered until the postage due thereon has been paid. The amount due shall be paid in cash. Postage stamps shall not be accepted in payment thereof.

Postage-due stamps shall be used for the collection of postage due on unpaid or part-paid matter.

No postage-due stamps shall be affixed to part-paid or unpaid matter of the third or fourth class unless there is good reason to believe that the delivery thereof can be effected, as in the case of matter returned to the sender under his pledge guaranteeing the payment of return postage. Postage-due stamps shall not be affixed to matter forwarded by request of addressee, returned to writer, or sent to a dead letter or dead parcel-post branch.

At city delivery offices postage-due stamps shall be affixed to all part paid or unpaid mail of the first and second classes received for delivery, unless a forwarding order is on file, in which case first-class mail prepaid at least one full rate shall be forwarded without affixing due stamps. When postage due is required on mail for delivery through lock boxes or general delivery, the due stamps shall not be affixed until the deficient postage has been paid.

At other than city delivery post offices postage-due stamps shall not be affixed to part paid or unpaid matter of any class until the delivery thereof has been requested, unless it is addressed for delivery on a rural route, in which case it shall be treated as provided in chapter IX, article 217.

When postmasters have no postage-due stamps on hand, they shall collect the amount of postage due and as soon as they obtain such stamps an amount equal to the postage collected shall be affixed to a sheet of paper, canceled, and forwarded to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with a statement of the facts.

Instructions with respect to handling advance deposits to cover postage-due mail at offices operating under the two division plan are found in chapter XXIII. Postmasters at other offices where advance deposits to cover postage-due mail are accepted shall follow as nearly as possible those instructions.

Matter Accompanied by Postage-Due Bill

102. Upon receipt at any post office of matter on which postage-due stamps have been affixed and canceled, and which is accompanied with a postage-due bill, the bill shall be returned to the postmaster from whom it was received, accompanied with uncanceled postage-due stamps in the amount named thereon. When such matter is delivered the proper postage shall be collected.

Payment of Additional Postage Protested

103. If the addressee objects to the payment of the additional postage, he may deposit the amount thereof with the postmaster, who shall give a receipt therefor, and submit to the Bureau of Finance, Division of Letter and Miscellaneous Mail, a full statement of the facts and the reason for the charge. If the charge is made because the matter is closed against inspection, the addressee may deposit the deficient postage and require the package to be sent unopened to the Bureau of Finance, for decision as to whether it is so wrapped as to require rating as first-class matter; whereupon the postmaster shall promptly transmit it accordingly, under penalty envelope, with proper letter of advice. In either case should it be held that the matter was prepaid at the proper rate, or if for any reason it appears proper not to insist on the payment of such additional postage, the postmaster will be directed to refund the deposit.

DIRECTORY SERVICE**Mail Entitled to Directory Service**

104. At letter carrier offices having directory facilities directory service shall be given to certain mail which cannot be delivered due to lack of address or indefinite address, or which fails of delivery at the address given. Such service should be centralized at the main office or the point of centralized distribution. The following is the only mail entitled to directory service:

Registered, insured, c. o. d., special delivery mail of all classes, special handling parcels, perishable matter, parcels of obvious value, and foreign mail except circulars.

Directories

105. A city directory, where available, or a telephone directory shall be used to give directory service. A loose leaf or card index directory of any character shall not be compiled.

Review of Undeliverable and Indefinitely Addressed Matter

106. All mail which fails of delivery, including circulars and other matter not entitled to directory service, should be run through first by experienced distributors, with a view to effecting delivery of the greatest number of pieces of mail possible.

Indefinitely addressed first-class and other matter of obvious value, apparently intended for delivery on a rural route shall be examined by each rural carrier before being treated as undeliverable. The carrier, if unable to effect delivery, shall appropriately endorse it as evidence of his examination. At large cities where rural routes emanate from different stations, the examination shall be made only at the sta-

tion indicated by the local address shown on the matter.

Mail for Patrons of Hotels, Clubs, Etc.

107. Managers of hotels, motels, etc., and officers of clubs, boards of trade, and exchanges, should not hold unclaimed mail addressed to their care longer than 10 days, except at the request of the person addressed, and should redirect it for forwarding if the present address is known; otherwise, such mail should be returned to the post office.

With a view to obtaining a more satisfactory and uniform handling of mail at the larger hotels catering to transients, the following instructions should be observed:

(a) An inspection of hotel mail should be made by a post office employee at least every 10 days, except at those hotels where it has been found that the mail is being properly handled, inspection may be made at least every 30 days, depending upon existing conditions. Care should be taken in examining mail to see that all of it is addressed to the hotel inspected.

(b) Ordinary letters and parcels that have been held for 10 days should be withdrawn, unless the addressee requests that it be held longer.

(c) No mail should be returned to the post office until reviewed by the hotel clerk, who may hold the mail for future delivery if he has reasons to believe that such future delivery may be effected.

(d) Mail which cannot be delivered or forwarded by the larger hotels catering mainly to transients, and that which is not retained at the request of the addressee, should be endorsed "Not at hotel" and returned to the post office by the hotel. Such mail should not be accorded directory service. Change of address orders which guests file through the post office or with the carrier should be turned over to the hotel. A supply of Forms 22 and 22-B should be furnished the hotels to be handed to departing guests.

(e) In the case of smaller hotels and those classed as family or apartment hotels, lodging houses, etc., served by city carrier, the handling and forwarding of mail should be the same as that of other patrons on the route.

(f) Before delivery of registered, insured, or c. o. d. mail to a hotel, it should be ascertained, if practicable, if the addressee has left the hotel and furnished a forwarding order. Such an order, when vouched for by the hotel, may permit forwarding or return of the article before removal from the Postal Service without additional charge for registry, insurance, or c. o. d. fee.

(g) The hotel should keep a record of registered, insured, and c. o. d. mail which shall show date of receipt, original registration, insurance, or c. o. d. number (except

in the case of parcels insured at the minimum fee), name of the post office and State of origin, exact address borne by the article, condition of article if other than good, manner of disposition, and the date of disposal. If an article is delivered, the addressee should be required to sign for it at the time he receives it from the hotel. If the article is forwarded or returned, the complete new address should be recorded by the hotel.

(h) The hotel record should be checked by hotel employees at frequent intervals with the registered, insured, and c. o. d. mail on hand to secure prompt disposition of such matter and prevent its being stored in the hotel safe or vault and forgotten.

(i) Registered mail should be kept in a safe; parcels in a vault or safe place. Dated cards bearing addressees' names should be kept in the general-letter case, marked "registered," "insured," "c. o. d." or "parcels," as the case may be. The cards should be withdrawn when delivery is effected.

(j) Mail to be forwarded or returned as registered, insured, or c. o. d. should not be deposited in the ordinary mail. It should be turned over to a postal employee for treatment in accordance with current instructions on the subject.

(k) In checking for lost mail, different records maintained for all classes of mail should be gone through before signature is taken for nondelivery on claim voucher.

(l) Complaints or inquiries involving domestic or international registered, insured, or c. o. d. mail should be made at the post office.

(m) A complete record should be made by the hotel, if possible, of ordinary parcels received daily and their disposition, showing when forwarded, whether by mail or otherwise, or returned to the sender.

(n) Some hotels notify senders of all uncalled for packages after they have been on hand for 10 to 20 days, advising the sender that the parcel is on hand and requesting advice as to its disposition. This keeps their parcel post down to a minimum, resulting in fewer losses and inquiries.

(o) As changes frequently occur in the personnel of large hotels, it is essential that close touch be kept with the management in the interest of uniform and efficient co-operation. A competent hotel employee is usually in charge of the mail desk, and the procedure to be followed should be explained to him fully, as well as the responsibility involved.

(p) The successful operation of this system of handling and checking hotel mail will depend on careful supervision in general by the post office employees concerned.

FORWARDING MAIL

Orders for Forwarding

108. Patrons desiring to have their mail forwarded must file with the postmaster at

the office of address a signed request giving the old address, the complete new address, specific information as to the time during which the order is to be observed, and indicating therein whether forwarding postage is guaranteed for matter other than first class. Form 22 (order to change address) is provided for this purpose. Forwarding requests not made in writing or by telegram, and those made by any other person than the addressee or his lawful agent or the person in whose care the matter is addressed (except requests made by the sender of matter of the second, third, or fourth class), shall be disregarded. The husband of an addressee is presumed to be her agent unless she has directed her mail to be withheld from his control.

109. *Recording change of address orders.*—
(a) *City and village carriers.*—When a patron of a city or village carrier route files a change of address or forwarding order, the order shall be recorded in the route directory by the carrier serving the old address. In the case of a change from one local carrier route to another, the order shall also be referred to the carrier serving the new address as information and for initialing, but will not be recorded by the latter. When no forwarding address has been received after the lapse of three days since the patron moved, suitable entry shall be made in the carrier's route book and on Form 3982. (See also ch. IX, art. 92.)

(b) *Rural and star route carriers.*—When a patron of a rural or star route files a change of address or forwarding order, the order will be recorded by the carrier serving the old address. In the case of a change from one local rural or star route to another, the order should also be recorded by the carrier serving the new address.

(c) *General delivery.*—A Form 3982 (record of change of address) should be placed in each separation in general delivery cases. When a general delivery patron files a change of address or forwarding order, the order shall be recorded on the appropriate Form 3982 in the general delivery case.

(d) *Box section.*—When a box patron files a change of address or forwarding order, the order shall be recorded in the box section. A "flag" of some description should be placed on the box to indicate that an order is on file for mail of the person named in the order.

110. *Forwarding postage guarantee.*—At the time each forwarding order is recorded, the entry should be endorsed to indicate whether forwarding postage is guaranteed with respect to out-of-town changes. This can be done by marking the entry with the letter "G" if forwarding postage is guaranteed for all types of mail; if the guarantee applies only to magazines and newspapers the entry should be marked "(G-2)"; if it

applies only to magazines, newspapers, and parcel post the entry should be marked "(G-2) (G-4)." If forwarding postage has not been guaranteed for both newspapers and magazines "(G-2N)" should be used to indicate postage guaranteed for newspapers and "(G-2M)" for magazines.

111. Period of validity.—Forwarding orders, except those applying to general delivery and second class matter, expire at the end of two years unless a shorter time is indicated. Orders for the forwarding of general delivery mail expire at the end of thirty days unless renewed in writing. Orders for the forwarding of second class mail are subject to the provisions of article 147 of this chapter.

112. Filing of orders.—After forwarding and change of address orders have been recorded, they shall be filed in one central alphabetical file.

Forwarding on Trial

113. Letters shall not be forwarded on trial. A postmaster at whose office a letter cannot be delivered may forward such letter to another office if he has special reason to believe it can be delivered therefrom.

Reforwarding

114. The direction may be changed and matter reforwarded upon request as many times as may be necessary to reach the addressee.

Matter not Requiring Additional Postage

115. First class.—Letters prepaid at one full rate, parcels fully prepaid at the first-class rate, postal cards, post cards, and official matter may be forwarded without additional charge.

Air mail weighing 8 ounces or less may be forwarded by air without additional charge. If such mail is returned to sender it shall be sent by surface means without additional charge. (See arts. 123 and 142 of this chapter as to forwarding and return of air parcels.)

116. Addressed to discontinued office.—Mail of any class addressed to a discontinued post office may be transmitted to such office as the addressee may designate, without additional charge, when the office to which such mail is ordered sent by the Department is not convenient for the addressee.

117. Readdressed due to change in delivery service.—Patrons of any office who, on account of the establishment of or a change in rural delivery service, receive their mail from the rural carrier of another office may have their mail sent to the latter office for delivery by rural carrier without a new prepayment of postage, provided they first file with the postmaster at the former office a written request to that effect. This is not construed as "forwarding."

118. Change of street address.—A change of street address only is not a "forwarding" and does not subject the mail to additional postage.

119. Addressed to persons in the service of the United States.—All mail addressed to persons in the United States service (civil, military, or naval), serving in the United States or any of its possessions, whose change of address is caused by official orders, shall be transmitted as rapidly as possible until it reaches the addressee. Such transmission shall not be considered as "forwarding," and no additional postage shall be required therefor. To assure prompt delivery, mail sent to a person in the United States service should include in the address the complete designation of the organization, company and regiment, vessel, or other branch of the service to which the addressee belongs, and the postage thereon should be fully prepaid. This provision for the free transmission from one post office to another of all mail for persons in the United States service shall not apply to mail (other than that of the first class) for the members of the families of such persons.

Matter Requiring Additional Postage

120. Drop letters.—Drop letters, when forwarded, shall be rated for collection of additional postage for the difference between the amount already prepaid and the total postage computed at the first-class rate.

121. Second-class.—Second-class matter when forwarded shall be charged with postage at the transient second-class rate. See article 147 of this chapter as to method of forwarding.

122. Third- and fourth-class.—Third- and fourth-class matter shall be forwarded under the following conditions: (a) When of obvious value, whether or not forwarding postage is pledged by the sender or guaranteed by the addressee; (b) When it bears the sender's pledge to pay forwarding postage; and (c) When the addressee has guaranteed payment of forwarding postage. See also article 158 of this chapter regarding perishable matter.

Third- and fourth-class matter may be forwarded to a designated person other than the addressee when so directed by the sender in connection with his pledge to pay forwarding postage.

Third- and fourth-class matter, when forwarded, shall be charged with additional postage computed as if the matter were originating at the forwarding office.

Books prepaid at the rate prescribed in chapter III, article 140, when forwarded, shall be charged at the same rate or the parcel-post rate, whichever is lower.

Catalogs prepaid at the rate prescribed in chapter III, article 143, shall be charged at the same rate when forwarded.

123. Air parcel post.—All air parcels over 8 ounces in weight when undeliverable as addressed shall be promptly forwarded by air, if a new address is available, properly rated up at the applicable zone rate, unless the matter bears instructions of the sender to forward by surface means. This action shall be taken whether or not the matter bears a pledge of the sender to pay forwarding postage. However, postmasters should exercise discretion in forwarding air parcel post and if at the time of dispatch it is known that air transportation will not advance delivery, the article may be forwarded by surface means rated according to the class of matter involved.

124. Computation and collection of postage.—Forwarding postage shall be computed on each individually addressed piece, and not on the bulk weight of a number of pieces for the same addressee. Inscriptions not necessary to proper forwarding will subject the matter to new prepayment of postage. This includes advertisements of hotels, clubs, etc., forwarding mail for guests or members.

When mail is forwarded as provided herein the additional postage shall be collected on delivery by means of postage-due stamps.

125. Refusal to pay forwarding postage.—When the addressee at his new address refuses to pay the forwarding postage the matter shall be treated as undeliverable, and the postmaster at the office of original address notified on Form 3546 so that he may modify the forwarding order to prevent the future forwarding of mail of that class.

Matter Erroneously Delivered

126. Any erroneously delivered mail on being returned to the post office, and any mail which properly may be forwarded free and is addressed to the care of another and returned by him redirected, may be forwarded as if it had not passed from the post office. Mail which has been opened inadvertently upon misdelivery may be forwarded. See chapter IX, article 27, as to sealing such matter.

Supplying address on Misdirected Matter

127. The address on all misdirected ordinary mail which includes the name of a street, hotel, or other local identifying address showing that the mail is intended for delivery at another post office, may be corrected and the matter transmitted to its proper destination without payment of additional postage, provided that it is reasonably certain the mail can be delivered at the other office, and that the amount of postage originally prepaid is sufficient to cover the charge from the office of mailing to the correct office of delivery. This course shall be followed only where the address itself bears some tangible evidence clearly showing that the mail is misdirected.

Each piece of obviously misdirected mail transmitted to another office in accordance with the foregoing shall bear the postmark of the office where the address is corrected, with its current date, below or following the words "Deficiency in address supplied by" or some other stamp or endorsement giving like information.

Letters Under Cover to the Postmaster

128. Postmasters shall forward all first-class matter bearing one full rate of postage which may be received under cover from another post office with or without request to mail the same. Before forwarding they shall cancel the stamps and endorse such matter as follows:

"Received at _____, under cover from the post office at _____. When the name of the mailing office does not appear, the endorsement shall be made as indicated but leaving the last two spaces blank. The foregoing endorsement shall not apply to matter received for mailing under the provisions of chapter VIII, article 1 (matter received in bulk by freight, etc.), or to philatelic covers submitted by collectors or others.

Matter to Which Postage-Due Stamps Have Been Affixed

129. When at a city delivery office mail to which postage-due stamps have been affixed and canceled is forwarded to another post office within the United States, a numbered postage-due bill, stating amount due and name of the person from whom it is to be collected, shall be attached to and sent with the mail.

When domestic mail on which postage-due stamps have been affixed is forwarded to foreign countries, the postage-due bill, endorsed "Foreign letters forwarded," shall be attached to the "dead-letter bill" and sent to the central accounting postmaster.

USE OF FORM 3547

130. When the sender of ordinary third- or fourth-class mail desires to be notified of the new address in cases where the addressee has removed, or of the reason for nondelivery in the event the mail is undeliverable for any reason, he shall print in the lower left corner of the address side of the article the inscription "Form 3547 Requested." Each piece bearing this inscription shall also bear the name and address of the sender in the upper left corner of the address side.

When the addressee of ordinary third- or fourth-class mail bearing this inscription has removed and the new address is known, the postmaster at the office of original address shall furnish the new address to the sender on Form 3547, for which a postage charge of 2 cents shall be collected upon delivery thereof.

In cases where the addressee of such mail has removed and the new address is not known, or if the article is undeliverable for any reason (not merely because of removal), the piece of mail shall be returned promptly to the sender, legibly endorsed to show the reason for nondelivery. Mail matter so returned shall be rated for collection of return postage due at the regular rate for the class of mail involved. In these cases Form 3547 shall not be used.

The printing on mail matter of the inscription "Form 3547 Requested" shall constitute a guarantee on the part of the mailer that he will pay the charge for the notice, if one is sent, or return postage due if it is necessary to return the mail as undeliverable.

NOTE.—The use of Form 3547 applies only to third- and fourth-class matter sent out in the regular course of business for purposes other than merely obtaining addresses of patrons. It may not be used in connection with matter sent out primarily for the purpose of collecting past due accounts.

UNCLAIMED AND UNDELIVERABLE MATTER

First-Class Matter bearing Sender's Name and Address

131. (See art. 167 of this chapter for matter of the first class not bearing return card, and article 141 of this chapter for postal and post cards.)

Undeliverable first-class matter having one full rate prepaid and bearing the name and address of the sender shall be returned under the following provisions, without additional charge for postage:

132. Retention period specified.—A return card request to hold a letter for less than 3 days or more than 30 days shall be disregarded; except that a special delivery letter bearing the specific request that it be returned to the writer if immediate delivery cannot be made shall be so returned.

The sender of a letter bearing specific return request may by subsequent written instructions to the postmaster at the office of delivery lengthen or shorten the time originally allowed for delivery within the above limitations.

First-class mail bearing the sender's return request shall be returned at the expiration of the time specified in the request, regardless of instructions from the addressee for the retention of his mail. Such matter placed in a post office box shall not be returned, except when the box is declared vacant.

First-class mail specifically addressed to street and number, building, rural route, or post office box, with or without a return request specifying a number of days, which cannot be delivered as addressed, and first-class mail which is properly endorsed "Re-

moved—Left no address" shall be returned promptly to the sender without regard to the number of days specified or implied by the return card thereon. Such mail shall not be placed in the general delivery nor held to await call.

Every piece of domestic first-class mail returned in accordance with the sender's return card shall bear on its face an endorsement of the reason for its return, as prescribed by article 165 of this chapter, and shall also be endorsed "Returned to writer" and bear a postmark of the office from which returned. The original address shall be canceled, but shall not be obliterated or rendered illegible.

133. Retention period not specified.—Ordinary mail of the first class (except that described in articles 132 and 137 of this chapter) bearing the name and address of the sender without a return request specifying a number of days, which after proper service remains undelivered, shall be returned to the sender at the expiration of:

Five days if intended for delivery by village or rural carrier.

Ten days if intended for general delivery service at an office having city carrier service.

Fifteen days at offices not having city carrier service, unless intended for delivery by village or rural carrier.

134. Official mail.—Unclaimed official mail sent under penalty envelope or label, or under frank of a Member of Congress and unclaimed reports and bulletins sent out from State agricultural colleges and from agricultural experiment stations, shall be returned to the office of mailing, if known. If the office of origin cannot be ascertained, such mail shall be sent to the post office at Washington, D. C.

135. Mail from White House, Senate, etc.—Undeliverable mail bearing the return card of the White House, the Speaker's room (House of Representatives), the United States Senate, or the House of Representatives, with or without postage stamps affixed, shall be returned direct to the Washington, D. C., post office and not sent to a dead letter or dead parcel post branch.

136. Drop letters.—A request upon a drop letter for its return to the writer at another post office shall not be complied with unless the letter is prepaid with one full rate of postage.

137. Letters bearing return cards of hotels, etc.—An unclaimed letter bearing the card of a hotel, school, or college, or other public institutions printed upon the envelope as an advertisement, shall not be returned unless the card includes a printed or written request for return.

138. Short paid.—An undeliverable letter or other matter of the first class bearing a return card and prepaid one full rate, but not wholly prepaid, shall be returned to the

mailing office to be delivered to the sender upon payment of the postage due.

139. Opened by mistake.—If a prepaid letter bearing a return card is opened by mistake and is undeliverable, it shall be returned to the writer without additional charge.

140. Letters addressed to "Santa Claus."—Postmasters may deliver fully prepaid letters received during December addressed plainly and unmistakably to "Santa Claus," without any other identifying address, to responsible charitable institutions or reputable individuals in the town or city of address who may desire to use them exclusively for philanthropic purposes. Letters of this character addressed for local delivery on which the postage is wholly unpaid or paid less than one full rate, also may be delivered to such institutions or individuals upon payment of the postage due. In the event that these letters are requested by more than one institution or individual, the postmaster shall distribute them in such proportions as he may deem proper. When no voluntary request is presented, postmasters shall forward all "Santa Claus" letters without delay to the proper dead letter branch.

Postal Cards and Post Cards

141. Undeliverable and unclaimed domestic postal cards and post cards, whether single or double or whether addressed for local delivery or otherwise, shall be treated as follows:

(a) All such single cards and double post (private mailing) cards without postage affixed to the reply portion and bearing the sender's return address in the upper left corner of the address side, together with a pledge to pay return postage, shall be returned charged with postage due at the rate of 2 cents each.

(b) All such double cards having postage affixed to the reply portion and bearing the sender's return address in the upper left corner of the address side, together with a pledge to pay return postage, shall be (1) endorsed to show reason for non-delivery and marked on the original portion with the usual inscription for return to sender, (2) reverse folded so that the address side of the reply portion is faced out, (3) postmarked on the face of the reply portion, and (4) returned without collection of additional postage.

(c) All such cards not bearing the sender's pledge to pay return postage shall be destroyed or disposed of as waste paper, except that such as are obviously obscene or scurrilous shall be treated as provided in chapter IV, article 5. Before being disposed of as waste, uncanceled stamps on such cards shall be canceled and written communications thereon shall be canceled or mutilated to prevent improper use of the correspondence.

Air Mail and Air Parcel Post

142. Undeliverable air mail weighing 8 ounces, or less, shall be returned to the sender by surface means without additional charge for postage.

Undeliverable air parcels over 8 ounces in weight shall be returned to the sender, or other person the sender may designate, by surface means unless the article bears specific instructions to return by air. When air parcels are returned by surface means the "Air Parcel Post" endorsements shall be crossed off and the articles rated for collection of postage at the appropriate rate for the class of mail involved. Parcels returned by air at the sender's direction shall be rated for collection of postage at the applicable zone rate.

Second-Class Matter

143. Local change of address.—When the address on copies of a publication is incorrect because of a local change of address on a city, village, or rural carrier route, or because of some other local change of address, the copies shall be delivered to the new local address without charge for 5 weeks, or until two successive issues have been published whichever period is longer, and Form 22-S shall be furnished to the subscriber at the new local address with a courteous request to use it promptly to notify the publication of his change of address. If copies bearing the old address continue to be received after the period prescribed has elapsed, the carrier servicing the subscriber's old address shall carefully and legibly write the new address near the original address or address label on the copies and then turn them over to the inquiry section or designated clerk. The inquiry section (or designated clerk) shall fill out Form 3579 by typewriter when practicable to show the subscriber's new address, also the complete name and address of the publication (including street and delivery zone numbers), and then attach the form to the copy near the old address, *but not over it*, and return the copy to the publisher charged with 2 cents postage due. (It is important that the name of the publication and not that of the publisher be shown.) Copies bearing the old address shall be returned in this manner until the address is changed, but if the change is not made within a reasonable time, the postmaster at the office of mailing should be requested by letter to call the publisher's attention to his failure to correct his mailing list.

144. Other than local change of address.—When copies of any publication are undeliverable as addressed for a reason other than a local change of address, or when forwarding postage is not guaranteed in case of a nonlocal change of address, the first undeliverable copy shall be endorsed to show the particular reason together with

the words "first copy" by the carrier or clerk who determines the fact that the copies cannot be delivered. The copies shall then be turned over to the inquiry section or designated clerk for preparation and affixing of Form 3579 and return of the publication as directed in paragraph (a). Copies bearing the same address received during the period of 5 weeks or until two subsequent issues shall have been published following the return of the first undeliverable copy shall be disposed of as waste unless they bear the publisher's pledge to pay return postage, in which case they shall be returned charged with postage at the transient second-class rate. Copies received after the expiration of that period shall be returned under Form 3579.

145. Two or more copies returned together.—When several undeliverable copies of the same publication bearing different addresses are returned to the publisher at one time, each under Form 3579, they should be securely tied together and a facing slip showing the name of the office to which they are being sent and the number of copies in the bundle should be placed on the package. However, in the event a number of copies of a publication bearing the same address accumulate in a post office box or elsewhere before the fact that they are undeliverable is ascertained, only one of the copies, preferably the latest issue, shall be returned to the publisher under Form 3579.

146. Records not to be maintained.—No record is to be maintained of undeliverable second-class mail. The date of the change of address in the carrier's route book (Form 1564) will show whether approximately 5 weeks have elapsed, or enable him to determine when not less than two issues shall have been published. From this it can be determined whether the publication should be forwarded or returned. The route book shall be marked "G" if all classes of mail are to be forwarded under the addressee's guarantee to pay the forwarding postage. If the guarantee applies only to newspapers and magazines, the route book should be endorsed "(G-2)." If it applies only to newspapers, magazines, and parcel post, the route book should be endorsed "(G-2)-(G-4)." If forwarding postage has not been guaranteed for both newspapers and magazines, "(G-2N)" should be used to indicate postage guaranteed for forwarding newspapers and "(G-2M)" for magazines. The carrier should mark "F" on the copies sent to the inquiry section before the expiration of the 5 weeks or two-issue period on which forwarding postage is guaranteed. In cases of temporary changes of address, the copies are not to be prepared for notification to the publishers but the route book should be marked with the let-

ter "T" to indicate only a temporary change in address.

147. Forwarding.—When a subscriber's change of address is other than local and a written guarantee has been filed on Form 22 or otherwise to pay forwarding postage or when the copies bear the publisher's pledge to pay forwarding postage, copies undeliverable as addressed shall be forwarded to the new address for a period of 5 weeks or until at least two successive issues have been published, rated with postage due at the transient second-class rate. Form 22-S shall be furnished to the addressee at the new address with the first forwarded copy. After 5 weeks, but not until at least two successive issues have been published, the copies received at the old address shall be returned direct to the publication under Form 3579. If the addressee refuses to pay the postage due, the postmaster at the forwarding post office shall be requested by letter to discontinue forwarding copies and to return them to the publication.

148. Refusal of publisher to pay postage due.—If a publisher refuses to pay the postage due on copies of his publication returned to him as provided in articles 144 and 145 of this chapter, the postmaster shall immediately obtain the publisher's statement of his reasons for such refusal and make a full report of the matter to the Bureau of Finance, Division of Newspaper and Periodical Mail.

149. Canadian second-class matter.—When newspapers and periodicals mailed by publishers in Canada as second-class matter are undeliverable in this country, they are to be treated in the same manner as domestic undeliverable second-class matter.

Printed Matter

150. Domestic printed matter including greeting cards, obviously without value which is not returnable, may be disposed of as waste paper. Such matter, when it bears postage-due stamps, shall be sent to the central accounting office for credit. Such matter need not be torn or mutilated unless such action is considered advisable to prevent improper use of correspondence.

NOTE.—Printed matter of obvious value means such as sheet music, pictures, photographs, books, or pamphlets likely to be of special use or value to the addressee. (See article 141 of this chapter regarding postal and post cards.)

Samples of Merchandise

151. Undeliverable samples of merchandise sent for advertising purposes, such as tooth paste, shaving soap or cream, toilet soap, hair tonic, needles, lead pencils, polishes, paints, or articles of a like character having a salable value, shall be sent to the proper dead parcel post branch. They

shall be listed on Form 1522 as one item, giving the number of articles and the name and address of each sender. Those having no salable value shall be destroyed and no record kept of their disposal.

Third- and Fourth-Class Matter

152. Parcels of the third or fourth class on which the address is illegible or obliterated shall be opened immediately by the postmaster or an employee designated by him to see if they contain information that will assist in delivery.

Third- and fourth-class matter undeliverable as addressed, if of no value and postage for forwarding or return is not guaranteed by either the sender or the addressee, shall be treated as dead matter and handled as provided in articles 150 and 169 of this chapter.

Undeliverable matter of these classes shall be returned to sender if of obvious value, whether return postage is guaranteed or not, unless it bears instructions of the sender to abandon, and regardless of value if the sender has pledged payment of return postage, or if the article bears a request for Form 3547.

Matter of these classes which is returned to sender shall be charged with additional postage computed at the applicable regular rates.

When the sender of third- or fourth-class matter desires that it be forwarded to the addressee or to some other person if undeliverable as originally addressed, or that it be returned to sender, he shall place thereon appropriate instructions and a pledge that the postage for such forwarding or return, or both, will be paid on delivery. This information shall be placed immediately under the sender's return card which shall appear in the upper left corner of the address side of each article.

When the sender refuses to pay forwarding or return postage in accordance with his pledge, a report of the facts shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, but further mailings of matter bearing such pledge shall not be refused until specific instructions to do so are received.

153. **Refused parcels.**—When the addressee of an ordinary fourth-class parcel of obvious value actually and unqualifiedly refuses to accept it, the parcel shall be immediately returned to the sender rated for collection of return postage.

154. **At letter carrier offices.**—Undeliverable matter of the third and fourth classes addressed for delivery at the office of mailing shall not be returned to the sender by letter carrier, or by rural carrier, without a new payment of postage on each piece.

155. **At terminal offices.**—“Nixie” matter of the second, third, and fourth classes of obvious value received at a terminal office

from postal transportation clerks shall at once be returned to the sender, if known, without additional charge for postage. Such matter shall be properly endorsed to show the reason for its return. If the matter is not of obvious value or the sender is unknown, it shall be treated as if the office receiving it were the post office of original address.

156. **Matter of obvious value defined.**—Matter of obvious value which cannot be returned to the sender shall be sent to the proper dead parcel post branch. Matter of obvious value is not only such as the postmaster may so regard, but includes all registered, insured, and c. o. d. matter.

Computation and Collection of Return Postage

157. All return postage shall be charged on individual pieces of mail and not on the bulk weight of several pieces being returned to the same sender. When any matter of the third- or fourth-class, or an air parcel over 8 ounces in weight, which has first been forwarded from the office of original address, is returned to sender, it shall be charged with postage for the forwarding as well as the return.

All additional charges for postage on such matter shall be collected by means of postage-due stamps upon delivery to the sender.

Perishable Matter

158. **Sale of.**—Undeliverable parcels containing live day-old poultry, dressed poultry, fresh meats, fish, vegetables, fruits, berries, cut flowers, nursery stock, eggs, hides and pelts, or other perishable articles may be disposed of by postmasters by sale through competitive bidding when there is insufficient time to forward them to the addressee at a new address or to return them to the sender before the contents would spoil. Postal employees are strictly forbidden to submit bids at such sales, nor shall bids be accepted from or on behalf of the original addressee of such perishable matter. The amount realized from the sale, less a commission of 10 percent but in no case less than 15 cents, shall be remitted to the rightful owner, or delivered at any time within 2 weeks to the rightful owner (or on his written order to another person), and a receipt obtained therefor. If the amount is remitted by money order, the name of the postmaster at the office where the matter was sold, and not the name of the addressee, shall be shown as the remitter. In case of doubt as to the rightful owner of the proceeds, instructions shall be obtained from the Department. If at the expiration of the 2-week period the net proceeds remain unclaimed, postmasters at district post offices shall transmit such proceeds, with a full explanation of the transaction, to the central accounting office for deposit as postal reve-

nues. Such proceeds originating at first-class offices or received at central accounting offices from district offices shall be deposited as postal revenues and accounted for as "Miscellaneous Receipts," in the quarterly account with a separate supporting schedule.

Postage-due stamps representing the amount retained as commission for the sale of the articles shall be affixed to the parcel or to a tag or sheet of paper attached thereto, canceled, and delivered with the matter to the purchaser.

159. Live baby chicks.—The following instructions apply to ordinary, insured, and c. o. d. shipments of baby chicks which cannot be delivered to the addressee or returned to the sender within 60 hours from the time of hatching. (See ch. IV, art. 39, as to mailing requirements.)

(a) Shipments that are delayed beyond the 60-hour limit by washouts, snow blockades, wrecks, and the like, shall be sold as provided in article 158 of this chapter. Postal transportation clerks shall turn such shipments into the nearest post office for treatment by the postmaster.

(b) If a shipment is unqualifiedly refused or it is definitely ascertained that for some other reason delivery cannot be made, and it cannot be returned to sender within the 60-hour limit, it shall be sold as provided in article 158 of this chapter. Sale must not be made to the addressee except as provided in the following paragraph (c).

(c) If a shipment is not promptly accepted by the addressee, it should be held for delivery until the expiration of the 60-hour period, if there is a possibility of effecting delivery within that time. If the shipment is not accepted within the 60-hour period it shall be sold. Sale must not be made to the addressee unless in the case of a c. o. d. shipment, the full amount is paid. If the shipment is sent as ordinary or insured mail and the price is not known to the postmaster, the addressee shall not be permitted to purchase the chicks after refusing to accept them.

(d) If the addressee accepts a shipment and then, because some of the chicks are dead or in bad condition, desires to remail it to the sender, the shipment must not be accepted. Employees are not permitted to certify to the number and condition of chicks upon delivery.

160. Destroyed by postmaster.—Perishable matter shall be delivered as promptly as possible, but if it cannot be delivered or sold and becomes offensive and injurious to health, postmasters may destroy it, or the injurious or offensive portion thereof. Under no circumstances shall such perishable matter be sent to a dead letter or dead parcel post branch.

161. Other disposition.—In case articles of a perishable nature, with the exception

of hides and pelts, cannot be sold through competitive bidding, they may be delivered to the proper local municipal authority to be distributed to hospitals, asylums, or other charitable or reformatory institutions. If there is no such municipal authority, the matter may be delivered to any charitable institution or organization making application therefor; otherwise it shall be destroyed.

162. Record of disposition.—Postmasters shall keep a complete record of the receipt and disposition made of each piece of undeliverable perishable matter, in order that they may furnish at any time statistical information showing the number of perishable parcels sold, the proceeds therefrom, the amount retained by the Postal Service as commission, and the class of each parcel involved, that is, whether ordinary, insured, or c. o. d.

Matter Bearing Precanceled Stamps

163. Before matter bearing precanceled stamps is returned to the sender, the stamps shall be thoroughly defaced to avoid their reuse.

Matter Addressed to Foreign Countries

164. Mail addressed to foreign countries, posted in violation of law or treaty stipulation and bearing a return address, shall be returned at once without charge to the sender with reason for return properly endorsed thereon. All such matter without return address, except that of the first class in letter form, shall be listed on Form 1522 and dispatched to the proper dead parcel post branch, where it shall be treated and finally disposed of in the same manner as ordinary domestic matter, except that matter which is undeliverable and of obvious value shall be held in the dead parcel post branch for 6 months awaiting reclamation.

Endorsement—Reason for Nondelivery

165. Upon every undelivered article shall be endorsed or stamped the reason for nondelivery, using a term that is applicable and easily understood, such as: "Moved—left no address," "Unknown at address," "No such number," "No such street," "Refused," "Deceased," "Firm dissolved—no order," "In dispute," "House quarantined," or such other term as clearly explains the failure of delivery. When no other reason can be ascertained, the matter should be endorsed "Unclaimed." At offices having city or village delivery service, mail properly distributed to a carrier but which he is unable to deliver shall be endorsed by the carrier with the correct reason for nondelivery together with his initials and route number. In endorsing or stamping undelivered matter the original address or postmark shall not be defaced or obscured.

Mail, the further handling of which is to be at the office to which addressed, should

be treated as above, except that the initials of the carrier and the route number may be omitted.

DEAD MAIL

Where To Be Sent

166. Undeliverable matter of domestic origin which is not returned to senders (except that for which other treatment is provided), shall be forwarded to the proper dead letter or dead parcel post branches according to the following list: (a) *Dead-letter branches*.—Dead-letter branches are located at all central accounting offices and all other first-class offices having receipts of \$400,000 or more. (b) Dead parcel post branches for the States and Territories served are as follows:

<i>State or Territory</i>	<i>Office to which sent</i>
Alabama	Atlanta, Ga.
Alaska	Seattle, Wash.
Arizona	San Francisco, Calif.
Arkansas	New Orleans, La.
California	San Francisco, Calif.
Colorado	Omaha, Nebr.
Connecticut	Boston, Mass.
Delaware	New York, N. Y.
District of Columbia	Washington, D. C.
Florida	Atlanta, Ga.
Georgia	Do.
Guam	San Francisco, Calif.
Hawaii	Honolulu, T. H.
Idaho	Seattle, Wash.
Illinois	Chicago, Ill.
Indiana	Cincinnati, Ohio.
Iowa	Chicago, Ill.
Kansas	Saint Louis, Mo.
Kentucky	Cincinnati, Ohio.
Louisiana	New Orleans, La.
Maine	Boston, Mass.
Maryland (Eastern Shore)	New York, N. Y.
Maryland (except Eastern Shore)	Washington, D. C.
Massachusetts	Boston, Mass.
Michigan (Lower Peninsula)	Chicago, Ill.
Michigan (Northern Peninsula)	Saint Paul, Minn.
Minnesota	Do.
Mississippi	New Orleans, La.
Missouri	Saint Louis, Mo.
Montana	Seattle, Wash.
Nebraska	Omaha, Nebr.
Nevada	San Francisco, Calif.
New Hampshire	Boston, Mass.
New Jersey	New York, N. Y.
New Mexico	Fort Worth, Tex.
New York	New York, N. Y.
North Carolina	Washington, D. C.
North Dakota	Saint Paul, Minn.
Ohio	Cincinnati, Ohio.
Oklahoma	Fort Worth, Tex.
Oregon	Seattle, Wash.
Pennsylvania	New York, N. Y.

<i>State or Territory</i>	<i>Office to which sent</i>
Puerto Rico	San Juan, P. R.
Rhode Island	Boston, Mass.
Samoa	San Francisco, Calif.
South Carolina	Atlanta, Ga.
South Dakota	Saint Paul, Minn.
Tennessee	Atlanta, Ga.
Texas	Fort Worth, Tex.
Utah	San Francisco, Calif.
Vermont	Boston, Mass.
Virginia (except Accomac and Northampton Counties)	Washington, D. C.
Virginia (Accomac and Northampton Counties)	New York, N. Y.
Virgin Islands	San Juan, P. R.
Washington	Seattle, Wash.
West Virginia	Washington, D. C.
Wisconsin	Saint Paul, Minn.
Wyoming	Omaha, Nebr.

167. *First-class matter of domestic origin*.—Dead matter of the first class except parcels paid at the first class rate reaching any central accounting post office or other office of the first class having receipts of \$400,000 or more shall be treated in the dead letter branch of that office. Such matter reaching any other office shall be sent to the dead letter branch at the central accounting post office.

168. *Letters of foreign origin*.—Undeliverable letters of foreign origin, other than those originating in Canada and Mexico, which do not bear return cards shall be forwarded to the proper exchange office for return to the country of origin.

Undeliverable letters originating in Canada and Mexico which do not bear return cards are to be dispatched unopened to the nearest dead letter branch at Boston, Mass.; New York, N. Y.; Chicago, Ill.; San Francisco, Calif.; or Washington, D. C.

Undeliverable letters originating in the Canal Zone shall be treated as of foreign origin.

169. *Third- and fourth-class matter of obvious value*.—Undeliverable matter of the third and fourth classes of obvious value and undeliverable parcels and parcel post matter charged with postage at the first-class rate shall be sent to the dead parcel post branch, except that such matter bearing postage due stamps for which credit is claimed shall first be sent to the central accounting post office for adjustment of the claim.

170. *Claims for credit for postage-due stamps*.—All postmasters shall transmit undeliverable matter bearing canceled postage-due stamps to the central-accounting postmaster for credit or reimbursement of the claim involved and for treatment of the dead matter which accompanies the claim. The dead mail matter upon which canceled postage-due stamps have been affixed shall

be given original and final treatment in the central-accounting office.

When a postage-due bill is not returned from the post office to which sent, or is returned without stamps, postmasters may obtain credit for the value of the postage-due stamps by making special claim therefor. A duplicate postage-due bill shall be made out from the stub of the original, endorsed in the blank space at the end, "Duplicate; original not returned," or "original returned without stamps," and transmitted to the central-accounting postmaster.

When postage-due stamps are attached to a postage-due bill which is returned to the post office from which received and the matter with which such bill was received cannot be delivered, or when postage-due stamps are inadvertently placed and canceled on domestic mail which cannot be delivered, special claim for the amount of such stamps shall be made by postmasters at the time such matter is sent to the central-accounting postmaster.

When domestic mail to which postage-due stamps have been affixed and canceled is forwarded to a foreign country, special claim shall be made for the amount of such stamps at the time the postage-due bill is forwarded to the central-accounting postmaster, and when postage-due stamps have been affixed and canceled on foreign mail which cannot be delivered, special claim shall be made for the amount of such stamps at the time such matter is forwarded to the central-accounting postmaster.

The notice (Form 1503) received from the Bureau of Finance, Division of Letter and Miscellaneous Mail, of the amount allowed for postage-due stamps shall be kept on file in the central accounting post office. Credit for the amount of such stamps shall be claimed by central-accounting postmasters in their quarterly stamp account under Item 16.

Claims for credit for postage-due stamps affixed to undeliverable matter at all offices shall be transmitted with such matter to the central-accounting postmaster, who shall make reimbursement in postage stamps.

Central-accounting postmasters shall obtain credit on Form 1503 for uncanceled postage stamps sent to reimburse postmasters for canceled postage-due stamps, and also credit for canceled postage-due stamps affixed to dead mail matter at their offices. At the close of each quarter these forms shall be transmitted to the Bureau of Finance, Division of Letter and Miscellaneous Mail, Washington 25, D. C., for adjustment of the credit.

Treatment at Office of Address and Preparation for Transmission

171. Retention period.—Unclaimed mail including special delivery matter shall be held at post offices of the fourth class for

1 month, and at all other offices 2 weeks, with the following exceptions: (a) At city delivery offices letters not bearing return cards and not addressed to indicate that they are intended for "General Delivery" or that the addressee is a transient, shall be held 1 week. (b) At letter carrier offices, matter addressed "General Delivery" or bearing other indication that the addressee will call shall be held 10 days. If at the expiration of the proper retention period the unclaimed mail remains undelivered, first-class matter of domestic origin and third- or fourth-class matter of obvious value shall be sent to the proper dead letter or dead parcel post branch in regular returns once each week, except that first-class offices shall make returns of first-class matter daily.

172. Matter bearing postage-due stamps.—Matter bearing postage-due stamps which cannot be delivered shall be sent to the central accounting office. Such mail shall be tied in one package, with a written statement as to the amount of such postage-due stamps, and enclosed in a wrapper or envelope plainly marked on the outside "Postage-due matter." At city delivery offices each class of matter shall be tied in separate bundles and a facing slip put on each bundle stating the number of pieces therein and the amount claimed for postage.

173. Backstamping and endorsing.—In making up returns to be sent to the dead letter or dead parcel post branch, every piece of mail shall be endorsed to show the reason for nondelivery and backstamped by the office making such dispatch.

174. Records and lists of matter submitted.—A memorandum giving the date and number of pieces transmitted shall be sent from other than letter carrier offices with every return. Letter carrier offices shall use "Dead Letter Bill" Form 1561.

Each piece of third- or fourth-class matter shall be listed on Form 1522. The original of the form shall accompany the matter to the dead parcel post branch, and the duplicate shall be retained in the post office making the return.

Hotel matter shall be accompanied with a statement showing the number of pieces transmitted, and sent separately from other unclaimed matter.

175. Money and uncanceled postage stamps found loose in the mails.—Postmasters at post offices having receipts of \$400,000 or more receiving money or uncanceled postage stamps found loose in the mails shall, if they are unclaimed, retain the same for 1 month, and shall keep a complete record of such matter, with full particulars that may enable the rightful owners to identify and receive their property without loss of time. These postmasters may deliver such matter to the proper claimants, and take receipts therefor upon blanks provided for the purpose.

They shall make every effort to match or identify such money or articles with losses or deficiencies coming to their knowledge in registered, insured, collect-on-delivery, or ordinary mail, and shall if possible deliver them to the proper owners at the same time as the letters or packages from which they became separated are delivered, or as soon thereafter as possible.

Postmasters at all other offices receiving from any source money or uncanceled postage stamps found loose in the mails shall make weekly returns thereof to their central accounting office, and shall include therein all such matter on hand at the time of making the returns. Each article of this matter shall be enclosed in a separate envelope or wrapper, endorsed with a description of the article and a statement of when and where found. Such packages shall be numbered and described on Form 1522. Stamps may be transmitted in bulk, but the list shall show the number of each denomination and the total value of the entire return. Dispatches shall be made by official registered mail when the value thereof is \$1 or more.

176. Articles of merchandise found loose in the mails.—Weekly returns shall be made to the proper dead parcel post branch of all unclaimed articles of merchandise found loose in the mails and received from all sources. All such matter on hand at the time of such return shall be included therein. Each article of such matter shall be enclosed in a separate wrapper, endorsed with a description of the article and a statement of when and where found. Such packages shall be numbered and described on Form 1522.

Make-Up and Dispatch

177. Dead matter which is to be sent to a dead letter or a dead parcel post branch shall be made up as follows:

(a) *Unclaimed matter.*—That which is not called for and cannot be delivered or returned to sender.

(b) *Refused matter.*—That which for any reason the parties addressed decline to receive.

(c) *Illegible matter.*—That which having reached the office of destination is so illegibly or imperfectly addressed that it cannot be ascertained for whom it was intended.

(d) *Hotel matter.*—That which has been delivered at a hotel or public institution, or to a consul, agent, or other public officer, or to an individual who is in the habit of receiving mail for transient persons, and which has been returned to the post office as unclaimed.

178. Dispatching.—The various separations of matter to be returned shall be wrapped and securely tied in one parcel addressed "Postmaster, _____ (post

office of dead letter or dead parcel post branch)," and endorsed "Return of unclaimed matter from _____ (name of post office)." A penalty envelope may be used for the address label, but shall be fastened securely to the parcel. When a return of first-class matter is too bulky to be tied in one parcel, a pouch shall be used so that all the matter will be received together; but returns of third- and fourth-class matter shall be enclosed, so far as practicable, in locked mail sacks.

All matter to be sent to dead letter and dead parcel post branches shall be dispatched by ordinary mail; except that money, stamps, and small articles such as jewelry, of a value of one dollar or more, and all registered matter, shall be dispatched as registered mail under cover of a pouch or jacket.

Treatment of Dead Mail in Dead Letter and Dead Parcel Post Branches

179. All dead matter received at a dead letter or dead parcel post branch shall, as far as circumstances and conditions permit, be returned to senders; except such as is obviously of no value. Such matter which is not returned to sender shall be disposed of as provided in articles 181 to 187 of this chapter.

180. Opening dead letters.—Dead letters shall be opened for the purpose of determining the names and addresses of senders or addressees, but they shall be opened only by employees designated for that purpose by postmasters at dead letter branches. Every letter containing a valuable enclosure shall be endorsed with the name of the person opening it and a brief memorandum describing the enclosure. When a letter is found to contain money, a record of the address and the amount shall be made immediately by the person who opens it. This record and all such letters, together with all other letters containing enclosures of value, shall be delivered at the close of each day to a clerk designated to receive them.

181. Fee for return to sender.—A fee of 5 cents for the return to the writers of ordinary letters and parcels of the first class which do not bear the return address of the sender shall be collected by means of postage-due stamps. The amount to be charged shall be indicated on official or penalty envelopes before dispatch to post offices from a dead letter branch. All ordinary letters containing \$1 or more in cash, and valuable first-class parcels, shall be sent as official registered mail to postmasters for delivery to the rightful owners, charged with the minimum registry fee for such service in addition to the fee of 5 cents charged for the return. All charges shall be collected by means of postage-due stamps. The total amount to be collected shall be indicated upon the proper receipt form before dis-

patch. Postmasters at all dead letter branches shall keep a record on Forms 4911 and 4913 of the number of letters returned to the writers subject to the collection of the return fee, and the number of letters and articles returned subject to the collection of both the return and registry fees.

182. Disposal of valuable enclosures and letters containing them.—(a) *Records.*—Suitable record shall be kept of all articles containing money, negotiable paper, notes, drafts, money orders, wills, checks, deeds and other valuable and important papers, valuable personal photographs or pictures, and more than 5 cents in postage stamps. Such of the matter as cannot be restored to proper claimants shall be filed for reclamation.

(b) *Government securities.*—Unregistered Government bonds, Government bond coupons, and other securities of the United States (with the exception of postage stamps, war savings stamps, and thrift stamps), and all other negotiable property susceptible of being converted into cash, which are found in unclaimed letters or found loose in the mails, shall be converted into cash if not reclaimed after the expiration of one year, and the proceeds accounted for in A/C 042.

Any war savings securities, either registered or unregistered, found in unclaimed letters or found loose in the mails, if affixed to a certificate or card on which the name of a person has been inscribed, shall be transmitted to the Secretary of the Treasury, Division of Loans and Currency, Washington 25, D. C., for disposition. If they are not affixed to a certificate or card or folder on which the name of a person is inscribed, they shall be sent to the Bureau of Finance, Division of Postal Finance, for redemption. The proceeds therefrom shall be accounted for in A/C 042.

(c) *Money.*—Money enclosed in a letter which cannot be restored to the owner shall be kept in such letter during the year allowed for reclamation. Before such letters are filed, a record in ink shall be made on the envelope or cover showing the amount of money contained therein. A permanent book record shall be kept to show the amounts contained in all letters filed, withdrawn from file for delivery to owners, or for deposit as part of the postal revenues, and the amount of such money on hand at the close of business each day. After the expiration of the time allowed for reclamation the money in unclaimed letters shall be removed and deposited at least once a month, and accounted for in A/C 042. The letters and correspondence shall be destroyed. Each employee through whose hands such matter passes shall receipt and account for it. Unclaimed postage stamps

after expiration of time for reclamation shall be destroyed under proper supervision by burning in the presence of a witness, and a record kept of their value.

183. Disposal of letters without valuable enclosures.—Letters without valuable enclosures shall be returned to the writers, as far as possible, subject to a charge of 5 cents each, and a record thereof shall be kept in accordance with article 181 of this chapter.

Letters containing personal correspondence only not returned to the writers shall be mutilated by tearing across two ways, and shall be sold as waste paper. Undeliverable advertising matter mailed under first-class postage shall be sold as waste paper without mutilation.

184. Disposal of printed matter.—Undeliverable printed matter obviously without value shall be sold as waste paper, except that if appropriate in character and not classed as merchandise, undeliverable magazines and other periodicals, illustrated papers, and picture cards may be disposed of to such hospitals, asylums and other charitable and reformatory institutions as the Bureau of Post Office Operations may direct.

185. Opening parcels and recording contents.—Parcels which do not bear on the wrapper the names and addresses of both senders and addressees shall be opened immediately to see if they contain information that will assist in delivery. Parcels which do bear the names and addresses of both senders and addressees should not be opened, except when they show evidence of having been damaged or tampered with, or that they contain perishable or other matter liable to attract rodents or other vermin or to cause damage to other mail when filed. A record of the contents and addresses if any shall be made for all packages so opened.

186. Retention and disposition of contents of parcels.—When the foregoing parcels or contents cannot be delivered or returned to senders, they shall be held in the file awaiting reclamation for the following periods from date of recording: All matter from the ordinary mails, 60 days; all matter addressed to foreign countries, posted in violation of law and treaty stipulations except first-class mail in the form of letters, that is found upon examination to contain merchandise or other valuable enclosures, 6 months, after which claims for reclamation may not be allowed.

Packages containing medicine, perishable articles, liquids, or articles of a like character liable to injure other matter with which they come in contact, or to attract rodents or vermin, shall be destroyed as soon

as it is ascertained that they cannot be returned to the owners, and a suitable record shall be kept of all articles thus destroyed.

All articles remaining unclaimed at the expiration of the time prescribed shall be disposed of by public sale. Postal employees are strictly forbidden to submit bids at auction sales of unclaimed merchandise.

An account shall be kept of the proceeds of sales of dead matter, and the net amount realized shall be deposited by postmasters and accounted for in A/C 042 of the Quarterly Postal Account, with a separate supporting schedule.

A parcel of fourth-class mail returned to the sender from a dead parcel post branch shall be charged with postage at the zone rate from such branch, together with an additional charge for postage at the zone rate from the post office where the matter was originally detained to the dead parcel post branch.

187. Disposition of weapons and guns.—Any weapons which may be correctly classified as antiques, such as antique flint and powder charge pistols, may be sold at public auction, but pistols and revolvers which cannot be so classified may not be sold. Rifles, shotguns, and combination rifles and shotguns may be sold in States where it is

definitely known that local or State permits are not required for their possession.

Rifles, shotguns, combination rifles and shotguns, pistols and revolvers, etc., which cannot be sold in accordance with the above instructions may be turned over to local law enforcement agencies or to local branches of the Army, Navy, or National Guard, if they are desired by such branches or agencies. Proper receipts should be obtained for all articles so delivered, and report thereof made to the Bureau of Post Office Operations.

Postmasters who have on hand for disposition various parts of rifles or other weapons should make no attempt to assemble them but should sell the various parts as junk.

Articles which cannot be disposed of as outlined above should be destroyed and sold as junk, care being exercised to see that the weapons are made completely unserviceable before sale.

188. Quarterly reports.—Promptly at the close of each quarter, postmasters at dead letter branches shall submit to the Bureau of Post Office Operations, Division of Clerical Service, a report of the dead letter work at their offices on Form 4913.

CHAPTER VII

Mail Handling, First-Class Offices

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1. The instructions contained in this chapter will govern the organization and conduct of mail handling activities at post offices of the first class. Articles 2 to 48 apply to two-division offices, those having receipts of \$500,000 or more, and articles 49 to 95 apply to nondivisional offices, those having receipts of less than \$500,000. Postmasters who for any reason find it impracticable to follow these instructions should make full explanation to the Department of any deviations therefrom. Chapter II, articles 80 to 85, and chapter IX, articles 79 to 137, must be considered in connection with these instructions.

TWO-DIVISION OFFICES

Supervision

2. **Superintendents of mails.**—(a) The general superintendent of mails or the superintendent of mails (as the case may be) shall exercise general supervision over the entire division of mails, including the delivery service, classified stations and branches and the vehicle service.

(b) Where an assistant general superintendent of mails is authorized, he shall assist the general superintendent of mails in all matters pertaining to mailing activities and shall perform such other duties as may be assigned. An assistant superintendent of mails should be in charge of the office staff of the superintendent of mails at offices with annual revenues of over \$5,000,000

but less than \$7,000,000 a year, and at offices with revenues below \$5,000,000 a foreman or clerk in charge should be in charge.

(c) The general superintendent of mails, the assistant general superintendent of mails and the superintendent of mails should spend a great portion of their time on the workroom floor and should be familiar with all sections over which they exercise supervision. They should give personal attention to organization and clerical requirements at stations and branches. The superintendent in charge of carriers should observe the work of carriers at the main office, stations, and branches. The superintendents in charge of the outgoing and incoming mails should exercise active supervision over their sections and should spend the greater portion of their time on the workroom floor. These supervisory officials should vary their schedules to the extent necessary to obtain first-hand knowledge of the conditions of the work under their supervision so that they will be in a position to instruct their assistants in the supervision of expenditures, the assignment and detail of employees, and the prompt and efficient handling and delivery of mail.

3. **Carrier supervision.**—The superintendent in charge of carriers shall supervise all features of the delivery service. Collection schedules shall be prepared by him and approved by the general superintendent of mails. Route inspections and adjustments shall be under the direction of the superintendent in charge of carriers. Where a

superintendent in charge of carriers is not authorized, the delivery service shall be in charge of a senior assistant superintendent of mails or assistant superintendent of mails, the over-all supervision to be under the superintendent of mails.

4. Supervisory conferences.—At frequent intervals the postmaster should confer with the assistant postmaster, general superintendents of finance and mails or superintendent of mails, and with the other principal supervisors. It is the postmaster's responsibility to know that such positions are filled with competent employees that understand and satisfactorily perform supervisory duties assigned to them. Two or more competent supervisors should be taught to make surveys at such times as reports of unsatisfactory service or determination of manpower requirements indicate the desirability thereof. It must be understood that one of the principal reasons for surveys is a desire to improve the character of supervision. Unless this is accomplished, no lasting benefits can be obtained.

5. Responsibility of supervisors.—It is the purpose of the Department to hold all supervisors to a strict accountability for their actions and for the results obtained. It is, therefore, necessary to establish among the employees a proper respect for the authority of their immediate supervisor and for the head of their particular division or section. The assistant postmaster, general superintendent of mails, superintendent of mails, general superintendent of finance, superintendent of finance, superintendent of money orders and superintendents of sections will exercise general supervision and see that other supervisors are familiar with their duties and are held responsible for the operation of their particular sections. As occasions arise all superintendents of sections and assistant superintendents shall submit reports to the general superintendent of mails or superintendent of mails concerning their observations relative to service matters, subordinate supervisors and personnel, and make recommendations for improvements. In this connection, supervisors should encourage the employees to make suggestions for improvements of equipment and methods of handling the work to effect economies and to promote the efficiency of the service.

6. Complaints and correspondence.—(a) All Department correspondence and all complaints shall be handled personally by the postmaster or under his immediate supervision. Communications addressed to the Department shall be signed by him. All correspondence shall be conducted in the name of the postmaster, that relating to the finances of the office to be handled under the direction of the assistant postmaster or the general superintendent of finance, and that relating to mail handling, under the

direction of the superintendent of mails or the general superintendent of mails.

(b) A centralized complaint file shall be maintained in the office of the postmaster or assistant postmaster. This file shall be arranged by subjects, such as late deliveries, delays to outgoing mails, delays to incoming mails, errors in distribution of box mail, unsatisfactory window service and unsatisfactory collection service. Correspondence filed under each subject should be arranged alphabetically by name of complainant. Correspondence completed in division offices should be forwarded to the postmaster's office for filing in the complaint file, copies of replies being retained in the respective division offices. Letters of reply to complaints should be prepared for the signature of the postmaster. All oral complaints wherever received shall be treated in the same manner as written complaints, initial action to be based on memoranda prepared by employees to whom such complaints are made.

7. Assignment of supervisors.—Supervisors must be properly assigned if the work is to be handled efficiently and economically. Titles should be fixed in accordance with the responsibilities of the position and not the qualifications of the individual. An experienced senior assistant superintendent should ordinarily be assigned to have general supervision of the workroom floor on the day tour and the principal night tour in the large offices and he shall be responsible for the proper coordination of the working forces. An experienced senior assistant superintendent may also be assigned to have general supervision of the workroom floor on the overnight tour where a large crew is on duty. At offices where postal receipts are between \$1,500,000 and \$7,000,000 per annum, a senior assistant superintendent of mails should be in direct charge of the delivery service, and should act in the absence of the superintendent of the mails. Desk assignments for supervisors in the mail handling unit should be avoided wherever possible.

Distribution Schemes

8. Examinations on.—All scheme examinations should be conducted at a central point, and under the supervision of the general superintendent of mails or the superintendent of mails. The examination should include such questions as will test the knowledge of the employee concerning his responsibility to protect the revenues, including those from metered and nonmetered permit mail.

9. Foreman to be familiar with.—Foremen and clerks in charge should be familiar with the various distribution schemes of the office and at irregular periods should make verifications of the distribution performed by each clerk. It is contemplated that this

work will be divided among these supervisors and not that all of them will be required to familiarize themselves with all schemes. If verification of a clerk's distribution discloses that he habitually makes an unusually large number of errors, he should be required to take a scheme examination.

Interchange of Forces

10. (a) Clerical employees should be shifted from one section to another as necessity arises for an augmented force in any particular section. Supervisors from the incoming section and other available supervisors should be used to augment supervisors in the outgoing section during the rush periods. The senior supervisor in charge of the workroom should be available during the rush hours for the purpose of coordinating the forces in the incoming and outgoing sections. Supervisors should release clerks for return to the incoming section as soon as conditions warrant, advising the senior supervisor when such employees are released.

(b) Special attention should be given to provide sufficient clerks for the outgoing and incoming letter sections to distribute mail collected in the morning in order that local business mail can be delivered the same day. To accomplish this, the regular day crews should be augmented by details from other sections of the office, such as inquiry and directory section and superintendent of mail's office.

Personnel

11. **Seniority.**—The instructions in chapter II, articles 164 to 169, should be carefully followed. Except in cases of emergency, day tours should be given to regular employees.

12. **Substitutes.**—(a) *Instruction of.*—Special efforts should be made to teach all substitutes the proper and most efficient methods of handling all post office work to which they may be assigned. A substitute, upon appointment, should be assigned to a particular supervisor for the purpose of instruction. It shall be the duty of the supervisors to whom the substitutes are assigned to personally supervise their scheme study with a view to assisting them in qualifying for the proper performance of their duties. All substitute clerks shall be required to qualify on the city primary scheme and on at least one secondary city or mailing scheme. These instructions as to scheme qualification are mandatory. Where it is not necessary to call on substitute carriers to perform distribution, it is not contemplated that they be called up for scheme examinations unless they request clerical work. At offices where service needs require use of substitute carriers on distribution, the postmaster should then require substitute carriers to qualify on schemes.

(b) *Assignment of.*—Particular attention should be given to the necessity and importance of maintaining, at all times, an ample number of employees qualified and experienced on city distribution. Qualifying on schemes by substitute employees does not, in itself, make finished distributors, and it is necessary that such employees have actual practice in the distribution of city mail. The regular force assigned to the evening tour in the city distributing section should be so limited as to provide some distribution practically daily by substitutes employed in the mailing division during the peak period, to dispose of the city mail that accumulated during that time. Such organization may be perfected by not only limiting the number of regular employees assigned to this tour in the city distributing section, but may be accomplished by the transfer of city distributors to the mailing section during the peak period, the work ordinarily being performed by city distributors being subsequently performed by substitutes.

Ordinarily it is not intended that substitutes be assigned to the finance or registry sections or to stations or branches. Replacements for vacations, sick leave, and other known or anticipated absences, where full replacement is necessary, should be made by the detail of regular clerks. If practicable, the clerk so detailed should be the one who is next in line for the position, or an equivalent position, by reason of seniority. Substitutes should all be assigned to the evening tour and not called for duty until actually needed. They should be employed in the handling of outgoing mails until the distribution is completed and then employed as long as may be necessary to insure complete distribution of city mail for the first morning delivery.

13. **Late tours.**—The midnight or late tour in the city section should be limited to the number of regular clerks necessary to handle the incoming mails received after midnight.

14. **Compensatory time.**—Under ordinary conditions, Saturday, Sunday and holiday service should be performed by regular employees insofar as possible, and should be restricted to the minimum consistent with service needs. Careful attention should be given to the scheduling of compensatory time. It should be scheduled according to the volume of mail to be handled, with a view to granting the maximum amount on lighter days and using a minimum of substitute replacement. (See ch. II, arts. 181 to 185, as to granting compensatory time.)

Centralized Distribution

15. So far as practicable the distribution of incoming and outgoing mail should

be centralized at the main post office or at an annex centrally located.

Outgoing Mails

16. Collection service.—(a) The collection service should be given first attention in a survey of the working units of the mailing division. Interstation service is to be taken up at the same time. It will be useless to attempt any study of the work in the office until it is known that the flow of mail into the office is properly regulated.

(b) Detailed instructions concerning collection service are contained in chapter IX, article 122. The collection service must be coordinated with the outgoing mail activities in order to render the most efficient service.

(c) For collection purposes, the postal district should be separated into zones according to the character of the territory, and collection schedules should be fixed in conformity with important train and air dispatches and the volume and importance of the mail to be collected. The first zone will be the business district where a large number of collections are necessary. Many of these collections should be made by foot collectors who will deposit in relay boxes located at convenient places for pick-up by vehicles which make frequent trips. It may be found necessary at the larger offices to make collections from the relay boxes and large office buildings at intervals of 15 to 20 minutes during the peak period. Special trips should be made to factory districts and to outlying business sections between 5 and 6 p. m. If collections are properly scheduled, the bulk of the mail will be in the post office not later than 6:30 to 7 p. m. Frequent collection of mail from boxes is of no advantage unless there is a corresponding frequency of delivery of collections at the distributing point.

(d) In order to determine the promptness of handling of outgoing letter mail, at least 12 test letters should be deposited at separate points in the business section between 5:45 p. m. and 6 p. m., addressed to post offices on different secondary distribution cases, and recovered at such cases at the time they are distributed to proper separations. A table should be prepared to show where the letters were deposited, time deposited, time of postmark, and time recovered at secondary cases. These tests should be conducted at frequent intervals and at least once each quarter. Tests should also be made each quarter to determine whether collections are being made as scheduled on each route, foot and mounted, not covered by the above tests. At least one test letter addressed for local delivery should be deposited on each foot and mounted collection and delivery route, deposits to be made in different collection boxes each quarter. The tests will be reviewed and initialed by the superintendent

and other supervisors involved; after which they will be filed for 2 years.

(e) The quick clean-up collection requires a large number of collectors for a few hours in the evening. Ordinarily, better results can be obtained if substitutes are used in this service. Where a large number of collectors are used it is not necessary that all of them come to the post office with their mail. Those working in the outer zones should deposit their collections at convenient points to be picked up by collectors operating in the inner zones who do come to the post office.

(f) Late motor vehicle dispatches from classified stations should be so scheduled as to insure the receipt of station first-class mail at the central distribution point not later than 7 p. m., if at all practicable, consideration being given to train and air dispatches.

17. Letter mail.—(a) *Units of supervision.*—It is very important that the mail be properly and expeditiously handled and for this purpose, at peak periods, the mailing section should be divided into units of supervision, such as the facing tables and canceling machines, the primary cases, and the secondary cases and pouch racks. One or more supervisors should be assigned to each unit and made directly responsible therefor.

(b) *Arrangement of workroom floor.*—Facing tables, canceling machines, primary cases, secondary cases, and pouch racks should be arranged on the workroom floor in the order named to insure the steady movement of the mails in one direction from the pick-up tables to the pouch racks. Where floor space and furniture arrangement will permit, consideration should be given to the location of racks for pouches near the respective final distribution cases. For example, pouch racks for the North States distribution should be located near these cases; East States racks should be located near the East States cases, and pouches for mail for States worked according to R. P. O., H. P. O., or standpoint schemes should be located near the corresponding distribution cases.

(c) *Facing mail.*—Outgoing letter mail should be placed on facing tables immediately upon receipt on the workroom floor, a sufficient number of facing tables being provided for that purpose. Every effort should be made to promote facing of mail by the public. Mail received already faced should be segregated and placed on a separate table provided for that purpose. At least one canceling machine should be placed on casters and made available where needed. There should be no accumulation of mail between the canceling machines and the primary cases, but all mail should be placed on the ledges of primary cases as rapidly as canceled, if it

can be so placed without mixing postmarks.

(d) *Special delivery and air mail.*—Particular attention should be given to the proper segregation and *immediate* handling of air mail, special delivery, and large pieces of first-class matter, and to the distribution and dispatch in order of receipt.

(e) *Primary distribution.*—The primary case should have not more than 35 separations. However, where it can be proved that a large number of separations would be advantageous, the Department will give consideration thereto upon receipt of a detailed statement of facts. The primary should require no scheme study or knowledge of hold-out offices and should provide a large box for city; boxes for the State in which the office is located; boxes for each of the nearby States for which mail is distributed by R. P. O., H. P. O., or standpoint schemes, and boxes for geographical sections. Distant States should be grouped by geographical sections, such as North, East, South, West, and mail for each group thrown into one box in the primary. The remaining boxes should be used for directs selected to dispose of the maximum quantity of mail on the initial handling. Usually separations for cities should not be placed on primary cases unless a division of mail for the State in which the city is located is otherwise necessary.

Two or more alphabetical separations, depending upon the volume of mail, should be made on the outgoing primary case of mail for the State receiving the largest volume, which is generally the State in which the office is located. The number of separations should be such that at least 85 to 90 percent of the mail will be distributed to directs in the alphabetical cases.

A sufficient number of mail handlers or clerks, preferably the less experienced substitutes, should be assigned to withdraw mail from primary cases and place it on the ledges of the secondary cases during peak periods. This work must be closely supervised to insure the prompt withdrawal of all mail from the primary cases, including matter to be hand-stamped, postage-due mail, damaged mail to be officially sealed, city mail, and direct tie-outs. A uniform method of placing mail on the ledges of the primary and secondary cases should be adopted to insure the working of the mail in proper order of receipt as shown by postmarks.

(f) *Secondary distribution.*—(1) Secondary cases should be arranged to follow the separations in the primary. As far as possible the mail for the State in which the office is located and, at larger offices, the States immediately adjacent thereto, should be worked, to directs. Secondary distribution for such States should consist of directs in alphabetical order with from 12

to 20 of the heaviest directs, also alphabetically arranged, in the center of the case. This group of heavy direct separations should be outlined with paint of a distinctive color. A separation should be provided for residue, which should be reworked on the R. P. O. or H. P. O. case. Where the quantity of mail warrants making more directs than can be made on the first case, the residue from this case should be thrown to alphabetical separations corresponding with second handling direct cases. The residue from these cases will then be worked on the R. P. O. or H. P. O. case. Use of second handling direct cases should be restricted to the larger offices where tests show conclusively the necessity therefor.

(2) The secondary cases for States which are distributed by standpoint or general schemes should be made up with the directs arranged alphabetically on the left side of the case, and the R. P. O. or H. P. O. separations for the States in question on the right side. Paint of a distinctive color may also be used to outline the R. P. O. or H. P. O. separations.

(3) Secondary cases should be made up for the geographical separations on the primary case, such as North, East, South and West States and the necessary directs for those States. The States in each section should be arranged alphabetically with the directs for each State located directly above the State separations. Paint of a distinctive color should be used to indicate the State separations.

(4) The plans outlined above refer to peak periods and to the larger offices where the volume of mail is sufficient to warrant the maintenance of an extensive system of distribution to directs throughout the day. At offices where the peak period ends during the early hours, it will be necessary to have an auxiliary set-up covering the use only of such primary separations and secondary cases as are warranted by the volume of mail. General distribution cases should be provided for outgoing letter mail when the volume of mail does not warrant the use of primary cases. Since a large number of separations will be required, consideration should be given to the use of wing cases for this purpose.

(g) *Distribution schedule.*—Primary distribution should never be more than 15 minutes behind the postmark; that is, all mail postmarked at 6:30 p. m. should be through the primary cases not later than 6:45 p. m. Secondary distribution should never be more than 1 hour behind the postmark; that is, all mail postmarked at 6:30 p. m., should be in the secondary cases not later than 7:30 p. m. Metered and nonmetered permit first-class mail that has cleared the examining and weighing

sections, respectively, by 6:30 p. m., should likewise be through the primary not later than 6:45 p. m., and in the secondary cases not later than 7:30 p. m. A list should be prepared for each secondary case showing the dispatches to be made from each case. This list should show the last postmark that should clear on each dispatch. A daily record should be made by the supervisors on duty of the number of letters missing dispatch to each of the important air or train dispatches by reason of failure to complete distribution according to this schedule.

To accomplish this, the necessary number of substitute clerks should be used during the rush periods and also as many clerks from the city section as may be needed according to the volume of mail handled from day to day. It shall be the duty of the assistant superintendents in charge of the workroom floors to determine how many and when substitutes are put on duty and excused from duty. It shall also be their duty to determine when and how many clerks are called from and returned to the city section. Generally, the available clerks from the city section should be assigned to the outgoing section at the beginning of the peak period in the evening before substitutes are placed on duty.

(h) *Detail of employees.*—At such periods as good judgment on the part of supervisors may dictate, clerks of the outgoing mailing section, preferably those qualified on city distribution, shall be temporarily detailed to the city section for assignment by the supervisor in charge of that section. To perfect the system as outlined above, it is absolutely necessary that all imaginary walls or divisions between the city and mailing sections be eliminated, and that all employees be made to thoroughly understand that their services are required in the post office generally and are not confined to any specific section or assignment.

18. *Circulars.*—Where practicable, circular mail will be worked in the same cases as first-class matter, but where this is not done circular primary cases should be labeled in the same manner as outgoing letter primaries. In the interval between the handling of the early and late collections or after the late collection is distributed, outgoing circular mail, both large and letter-size, should be primaried. The primary directs should be tied out and dispatched. Secondary distribution of this class of mail shall be confined to the day crew and no such distribution made after the day crew has finished, except that slack time may be used on the distribution of circular mail, day or night.

19. *Paper mail.*—(a) Daily papers shall be handled and dispatched as soon as pos-

sible after receipt. Miscellaneous papers, periodicals and made-up permit mail shall be distributed and dispatched the day of receipt; that is, no accumulation of this class of mail shall be permitted over night.

(b) A competent employee should be designated to keep in constant touch with mailers of second-class matter and assist them in keeping their mailing lists corrected as to make-up and dispatch. Extra effort should be made to have the publishers of papers for local delivery arrange their mailing lists so that the primary separations, and where possible separation to carrier routes, will be made.

20. *Parcel Post.*—(a) Parcel post for offices in the same State or nearby States, any part of which is within the first and second zones, must not be sent to P. T. S. terminals, except by agreement between the Bureau of Post Office Operations and the Bureau of Transportation, but should be distributed to directs and lines unless special instructions have been issued by the general superintendent, Postal Transportation Service.

(b) A sufficient number of separations should be made in the primary so that the secondary distribution can be made without too much walking and the throwing of parcels. The primary should include separations for nearby States, mail for which is to be reworked, city parcels, special delivery parcels, etc. It should also provide for two or more *alphabetical or geographical* separations of mixed states, the exact number of separations being determined by the secondary rack set-up. The secondary racks shall be arranged to follow the primary separations. Such directs should be made as are warranted by the volume of mail. The secondary rack separations should be arranged alphabetically as far as practicable. Special delivery parcels should be collected and given proper treatment at frequent intervals and in time for each dispatch.

(c) The supervisors should be familiar with the time of dispatches of parcel post, and the distribution of this class of mail should be made in time to connect therewith. A list of dispatches should be available at each rack.

Nonmetered Mail

21. *Protection of revenues.*—(a) The protection of revenue from nonmetered permit mail rests primarily with the division of mails because the postage accounted for represents only the amount of nonmetered mail that is detected, verified and reported to the superintendent of finance. Such mail may be of the first, second, third, and fourth classes.

(b) Nonmetered mail is mailable only at the post office that issues the permit. Employees on mailing platforms, at facing tables and at bulk mailing windows must

be alert constantly to detect such mail and route it to the weighing sections; and employees in the city and outgoing sections also must be alert to see that no originating nonmetered permit mail is handled until it has cleared through the weighing section. All supervisors in charge of such crews and tours, especially during the usual peak mailing periods from 4 p. m. to 8 p. m., should give this matter particular attention. At offices where conditions warrant, a properly instructed employee shall be assigned to the mailing platform in order to aid in detecting and routing such mail.

(c) The general superintendent of mails or superintendent of mails shall report to the assistant postmaster each instance where originating nonmetered permit mail that apparently has not cleared through the weighing section is detected in the various distribution and dispatch sections. Employees in the incoming sections shall be familiar with the importance of the statement of mailing, Form 3602, and if any such form originating in another post office is found with the incoming mail, the statement, together with an explanation of the circumstances, shall be forwarded to the Bureau of Finance, Division of Letter and Miscellaneous Mail. All distributing employees who handle nonmetered mail at main offices and stations, and supervisors of P. T. S. terminals where such distribution is performed, shall be instructed not to accept for mailing any originating nonmetered mail that reaches them not accompanied by the special identifying clearance label from the designated central point.

(d) The records of sacks loaned to nonmetered permit holders shall be examined and totaled periodically in order to see that the sacks are properly accounted for and that direct sacks made up by mailers are not in some way circumventing the weighing section and going direct to trains and terminals.

22. Permits.—All nonmetered permits shall be issued and canceled at the direction of the supervisor in charge of the classification unit. A copy of Form 3601, and Form 3609, properly headed, shall be sent to the weighing section for each permit issued and a copy of Form 3601 shall be kept on file in the classification unit. The classification unit shall also keep a numerical and an alphabetical card file of outstanding permits; the numerical file to show the permit number and name of the permit holder; the alphabetical file to show the permit number and name of the permit holder, the class of mailings authorized, and date the application was filed, the date the permit was issued, the address of the permit holder and the nature of his business. The weighing section shall report to the supervisor of the classifica-

tion unit when a permit has been inactive for 1 year, and notice shall be given the permit holder in writing that it will be canceled at the end of 30 days unless a mailing is deposited. When a permit is canceled, the numerical and alphabetical cards shall be withdrawn from the file, so endorsed, and placed in an inactive file. The weighing section shall be notified to properly endorse Form 3609, and to place it in the inactive file after the close of the monthly accounting.

When a mailing has not been made under a permit within 3 months after its issuance, report shall be made to the supervisor in the classification unit, who will cause inquiry to be made. The classification unit shall see that the alphabetical record of mailers who have paid bulk mailing fees is kept current in the weighing section.

23. Record of deposits and mailings.—A Form 3609 for each permit shall be kept in the weighing section. Deposits made by permit holders as evidenced by duplicate copies of Forms 3544 and payments of annual bulk mailing fees shall be promptly recorded thereon. The postmaster shall designate a point for each nonmetered permit holder to deposit his mail and such mail shall not be accepted at any other point. The mailing entries on Form 3609 shall be examined from time to time to see whether there is any indication that a mailing may not have been recorded thereon. If there is an unusual lapse of time in the sequence of mailings, suitable inquiry and action should be taken to insure that the revenues are protected.

24. Verifying mailings and reports.—Employees in the division of mails shall not accept cash to cover nonmetered mailings. The supervisors or other designated employees in the weighing section shall see that a statement of mailing, Form 3602, properly filled out and signed by the permit holder, is submitted with each mailing of nonmetered mail. Two employees shall weigh and verify the mailing to determine the postage and shall execute the certification on the back of the statement of mailing. It shall be determined by examining Form 3609 that a deposit in sufficient amount is on hand to cover the postage and, if the matter being offered is prepared for mailing at the bulk third-class rates, that the bulk mailing fee has been paid for the current year. Form 3607 shall be executed to accompany each individual mailing from the weighing section to the distributing section as evidence that postage has been paid and that the mailing is ready for distribution. A record of the mailing as evidenced by Form 3602 shall be made on Form 3609. Forms 3602 shall be transmitted daily to the superintendent of finance with a report

on Form 3083 showing the total amount of mailings as evidenced by Forms 3602 and the total amount of deposits as evidenced by duplicate copies of Forms 3544, except those forms from stations that are endorsed "Deposit made after last remittance for the day" which shall be included in the report for the day following; and a copy of Form 3083 shall be sent to the auditor. A report of the amounts of nonmetered application fees and bulk mailing fees, and of nonmetered advance deposits refunded as reported by the superintendent of finance, shall be sent to the auditor daily, on Form 3083 suitably altered.

25. Mailing section clearance.—The general superintendent of mails or the superintendent of mails shall designate a point in the mailing division separate from the weighing section to which all nonmetered mail from the weighing section shall be sent, accompanied by Form 3607. An experienced employee at the designated point shall receive such mail, compare the number of sacks or outside bundles with the volume shown on Form 3607 and shall remove the form which shall be turned over to a designated supervisor not directly in charge of the weighing section. The designated supervisor shall daily total the amount of nonmetered permit mailings as shown on Forms 3607 and make report thereof on Form 3083 to the auditor. Forms 3607 shall then be filed in the mailing division. Nonmetered mail that is sent from the designated point to other points for distribution shall be placed in sacks or hampers with special identifying labels reading in part: "Weighing clearance, nonmetered mail from _____".

(M. O. or Sta.)

26. Deposited at Stations.—Postmasters may, if circumstances warrant, authorize a permit holder to deposit his nonmetered permit mail at a classified station where money deposits are authorized. However, verification of the mail should be confined to centralized distribution points if practicable under existing conditions. If the station is authorized to verify nonmetered mail, employees shall follow the same procedure outlined in articles 24 and 25 of this chapter. If such a station is not so authorized, the mail shall be sent to a designated centralized distribution point, accompanied with related Forms 3602, in sacks labeled in part "Weighing Section—Nonmetered Mail from _____".

Metered Mail

27. Record of settings.—An alphabetical file of all permit holders and a numerical file of all meter numbers shall be maintained in a central file in the classification unit at the main post office. When the copies of Form 3603-A are received from

the office of the superintendent of postal finance and stations and branches, the date and total amount for which the meter is set (the total of the ascending and descending register readings after setting) shall be entered on a control card, Form 3609-C, for each meter, to be kept in the appropriate master file. The unit difference between the previous and current recordings on the control card should be computed to determine whether the units for which set equal the amount collected as shown on Forms 3603-A. The total meter postage collections for the day as shown on copies for Forms 3603-A shall be reported independently on Form 3083 by the classification unit to the auditor or employee performing the duties of auditor. The copies of Form 3603-A shall then be filed separately by date.

28. Statement of register readings.—(a) The permit holder is required to submit a statement of meter register readings, Form 3602-A, with the last mailing for the day; but, a separate statement must accompany each mailing of metered matter paid at the bulk third-class rates. All such statements received in the mailing division of the main post office or at annexes, stations and branches where distribution is performed, shall be sent daily to the classification unit, at the main post office. Experienced employees in the classification unit, who shall be closely supervised, shall compare daily the current statements with the previous statements to see that the ascending and descending registers are progressively increasing and decreasing unless the descending register is reset in the interim. The ascending and descending readings shall be totaled on the current statement of meter readings and compared daily with the total setting on the control card. If everything appears regular and the totals agree, the statements shall be placed in their appropriate file. If there is any indication of an irregularity or if the totals do not agree, a designated supervisor shall telephone the meter user and secure the current readings of the ascending and descending registers. If the total of the two still does not agree with the total setting on the control card, the meter user shall be requested to bring his meter to the place where he regularly brings it for settings, for examination. The appropriate supervisor at the main office, station or branch, shall be notified of the irregularity immediately, so that he may make proper examination of the meter when it is presented. In each such instance, the assistant postmaster will be notified.

(b) Employees should be on the alert to see that statements of meter readings are submitted substantially with frequency of normal mailings. If no statement is received for an inactive meter for a period of

30 days (unless the meter holder is one who normally does not mail more frequently than once a month), the facts should be reported to the assistant postmaster for attention. A list of meter users failing to obtain meter settings for a period of 3 months shall be furnished the assistant postmaster from Forms 3609-C. The assistant postmaster shall cause inquiry to be made as to the reasons for the inactivity. If a meter is inactive for 6 months without satisfactory explanation, a report shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment as to whether the permit should be canceled.

(c) At the close of each month, or more often if desirable, all statements of meter readings, except the last submitted, shall be removed from the daily checking file and placed in a separate file for inquiry or storage purposes.

(d) Irregularities in preparing metered mail and statements of meter readings shall regularly be called to the attention of the permit holder. If the permit holder fails to cooperate, a report of the facts should be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment whether the permit should be canceled.

29. Examination of mailings.—(a) The examination of outgoing metered mail shall be centered so far as practicable in the outgoing mailing section at the main post office or annex, depending on where central distribution is made. At such points of distribution, examining units shall be designated and metered mail shall be routed thereto before distribution. Employees engaged in the examination shall be carefully instructed to see (1) that metered mail is faced, that it is tied or bundled securely, that the bundles are accompanied with the required identification labels, and that stamped mail is not included in the ties or bundles; (2) that metered special delivery and air mail is on top; (3) that the date and hour, if any, are correct; (4) that the postmark is that of the mailing office; (5) that proper postage is paid; that a *meter number appears in the indicia* and (6) that the statements of meter readings, Form 3602-A, are placed in a container for transfer to the classification unit. With reference to (5) above, the checking for short paid matter may be made by the examining employees or at the primary or secondary distribution. However, a point shall be designated for this purpose, the employees advised accordingly and sufficient scale equipment shall be furnished. Thereafter metered mail shall be promptly routed for distribution. Any irregularities noted should be reported to the classification unit at the main post office for further attention.

(b) The designated examining employees shall be closely supervised. They shall be informed concerning metered impressions that are not good for postage; concerning the provisions of chapter V as they relate to metered mailings; and concerning the impressions and procedure for handling and collecting postage for nonmetered mail in order to prevent a loss of revenue through the handling of the latter as metered mail. They shall also be familiar with the instructions on Form 3601-A concerning metered mailings.

30. Bearing wrong date.—Metered mail must bear the correct date of mailing in the meter impression. When metered mail bearing the wrong date or hour is presented for mailing it shall be run through the canceling machine or otherwise postmarked to show the proper date and hour and then dispatched. The irregularity shall be called to the attention of the mailer. The head of the firm should be contacted rather than the office employee who prepares the matter for mailing.

If the irregularity is repeated after having been brought to the attention of the mailer, a charge of 10 percent of the postage value may be collected, provided the amount involved is sufficient to justify the extra work entailed in making the collection. The postmaster shall issue a receipt therefor on Form 3544 and account for the amount collected as miscellaneous postal receipts.

In some cases it may be more effective to turn the mail back to the mailer with the request that it be enclosed in new envelopes bearing the correct date and hour, if any, in the meter impression. In such cases refund may be made of the unused impressions as provided in article 17, chapter V.

31. Short paid.—Employees in the outgoing and incoming mail sections must not consider metered mail as a mechanical process which insures that proper postage has been paid. They shall give the same scrutiny to metered mail as is given stamped mail with a view to detecting short paid postage and other irregularities.

32. Quarterly verification.—(a) Once each quarter, the date of which shall be staggered, all employees performing the examination shall, in addition to the daily examination set forth in the preceding paragraphs, furnish the classification unit at the main post office for verification purposes the name of the sender in the return card and the meter number appearing in the indicia for all metered mail handled during the day, except the final mailing accompanying the statement of meter readings. With respect to the mailings which are accompanied with the statement on Form 3602-A, the examining employees shall see that the meter number thereon compares with the meter number in the indicia. If any meter

numbers are in the indicia on the mailing, other than the number appearing on the statement of meter readings, the additional meter numbers shall be recorded on the statement.

(b) The classification unit shall compare the meter numbers furnished by the mailing division with the file of authorized meters. In the event an unauthorized meter is in use, the facts shall be promptly reported to the postmaster for further attention. The quarterly verification shall also be used in the classification unit to determine that meter users are filing statements of meter readings required.

33. Deposited at station.—Metered mail (other than fourth class) deposited at stations and branches where distribution is not performed and the related Forms 3602-A, shall be placed in pouches, sacks, or hampers, labeled "Metered Mail" for attention where metered mail is examined. Mail bearing stamps shall not be included therein.

34. Fixing responsibility.—No records, not definitely required by instructions, shall be kept concerning metered mail and there must be a clear and distinct segregation of employees who handle or have access to (1) the meter settings and accounting records, (2) the alphabetical and numerical file of meters and the checking of statements of meter readings and (3) the acceptance and examination of metered mail.

Second Class

35. Reports and records.—Employees in the mailing division shall not accept cash for second-class mailings. For each mailing of second-class matter a memorandum of mailing, Form 3541, shall be issued by the division of mails and the postage computed on Form 3541-A. The original of Form 3541 shall be given to the publisher. The duplicate Forms 3541, Forms 3541-A, and a report on Form 3082 showing second-class mailings, application fees, and deposits as evidenced by duplicate Forms 3544 received, shall be sent daily to the superintendent of finance by the division of mails. A copy of the report, Form 3082, will be sent to the auditor. A record of mailings shall be made by the division of mails on Form 3543, loose-leaf record of deposits and mailings, relating to the individual mailers, which shall be kept in the weighing section. This section shall prepare Form 3551, Quarterly Newspaper and Periodical Statement, from duplicate copies of receipt Forms 3539, and submit both Form 3551 and the duplicate Forms 3539 to the auditor for verification and mailing to the Department.

Incoming Mail

36. Letter mail.—(a) At offices where not more than 50 separations are required

for the business carriers and box sections a primary of city mail is usually unnecessary. The first handling should be on the business case which should have separations for each business carrier, each box section, general delivery, and each secondary case. One or more secondary cases should be provided for the distribution of mail to residential carriers. Primary cases should be provided for use at peak periods and during the Christmas holiday period to augment the general distribution cases.

(b) At offices where more than 50 separations are required for the business carriers and box section, primary cases will be used at all times. In order to simplify the primary scheme, the station or district boundaries should follow principal thoroughfares and should remain fixed as long as practicable. Usually the primary scheme is based on station boundaries and two or more small stations, grouped together by names or geographically, may be included in one separation. Where distribution districts are fixed without regard to station boundaries, a change need not be made unless benefits will result therefrom.

(c) The secondary distribution should be handled in the standard straight cases. As a general rule, except where more than 60 carriers work out of 1 unit, not more than 60 carrier routes should be handled in a group. The remaining separations in the case should be used for holding out mail for important firms.

(d) Proper use of firm cases usually eliminates the need of night routers, yet it is not always desirable to provide for distribution to all firms located in compact business districts. The number of firm separations to be made in distribution by clerks should be determined by supervisors, as frequently as necessary, on the basis of possible saving in carrier time and the maintenance of carrier schedules. However, it is not believed that ordinarily separations should be provided for firms receiving less than 50 letters on the first morning trip. Cases for the separation of directs to the firms selected should be placed adjacent to the station or district distribution cases. In many instances, however, the necessary firm hold-outs may be provided on the regular station or district cases and an additional handling thus avoided. Standard straight long letter cases should be used for firm distribution, and they should be labeled alphabetically with the largest firms arranged alphabetically in the center.

(e) Unless there are sufficient separations on the primary case to work box mail to sections, mail for boxholders should be thrown in one separation. Secondary cases should be provided in the box section, where the separation to sections and large firms holding boxes can be made by box clerks. This distribution should be han-

dled in standard straight cases, labeled alphabetically as to firms held out and with the box sections, by numbers, grouped in the center. The box section group should be outlined with paint of a distinctive color.

(f) Large flat mail, rolls and packages of the first class should be worked in flat cases and massed to stations and box section. Generally the volume makes it inadvisable to attempt the separation of this mail at the distribution point to carriers and firms.

37. Circular mail.—Letter-size circulars should be handled in the same manner and in the same cases as first-class mail, except that such distribution should be confined to the day tours so far as practicable, unless there is slack time during the night hours. Distribution of circular mail should be kept current each day.

38. Paper mail.—(a) The distribution of daily and weekly newspapers should be kept current at all times. The distribution of magazines and periodicals should be completed in ample time for delivery by carriers on the due dates. The distribution of miscellaneous paper mail and large circulars should be handled under the same conditions as relate to circular mail set forth in article 37 of this chapter.

(b) The primary for separation of this class of mail should be set up in identically the same manner as that provided for circular mail, both the primary and secondary distribution to be made in flat cases.

(c) At the initial point where the sacks of miscellaneous paper mail are emptied it is usually advisable to make two separations, the first separation to contain large rolls and small parcels which cannot be worked to advantage in flat cases the second separation to contain all flat circulars and paper mail that is to be worked in flat primary cases. If individual carrier sacks are made at the initial unit of distribution, the small parcels and rolls should be primaried and conveyed to the different racks and separated to carrier routes. If individual carrier sacks are not made, the mail must be massed on stations for distribution to carriers. Consideration should be given as to whether the massing of such mail tends to increase the personnel of the stations.

(d) Papers and circulars for distribution in the flat primary cases should be placed on portable tables by mail handlers who empty the sacks. These tables should be of such height and width that they may be moved to the front of the flat primary cases and the mail worked from them without a rehandling. These tables may also be used to transport the primaried mail from the primary to the secondary cases, where they may serve as ledges from which the secondary distribution may be made. In order to facilitate this system of distribu-

tion, cases with fixed ledges may be reversed.

(e) Flat papers and large circulars worked to carrier routes in secondary distributing cases at centralized units should be carefully placed in No. 2 sacks labeled to stations and route numbers without being strapped, where the volume of mail is sufficient to prevent disarrangement of the papers in the handling of sacks in transit. Where carriers use care in removing mail so dispatched in No. 2 sacks, little disarrangement results. Where disarrangement occurs regularly in transit, the papers should be securely strapped before being placed in the individual sacks.

39. Parcel post.—(a) Where there are three or more parcel post routes, the sack-routing method is to be followed in the separation of parcels for delivery. The primary separation should be made in hampers which can be rolled directly to bag racks for final distribution, or on conveyors when such system is provided. When practicable, the primary should be the same as that used in letter separations. Each primary separation will include several routes and in the final distribution the number of sacks in each secondary distribution unit should be limited to the number required for efficient handling by a carrier on the street.

(b) Small parcels for handling by foot carriers should be thrown out on the primary or, where a belt system is used, passed to a common point to be sent to the paper distribution section or direct to the stations in bulk.

(c) The sacks for final distribution should be arranged so that clerks can distribute from a hamper placed in the center of a U-formation, or in an aisle about 48 inches wide with 30 sack separations on each side, without undue walking or throwing of parcels. Parcels which cannot be handled in sacks should be arranged about the racks for convenient connection with corresponding sack separations.

(d) Special delivery, special handling and c. o. d. parcels should be thrown out on the primary and sent to the respective sections for the special attention required.

40. Postage due mail.—(a) The maintenance of advance deposits for patrons to cover postage-due collections should be discouraged. Only in exceptional instances and where it would be in the interest of the service should such deposits be maintained for patrons, and deposits of less than \$10 should not be accepted. Where unusual conditions exist and where a single concern receives a large number of returned parcels or circulars, a large number of business reply letters or cards, or a large number of pieces of postage-due mail and collections amount to a large sum of money each month, the postmaster may make special arrangements for the acceptance of

advance deposits, and provide for proper recording and accounting for same. In such cases, the deposits should be made with the superintendent of finance, or an employee designated by him, in the same manner as other advance deposits are made, and daily withdrawals should be made from this fund in a manner similar to that followed in the case of other trust funds. The employee accepting such deposits will forward the duplicate copy of Form 3544 to the clerk handling the relative postage-due account.

(b) A clerk should be designated at each unit to handle postage-due mail for patrons who have advance deposits and he should not be permitted to handle any money involved in a postage-due transaction. He will affix the stamps to the due mail and maintain a record showing the deposits and daily withdrawals. He will operate on a fixed credit of postage-due stamps and at the close of business each day will report to the superintendent of postal finance the total amount of withdrawals for all firms affected. He will replenish his fixed credit from the wholesale stamp clerk by furnishing him a requisition marked "Advance postage due," which will be treated as cash until it reaches the superintendent of finance, who will replace it by drawing a check against the trust fund. At stations, the clerk will replenish his stock from the principal stamp clerk in the same manner. A daily report showing deposits and withdrawals shall be prepared by the postage-due clerks, on Form 3083 suitably altered, and submitted to the auditor.

(c) Selective checks should be made frequently to determine if postage-due stamps in proper amounts are being affixed to postage-due matter addressed to patrons having advance deposits, and if the accounts are properly handled.

41. **Directory service.**—Mail entitled to directory service should be sent to the directory section and there disposed of in accordance with the instructions in chapter VI, articles 104 to 107.

42. **Change of address orders.**—(a) With a view to reducing the amount of mail to be handled in forwarding and consequently delayed in delivery, at least three copies of Form 22-B, "Notice of Change of Address," should be issued with each Form 22, "Order to Change Address." All employees should be required to issue Form 22-B as directed and to encourage its use.

(b) Original Form 22, or corresponding notice, should be sent to the unit of delivery from which mail is to be forwarded, for recording and filing. Removals only shall be recorded by city carriers in connection with "Change of Address" notices. No record should be made by a carrier to whose route the patron removes. There should be

one central point at the main office for the filing of forwarding orders.

Station Organization

43. **Supervision.**—Superintendents are responsible for the proper conduct of their stations and for courteous and efficient postal service. They will be held personally responsible for unnecessary expenditures, whether it is for surplus regular employees, excess auxiliary service, or extravagance in the use of supplies and equipment.

The time of supervisors should be fully utilized and they should be required to perform routine work, including window work, when it will not interfere with the discharge of their supervisory duties. At stations where an assistant superintendent or a second supervisor is employed, one supervisor should be scheduled to report early and the other one late, in order to insure proper supervision at all times. At stations where an assistant superintendent or a second supervisor is not employed, an employee should be detailed to have charge during absences of the superintendent. A supervisor should be on duty when the carriers report for their trips.

44. **Facing and separating mail.**—Station employees should separate and cancel all letter mail for delivery from that station up to the latest leaving time of carriers. At other periods of the day, station employees should face and tie letter mail for dispatch to the main office or centralized distribution unit, insofar as available time permits.

Delivery carriers should face letter mail to the fullest extent practicable as it is taken from the boxes and as they travel from their routes to the station.

45. **Distribution schemes.**—Station clerks should be required to qualify on the distribution scheme of the station to which assigned.

46. **Parcel post separations.**—Outgoing parcels should be separated in conformity with the primary separations at the centralized distributing unit, provided no additional cost is involved and no delay results in the handling. Parcels delivered at the rear platform in large quantities need not be primaried, but should be sent to the centralized distribution unit for handling.

47. **Undeliverable second-class matter.**—The action required by chapter VI, articles 143 to 149, in connection with undeliverable second-class matter, shall be performed at stations and branches for all such matter originally addressed for delivery within their delivery districts.

48. **Noon interstation exchange.**—Delivery carriers should segregate local mail and should assist after reaching the station, if necessary, in facing letter mail not faced on their respective routes for this exchange. Clerks will be scheduled so that a sufficient number will be on duty to assist in handling

this work. The balance of this mail should be faced, separated as to local and outgoing, tied in bundles, and dispatched in pouches bearing distinctive labels. Frequent tests should be made by supervisors with a view to determining the effectiveness of the exchange.

NONDIVISIONAL OFFICES

Supervision

49. Postmaster.—(a) The postmaster is responsible for the efficient and economical conduct of his office. It is his responsibility to know that supervisory positions are filled with competent employees and that they understand and perform satisfactorily the duties assigned to them. Supervisors must be carefully selected and properly assigned if the work is to be handled efficiently and economically. At offices covered by these instructions there is no justification for full-time desk assignments for supervisors, and none is contemplated. It is not contemplated to overburden supervisors with routine duties, but it is expected that they will assume some of these duties in connection with and as a part of their general supervision.

(b) The postmaster will see that all departmental instructions are given proper attention and take such steps as are necessary to follow up such instructions to insure strict compliance by all concerned. All general instructions for the guidance and conduct of clerks, carriers, and mail handlers, shall be issued over the name of the postmaster, or by the assistant postmaster in the absence of the postmaster. It is the duty of supervisors to see that all employees are familiar with such instructions as may be applicable to their particular duties. Order books shall be maintained and each employee shall place his initial opposite each order.

50. Assistant postmaster.—(a) The assistant postmaster should be held responsible by the postmaster for the proper conduct of the financial sections of the office, and other supervisors, as assigned, for the proper conduct and economical operation of mailing activities. It is necessary to establish among the employees a proper respect for the authority of their supervisors. Therefore, the postmaster should issue any necessary instructions to employees through the proper supervisors in order that there may be no appearance of conflict of authority.

(b) Forms 023-A, B, C, and D shall be kept by the assistant postmaster or under his immediate supervision. The assistant postmaster will also prepare Forms 023-SAB, 023-SC, 024, 024-CD, 024-ACD, 024-SD, and 024-A. The postmaster will carefully review all requests for allowances, and in cooperation with the assistant postmaster will apportion the allowances au-

thorized to sections and to the several periods of the quarter. Particular care must be exercised in the preparation of forms of the 023 series that time used is properly charged in accordance with instructions. Upon the proper budgeting and use of auxiliary depends largely the economical operation of the office.

51. Superintendent of mails.—Where a superintendent of mails is authorized, he shall have immediate charge of all mailing division activities and shall be charged with the general supervision of classified stations and branches. He should spend a great portion of his time on the workroom floor and should vary his schedule to the extent necessary to obtain first-hand knowledge of conditions during all periods.

52. Assistant superintendent of mails.—At offices where an assistant superintendent of mails or other supervisor is authorized, such supervisor shall have general charge of the delivery and collection service under the direction of the superintendent of mails, and shall perform such other supervisory duties in the mailing division as the postmaster may direct. As a general rule, he should report with the carriers in the morning and have supervision of all mail handling activities until the superintendent reports. The latter should be scheduled to remain on duty during the busy evening hours.

53. Supervisory conferences.—The postmaster should confer frequently with the assistant postmaster and superintendent of mails and in cooperation with these supervisors, surveys of the different sections of the main office, stations and branches should be made with a view to determining definitely the character of service rendered and the manpower requirements. At least once a month the postmaster should call a conference of all supervisors at which proposed changes looking to improved service shall be fully discussed. In this connection, supervisors should encourage employees to make suggestions for improvements of equipment and methods of handling the work to effect economies and promote the efficiency of the service.

54. Complaints and correspondence.—All correspondence shall be conducted in the name of the postmaster and all departmental correspondence and all complaints shall be handled by him personally. Replies to departmental correspondence shall be signed by the postmaster, and all correspondence should pass over his desk for approval by him before mailing. A centralized complaint file shall be maintained in the office of the postmaster. This file shall be arranged by subjects, such as late deliveries, delays to outgoing mail, delays to incoming mail, errors in distribution of box mail, unsatisfactory window service, and unsatisfactory collection service. Cor-

respondence filed under each subject shall be arranged alphabetically by name of complainant. Letters of reply to complainants shall have the postmaster's personal attention and shall be signed by him. All oral complaints wherever received will be treated in the same manner as written complaints, initial action to be based on memoranda prepared by employees to whom such complaints are made.

55. Supervisory schedules.—Schedules of supervisors should be arranged to provide adequate and effective supervision during rush periods. There should always be some employee, whether a supervisor or a competent clerk, designated as in charge, who will be held responsible for conditions during his tour of duty.

Distribution Schemes

56. Examinations on.—All scheme examinations should be conducted under the supervision of the superintendent of mails. The examination should include questions such as will test the knowledge of the employee concerning his responsibility to protect the revenues, including those from metered and nonmetered permit mail.

57. Supervisors to be familiar with.—Supervisors should be familiar with the various distribution schemes of the office and at irregular periods should make verification of the distribution performed by each clerk or substitute, and if the verification of the employee's distribution discloses an unusually large number of errors, he should be required to take a case examination.

Personnel

58. Seniority.—The instructions in chapter II, article 164, should be followed carefully. Except in cases of emergency, day tours should be given to regular employees.

59. Substitutes.—(a) Special efforts should be made to teach all substitutes the proper and most efficient methods of handling all post office work to which they may be assigned. A substitute, upon appointment, should be assigned to a particular supervisor for the purpose of instruction, and it shall be the duty of the supervisor to personally supervise his scheme study with a view to assisting him in qualifying for the proper performance of his duties.

(b) Ordinarily, all substitutes shall first be required to qualify on the incoming distribution schemes and then to such extent as local conditions warrant on one or more outgoing schemes. Substitute carriers shall be encouraged to qualify on incoming schemes, and at offices where they are given clerical employment shall be required to qualify. The requirements for substitute carriers, however, shall not be as stringent as those for clerical employees and a 90-percent grade will be considered acceptable.

Scheme examinations of this character are essential in view of the existing policy of interchanging the work of substitute clerks and substitute carriers when advisable.

(c) Ordinarily it is not intended that substitutes be assigned to the finance or registry sections, or to stations or branches. Replacements for vacations, sick leave, and other known or anticipated absences, should be made by the detail of regular clerks when full replacement is necessary. If practicable, the clerk so detailed should be the one who is next in line for the position, or an equivalent position, by reason of seniority. *So far as practicable*, substitutes should be assigned to the evening tour and not called for duty until actually needed. They should be employed in the handling of outgoing mails until distribution is completed and then employed in the distribution of incoming mail as long as may be absolutely necessary to insure complete distribution of city mail for the first morning delivery. Clerical employees and supervisors should be shifted from one section to another as the necessity arises for an augmented force in any particular section.

60. Late tours.—The midnight or late tour should be limited to the number of regular clerks necessary to complete the required distribution of either outgoing or incoming mails.

61. Saturdays, Sundays, and holidays.—Only the minimum essential service shall be performed on Saturdays, Sundays and holidays, and regular employees shall be used therefor to the fullest extent possible. Careful attention should be given to the scheduling of compensatory time, and every effort should be made to arrange schedules according to the volume of work to be performed during the 5 working days of the week with a view to granting the maximum amount on lighter days and avoiding the use of substitute replacement wherever practicable.

Centralized Distribution

62. So far as practicable, the distribution of incoming and outgoing mail should be centralized at the main office. Special attention should be given to provide sufficient clerical assistance to distribute mail collected in the morning in order that local business mail can be delivered by carriers on their afternoon trips. This is particularly necessary at offices having stations and branches to which business carriers are attached.

Outgoing Mail

63. Collections.—(a) Detailed instructions concerning the collection service are contained in chapter IX, article 122. The comment on collections is made with a

view to directing attention to the necessity of coordinating the collection service with the outgoing mail activities in order to render the most efficient service.

(b) Experience has demonstrated, and data compiled tend to show, that ordinarily little necessity exists for collections during the day, exclusive of those made by delivery carriers in connection with regular scheduled trips.

(c) The necessity for evening and night collection service in the business and residential sections will vary according to local conditions and important dispatches. No collection service is warranted unless it is scheduled to properly connect important dispatches. The last collection of the day should be completed so as to reach the post office not later than 8:30 p. m.

(d) Motor vehicle dispatches from classified stations should be scheduled to insure the receipt of mail at the main office to connect with proper dispatches and carrier deliveries.

(e) In order to determine the promptness of handling outgoing letter mail, tests of the collection service, whether by delivery carriers or exclusive collectors, should be conducted at frequent intervals and at least once each quarter. Test letters should be deposited at separate points addressed to post offices on outgoing distribution cases and recovered at such cases at the time they are distributed. In the business section test letters should be deposited between 5:45 and 6 p. m. A table should be prepared to show where the letters were deposited, time deposited, time of postmark, and time recovered at final cases. The tests will be reviewed and initialed by the superintendent of mails or other designated supervisor, and the results thereof submitted to the postmaster with proper recommendation for any changes necessary to improve the service. The postmaster will direct appropriate action on the recommendations, after which the test reports will be filed for two years.

64. Letter mail.—(a) *Arrangement of workroom floor.*—Regardless of the size of the office, facing tables, canceling machines, distribution cases, and pouch racks should be arranged on the workroom floor in the order named to insure the steady movement of mails in one direction from the pick-up or facing tables to the pouch racks.

(b) *Facing mail.*—Outgoing letter mail should be placed on facing tables immediately upon receipt on the workroom floor. Every effort should be made to promote facing mail by the public. Mail received already faced should be segregated and canceled without destroying the facing. Special attention should be given to metered mail to see that it is placed on the distribution cases immediately upon receipt. A

uniform method of placing mail on the ledges of distribution cases, whether primary or secondary, should be adopted to insure the working of mail in proper order of receipt as shown by the postmarks. Hand- and canceling-machine dies should be changed half-hourly.

(c) *Special delivery.*—Particular attention should be given to the proper segregation and immediate handling of special delivery and large pieces of first-class matter, and dispatch in order of receipt; and to the distribution and dispatch of air mail in accordance with current instructions of the Postal Transportation Service.

(d) *Primary distribution.*—The use of primary cases depends largely upon secondary distribution necessarily performed. It is well established that economy results from disposing of as much mail as possible at first handling. Therefore, it is highly desirable that outgoing primary cases be used only at offices where the number of final separations necessitates a primary separation. At offices where conditions warrant the use of outgoing primary cases, the following instructions are issued for the guidance of such offices:

The primary case should have not more than 35 separations. However, where it can be shown that a larger number of separations would be advantageous, the Department will give consideration thereto upon receipt of a detailed statement of the facts.

The primary should require *no scheme study* or knowledge of holdout offices and should provide a box for city, boxes for the State in which the office is located and other States for which mail is distributed by R. P. O., H. P. O., or standpoint schemes, and boxes for geographical sections. Distant States should be grouped by geographical sections, such as North, East, South, and West, and mail for each group thrown into one box in the primary. The remaining boxes should be used for large directs, selected to dispose of the maximum quantity of mail on the initial handling. Ordinarily, separations for cities should not be placed on the primary cases unless a division of mail for the State in which the city is located is otherwise necessary. *Directs* made on the primary should be verified by a supervisor at frequent intervals, and in all instances where complaints are received.

Two or more alphabetical separations, depending upon the number of directs that can be tied out, should be made on the outgoing primary case of mail for the State receiving the largest volume, which is generally the State in which the office is located. The number of separations in the alphabetical cases should be such that at least 85 to 90 percent of the mail will be distributed to directs.

(e) *Secondary distribution.*—Secondary cases should be arranged to follow the separations in the primary. As far as possible the mail for the State in which the office is located and, at larger offices, the States immediately adjacent thereto, should be worked to directs. Secondary distribution for such States should consist of directs in alphabetical order with 12 to 20 of the heaviest directs, also alphabetically arranged, in the center of the case. This group of heavy direct separations should be outlined with paint of distinctive color. A separation should be provided for the residue, which should be reworked on the R. P. O. case.

The secondary cases for States which are distributed by standpoint or R. P. O. schemes should be made up with directs arranged alphabetically on the left side of the case, and the R. P. O. separations for the States in question on the right side. Paint of a distinctive color may be used to outline the R. P. O. separations. Secondary cases shall be made up for North, East, South and West States, and warranted directs. States in each section shall be arranged alphabetically with directs for each State located immediately above the relative State separation. Paint of a distinctive color should be used to outline the State separations.

(f) *Directs.*—The massing of mail matter on any post office or R. P. O. invariably results in rehandling and consequent delays. Secondary distribution should, therefore, provide such number of directs as may be necessary to eliminate, as far as possible, redistribution at central distributing post offices and in R. P. O. cars. Mail should not be labeled to an office as Dis., unless the package or sack actually contains mail for post offices which are supplied only through that office. If the supply of an office is by R. P. O., the mail should be worked into directs or placed in packages and sacks properly labeled to the R. P. O., or in the case of States not distributed by a local office, it should be labeled to the State in question and dispatched to the proper R. P. O. performing such distribution. First- and second-class post offices shall distribute all outgoing mail in accordance with the general schemes furnished and the instructions issued by the proper general superintendent of the Postal Transportation Service.

(g) *Distribution cases.*—At most of the offices covered by these instructions the use of wing cases, either No. 17 containing 140 separations, or No. 19-B having 192 separations, will meet requirements and will eliminate the necessity of a primary system. It has been found in many instances that wing cases may be so labeled as to provide for 2 distributors working at the same case with little or no rehandling of mail. This

is especially applicable where the number of direct and R. P. O. separations of a State cannot be handled in one straight case and the State is divided alphabetically on the primary. In these circumstances one division of the alphabet may be handled in one side of the case and the other division in the opposite side, with one group of R. P. O. boxes in the center of the case in which the residue may be worked from either side as the direct separations are made.

(h) *Work schedules.*—Every effort should be made to dispose of all mail to proper dispatch, and to accomplish this, the necessary number of regulars and substitutes should be scheduled and used during the rush periods. All available regular employees should be used before substitutes are placed on duty. It shall be the duty of the supervisor in charge of the workroom floor to determine when substitutes are put on duty and excused from duty, and when regulars ordinarily assigned to the distribution of city mail, or otherwise, are called for duty in the handling of outgoing mails, and vice versa.

(i) *Distribution schedule.*—At the larger offices where primary distribution of outgoing letter mail is used, and where dispatches are frequent, primary distribution should never be more than 15 minutes behind the postmark; that is, all mail postmarked at 6:30 p. m. should be through the primary cases not later than 6:45 p. m. Under these conditions, secondary distribution should never be more than 1 hour behind the postmark; that is, all mail postmarked at 6:30 p. m. should be in the secondary cases not later than 7:30 p. m. Metered and nonmetered permit first-class mail that has cleared the examining and weighing sections, respectively, by 6:30 p. m., should likewise be through the primary not later than 6:45 p. m., and in the secondary cases not later than 7:30 p. m. A list should be prepared for each secondary case showing the dispatches to be made from each case. This list should show the last postmark that should clear on each dispatch. If any letters miss dispatch because of failure to complete distribution, the employee in charge shall make report to the superintendent of mails, and such report should be reviewed by the postmaster.

65. *Circulars.*—Circulars should ordinarily be handled in the same cases as outgoing letters. It is desirable that all circular mail be disposed of daily, but it is also desirable that distribution of circular mail be confined to day tours unless the distribution can be made economically during the period following the clean-up of letter mail during the evening.

66. *Paper mail.*—(a) Daily papers shall be handled and dispatched as soon as possible after receipt. Miscellaneous papers,

periodicals, and made-up permit mail shall be distributed and dispatched the day of receipt; that is, no accumulation of this class of mail shall be permitted overnight.

(b) A designated employee should keep in touch with mailers of second-class matter and assist them in keeping their mailing lists corrected as to make-up and dispatch. Where it is necessary to assign an employee to the office of a publication for weighing mail for dispatch, request for such authority should be taken up with the Department and if received, the detail should be carefully supervised. Extra effort should be made to have the publishers of papers for local delivery arrange their mailing lists so that the primary separations, and where possible separations to carrier routes, will be made.

67. Parcel post.—(a) Parcel post for offices in the same State or nearby States, any part of which are within the first or second zones, must not be sent to terminals except by agreement between the Bureau of Post Office Operations and the Bureau of Transportation, but should be distributed to directs and lines unless special instructions have been issued by the general superintendent of the Postal Transportation Service.

(b) Primary distribution of parcel post is considered unnecessary if the mail can be disposed of at first handling in bag-racks not exceeding 60 separations, as this number of racks may be arranged in paralleled formation to be worked from the center, so that excessive walking and throwing of parcels long distances can be avoided.

(c) If primary distribution is warranted because of the volume of mail and the number of separations necessary, it should include separations for nearby States, mail for which is to be reworked, city parcels, special delivery parcels, etc. It should also provide two or more *alphabetical or geographical* separations for mixed States, the exact number of separations being determined by the secondary rack set-up. The secondary racks shall be arranged to follow the primary separations. Such directs should be made as warranted by the volume of mail. The secondary racks should be arranged alphabetically as far as practicable. Special delivery parcels should be collected and given proper treatment at frequent intervals and in time for each dispatch.

(d) Supervisors should be familiar with the time of dispatches of parcel post and the distribution of this class of mail should be made in time to connect therewith. A list of dispatches should be available at each rack.

Nonmetered Mail

68. Protection of revenues.—(a) The protection of revenue from nonmetered per-

mit mail rests primarily with the division of mails because the postage accounted for represents only the amount of nonmetered mail that is detected, verified and reported to the assistant postmaster. Such mail may be of the first, second, third and fourth classes.

(b) Nonmetered mail is mailable only at the post office that issues the permit. Employees on mailing platforms, at facing tables and at bulk mailing windows must be alert constantly to detect such mail and route it to the weighing section, and employees in the city and outgoing sections must also be alert to see that no originating nonmetered permit mail is handled until it has cleared through the weighing sections. All supervisors in charge of such crews and tours, especially during the usual peak mailing periods from 4 p. m. to 8 p. m., should give this requirement particular attention. At offices where conditions warrant, a properly instructed employee shall be assigned to the mailing platform in order to aid in detecting and routing such mail.

(c) The records of sacks loaned to nonmetered permit holders shall be examined and totaled periodically in order to see that the sacks are properly accounted for and that direct sacks made up by mailers are not in some way circumventing the weighing section and going direct to trains and terminals.

69. Permits.—All nonmetered permits shall be issued and canceled at the direction of the superintendent of mails. A copy of Form 3601, and Form 3609 properly headed, shall be sent to the weighing section for each permit issued and a copy of Form 3601 shall be kept on file in the division of mails. That division shall also keep a numerical and an alphabetical card file of outstanding permits; the numerical file to show the permit number and name of the permit holder; the alphabetical file to show the permit number and name of the permit holder, the class of mailings authorized and date the application was filed, the date the permit was issued, the address of the permit holder, and the nature of his business. The supervisor in charge of mailing activities will see that the alphabetical card file of mailers who have paid bulk fees is kept current and is properly utilized. The weighing section shall report to the superintendent of mails, when a permit has been inactive for 1 year, and notice shall be given the permit holder in writing that it will be canceled at the end of 30 days unless a mailing is deposited. When a permit is canceled, the numerical and alphabetical cards shall be withdrawn from the file, so endorsed and placed in an inactive file. The weighing section shall be notified to properly endorse Form 3609, and to place it in the inactive file after the close of the monthly accounting. When a mailing has

not been made under a permit within three months after its issuance, report shall be made to the supervisor in charge of mailing activities who will cause inquiry to be made.

70. Records of deposits and mailings.—A Form 3609 for each permit shall be kept in the weighing section. Deposits made by permit holders as evidenced by duplicate copies of Forms 3544 and payments of annual bulk mailing fees shall be promptly recorded thereon. The postmaster shall designate a point for each nonmetered permit holder to deposit his mail and such mail shall not be accepted at any other point. The mailing entries on Forms 3609 shall be examined from time to time to see whether there is any indication that a mailing may not have been recorded thereon. If there is an unusual lapse of time in the sequence of mailings, suitable inquiry and action shall be taken to insure that the revenues are protected.

71. Verification of mailings.—Employees in the division of mails shall not accept cash to cover nonmetered permit mailings. The supervisors or other designated employees in the weighing section shall see that a statement of mailing, Form 3602, properly filled out and signed by the permit holder, is submitted with each mailing of nonmetered mail. Two employees shall weigh and verify the mailing to determine the postage and shall execute the certification on the back of the statement of mailing. It shall be determined by examining Form 3609 that a deposit in sufficient amount is on hand to cover the postage and, if the matter being offered is prepared for mailing at the bulk third-class rates, that the bulk mailing fee has been paid for the current year. Form 3607 shall be executed and sent with the mailing to the distribution point as evidence that postage has been paid and the mailing is ready for distribution. A record of the mailing as evidenced by Form 3602 shall be made on Form 3609. Forms 3602 shall be transmitted daily to the assistant postmaster with a report on Form 3083 showing the total amount of mailings as evidenced by Forms 3602 and the total amount of deposits as evidenced by duplicate copies of Forms 3544, except those forms from stations that are endorsed "Deposit Made After Last Remittance for the Day," which shall be included in the report for the day following; and a copy of Form 3083 shall be sent to the postmaster. A report of the amounts of nonmetered application fees and bulk mailing fees, and of nonmetered advance deposits refunded as reported by the assistant postmaster, shall be sent to the postmaster daily, on Form 3083 suitably altered.

72. Clearance.—(a) Designated supervisors shall receive all such mail accom-

panied with Form 3607 and clear the mail for distribution and dispatch. If the circumstances warrant, the clearance shall be made by placing the mail in sacks with special identifying clearance labels. The employees in the various distribution sections must understand that no originating nonmetered permit mail is to be distributed and dispatched unless it has cleared to them in the manner specified.

(b) The designated supervisors who receive the mail and Form 3607 from the weighing section shall deliver the forms to the supervisor in charge of mailing activities who will report to the postmaster on Form 3083 showing the total amount of nonmetered postage as evidenced by Forms 3607, and the latter shall be filed.

(c) The superintendent of mails shall report to the assistant postmaster each instance where originating nonmetered permit mail that apparently has not cleared through the weighing section is detected in the various distribution and dispatch sections. Employees in the incoming section shall be familiar with the importance of the statement of mailing, Form 3602, and if any such form originating at another post office is found with the incoming mail, the statement with an explanation of the circumstances, shall be forwarded to the Bureau of Finance, Division of Letter and Miscellaneous Mail. All distributing employees who handle nonmetered mail at main offices and stations, and clerks in charge of terminals, where such distribution is performed shall be instructed not to accept for mailing any originating nonmetered mail that does not reach them accompanied by the special identifying clearance label from the designated central point.

73. Deposited at stations.—Postmasters may, if circumstances warrant, authorize a permit holder to deposit his nonmetered permit mail at a classified station where money deposits are authorized. However, verification of the mail should be confined to centralized distribution points if practicable under existing conditions. If the station is authorized to verify nonmetered mail, employees shall follow the same procedure outlined in articles 70 and 71 of this chapter. If such a station is not so authorized, the mail shall be sent to a designated centralized distribution point, accompanied with related Forms 3602, in sacks labeled in part "Weighing Section—Nonmetered Mail from

Metered Mail

74. Record of settings.—An alphabetical file of all permit holders and a numerical file of all meter numbers shall be maintained in a central file in the division of mails at the main post office. When the copies of Form 3603-A are received from

the postal finance section and stations and branches, the date and total amount for which the meter is set (the total of the ascending and descending register readings after setting) shall be entered on a control card, Form 3609-C, for each meter, including post office meters, to be kept in the appropriate master file. The unit difference between the previous and current recordings on the control card should be computed to determine whether the units equal the amount collected as shown on Forms 3603-A. The copies of Form 3603-A should then be placed in a separate file by dates, after the total collections for the day as shown thereon are reported to the postmaster or employee performing the auditing duties, on Form 3083.

75. Statement of register reading.—(a) The permit holder is required to submit statement of meter register readings, Form 3602-A, with the last mailing for the day; but a separate statement shall accompany each mailing of metered matter paid at the bulk third-class rates. All such statements received at annexes, stations and branches, shall be sent daily to the division of mails at the main office. Experienced employees in that division shall compare daily the current statements with the previous statements to see that the ascending and descending registers are progressively increasing and decreasing unless the latter is reset in the interim. The ascending and descending readings shall be totaled on the current statement of meter readings and compared daily with the total setting on the control card. If everything appears regular and the totals agree, the statements shall be placed in their appropriate file. If there is any indication of an irregularity or if the totals do not agree, a designated supervisor shall telephone the meter user and secure the current readings of the ascending and descending registers. If the total of the two still does not agree with the total setting on the control card, the meter user shall be requested to bring his meter to the office of the assistant postmaster for examination. In each such instance the postmaster shall be notified.

(b) Employees should be on the alert to see that statements of meter readings are submitted substantially with frequency of normal mailings. If no statement is received for an inactive meter for a period of 30 days (unless the meter holder is one who normally does not mail more frequently than once a month) the facts should be reported to the assistant postmaster for attention. A list of meter users failing to obtain meter settings for a period of 3 months, shall be furnished the assistant postmaster from Forms 3609-C. The assistant postmaster shall cause inquiry to be made as to the reason for the inactivity. If a meter is inactive for 6 months without a satisfac-

tory explanation, a report shall be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment as to whether the permit should be canceled.

(c) At the close of each month, or more often if desired, all statements of meter readings, except the last submitted, shall be removed from the daily checking file and placed in a separate file for inquiry or storage purposes.

(d) Irregularities in preparing metered mail and statements of meter readings shall regularly be called to the attention of the permit holder. If the permit holder fails to cooperate, a report of the facts should be made to the Bureau of Finance, Division of Letter and Miscellaneous Mail, with comment whether the permit should be canceled.

76. Examination of mailings.—(a) The examination of outgoing metered mail shall be centered so far as practicable in the outgoing mail section of the main post office or annex, depending on where central distribution is made. At such points of distribution, examining units shall be designated and metered mail shall be routed thereto before distribution. The employees engaged in the examination shall be carefully instructed to see: (1) that metered mail is faced, that it is tied or bundled securely, that the bundles are accompanied with the required identification labels, and that stamped mail is not included in ties or bundles; (2) that metered special delivery and air mail is on top; (3) that the date and hour, if any, are correct; (4) that the postmark is that of the mailing office; (5) that proper postage is paid; (6) that a meter number appears in the indicia; and (7) that the statements of meter readings, Form 3602-A, are placed in containers for transfer to the point where the control card record is maintained.

With reference to (5) above, the checking for short paid matter may be made by the examining employees, or at the primary or secondary distribution. However, a point shall be designated for this purpose, the employees advised accordingly and sufficient scale equipment shall be furnished. Thereafter metered mail shall be promptly routed for distribution. Any irregularities noted should be reported to the superintendent of mails for further attention.

(b) The designated examining employees shall be closely supervised. They shall be informed concerning metered impressions that are not good for postage; concerning the provisions of chapter V as they relate to metered mailings, and concerning the impressions and procedure for handling and collecting postage for nonmetered mail in order to prevent a loss of revenue through the handling of the latter as metered mail. They shall also be familiar

with the instructions on Form 3601-A concerning metered mailings.

77. Bearing wrong date.—Metered mail must bear the correct date of mailing in the meter impression. When metered mail bearing the wrong date or hour is presented for mailing it shall be run through the canceling machine or otherwise postmarked to show the proper date and hour and then dispatched. The irregularity shall be called to the attention of the mailer. The head of the firm should be contacted rather than the office employee who prepares the matter for mailing.

If the irregularity is repeated after having been brought to the attention of the mailer a charge of 10 percent of the postage value may be collected, provided the amount involved is sufficient to justify the extra work entailed in making the collection. The postmaster shall issue a receipt therefor on Form 3544 and account for the amount collected as miscellaneous receipts.

In some cases it may be more effective to turn the mail back to the mailer with the request that it be enclosed in new envelopes bearing the correct date and hour, if any, in the meter impression. In such cases refund may be made of the unused impressions as provided in chapter V, article 17.

78. Short paid.—Employees in the outgoing and incoming mail sections must not consider metered mail as a mechanical process which insures that proper postage has been paid. They shall give the same scrutiny to metered mail as is given stamped mail with a view to detecting short paid postage and other irregularities.

79. Monthly verification.—Once each month the mailings from each meter shall be verified. On days to be designated by the postmaster, the examining employees shall determine the total value of postage on metered mail handled that day for designated meters. Those amounts shall be compared with the postage represented by the statement of meter readings, when the ascending register reading on the previous statement is deducted from the ascending reading on the current statement. A notation of the results of the verification shall be made on the back of the current statement of meter readings. If the amount of postage on the mailings exceeds that reflected by the statement of meter readings, the facts shall be reported to the postmaster for further attention to determine the reason therefor.

80. Deposited at stations.—Metered mail (other than fourth class) deposited at stations and branches where distribution is not performed shall be placed in pouches, sacks, or hampers, labeled "Metered Mail" for attention where metered mail is examined. Mail bearing stamps shall not be included therein. Statements of meter readings, Forms 3602-A, received therewith must ac-

company such mailings to the examination point.

81. Fixing responsibility.—No records, not definitely required by instructions, shall be kept concerning metered mail and there must be a clear and distinct segregation of employees who handle or have access to (1) the meter settings and accounting records, (2) the alphabetical and numerical file of meters and the checking of statements of meter readings and (3) the acceptance and examination of metered mail.

Second Class

82. Reports and records.—Employees in the mailing division shall not accept cash for second-class mailings. For each mailing of second-class matter a memorandum of mailing, Form 3541, shall be issued by the division of mails and the postage computed on Form 3541-A. The original of Form 3541 shall be given the publisher. The duplicate Forms 3541, Forms 3541-A, and a report on Form 3082 showing second-class mailings, application fees, and deposits as evidenced by duplicate Forms 3544 received, shall be sent daily to the assistant postmaster by the division of mails. A copy of the report, Form 3082, will be sent to the postmaster. A record of mailings shall be maintained in the division of mails on Form 3543, loose-leaf record of deposits and mailings, relating to the individual mailer. This division shall prepare Form 3551, Quarterly Newspaper and Periodical Statement, from duplicate copies of receipt Forms 3539, and submit both Form 3551 and the duplicate Forms 3539 to the postmaster for verification and mailing to the Department.

Incoming Mail

83. Letter mail.—(a) At offices where all the mail cannot be disposed of to box sections and carrier separations at the first handling on straight cases having not more than 80 separations, secondary cases should be provided for the distribution of mail to residential carriers. Where it is necessary that some mail be thrown out for secondary distribution, the primary case should have separations for each business carrier, each box section, general delivery, and each secondary case.

(b) In offices larger than those mentioned above, primary cases will be used at all times. In order to simplify the primary scheme, the station or district boundaries should follow principal thoroughfares and should remain fixed as long as practicable. Two or more small stations, grouped together by names or geographically, may be included in one separation.

(c) At most offices direct distribution to firms receiving large quantities of mail can be made on primary cases. However, there may be instances where the use of separate firm cases will be warranted on the

basis of the number of firms and the volume of mail for each firm, so that carriers may leave the office on scheduled time. In any event, the number of firm separations to be made in distribution should be determined by supervisors, as frequently as necessary, on the basis of possible saving in carrier time and the maintenance of carrier schedules. It is not believed that separations should be provided for firms receiving less than 50 letters on the first morning trip. Where the use of firm cases is found necessary, standard straight long-letter cases should be used and they should be labeled alphabetically with the largest firms arranged alphabetically in the center.

84. Circular mail.—Letter-size circulars should be handled in the same manner and in the same cases as first-class mail, except that such distribution should be confined to the day tours so far as practicable, unless there is slack time during the night hours. Distribution of circular mail should be kept current each day.

85. Paper mail.—(a) The distribution of daily and weekly newspapers should be kept current at all times. The distribution of magazines and periodicals should be completed in ample time for delivery by carriers on the due dates. The distribution of miscellaneous paper mail and large circulars should be handled under the same conditions as relate to circular mail.

(b) As in the case of letters, paper mail should be disposed of at first handling whenever possible. If a primary separation of paper mail is necessary, flat cases should be used and they should be labeled in the same manner as letter cases, whether primary or secondary cases.

(c) Flat papers and large circulars worked to carrier routes in secondary distributing cases at centralized units should be carefully placed in No. 2 sacks labeled to stations and route numbers without being strapped, where the volume of mail is sufficient to prevent disarrangement of the papers in the handling of sacks in transit. Where carriers use care in removing mail so dispatched in No. 2 sacks, little disarrangement results. Where disarrangement occurs regularly in transit, the papers should be securely strapped before being placed in the individual sacks. Where straps are used supervisors should see that they are returned to the centralized distribution unit on the first available dispatch.

(d) Large flat mail, rolls and packages of the first class should be worked in flat cases and massed to stations and box section. Generally, the volume makes it inadvisable to attempt the separation of this mail at the distribution point to carriers and firms.

86. Parcel post.—(a) Where there are three or more parcel post routes, and at all offices where tests show advantages, the

sack-routing method is to be followed in the separation of parcels for delivery. Regardless of the system used, regular delivery carriers should be required to deliver small parcels. These should be separated from the larger parcels on the first handling and sent to the paper distribution section or directly to the stations in bulk.

(b) Sack racks should be arranged in parallel formation so clerks can distribute from a hamper placed in the center without undue walking or throwing of parcels. Generally, no primary separation of parcels is necessary where the number of sack separations does not exceed 60. Parcels which cannot be handled in sacks should be arranged about the racks for convenient connection with corresponding sacks. Direct sacks should be made for firms receiving 10 or more parcels. Where a primary is necessary, it should have the same separations as the letter primary, if practicable. Each separation will include several routes, and in the final distribution the number of sacks in each secondary unit should be limited to the number required for efficient handling by a carrier on the street. Where conveyor systems are not provided, primary separations should be made in hampers which can be rolled directly to bag racks for final distribution.

(c) At offices where the sack-routing system is not used, the methods followed in arranging parcels for delivery are largely governed by the space and equipment available. At many offices parcels are separated into hampers in sufficient number as to permit expeditious loading at platforms. The office time of parcel post carriers should always be kept at the minimum, and to accomplish this, clerical employees should assist in routing as far as practicable.

(d) Special delivery, customs mail, special handling, and c. o. d. parcels should be thrown out at first handling and sent to the respective sections for the special attention required.

87. Postage-due mail.—(a) The advance deposit of funds by patrons to cover postage-due collections should be discouraged. Only in exceptional instances, and when it would be in the best interests of the service, should such deposits be accepted. In such cases, deposits of not less than \$10 should be made with the assistant postmaster, or an employee designated by him, in the same manner as other advance deposits. The accepting employee shall forward the duplicate copy of receipt, Form 3544, to the clerk handling the relative postage-due account.

(b) A clerk should be designated at each unit to handle postage-due mail for patrons who have advance deposits, but he should not be permitted to handle any money involved in postage-due transactions. He will affix the stamps to the mail matter on

which the postage is due and maintain a record showing the deposits and daily withdrawals, on Form 025. He will operate on a fixed credit of postage-due stamps, and at the close of business each day will report to the assistant postmaster the total amount of withdrawals. He will replenish his fixed credit from the designated stamp clerk by requisition on Form 017-F/C, marked "Advance Postage Due," which will be treated as cash until it reaches the assistant postmaster, who will replace it by drawing a check against the trust fund. A daily report showing deposits and withdrawals shall be prepared by the postage-due clerks, on Form 3083 suitably altered, and submitted to the postmaster.

(c) Checks should be made frequently to determine if postage-due stamps in proper amounts are being affixed to postage-due matter, if the accounts are being handled properly, and if continued maintenance is warranted.

88. Directory service.—Mail entitled to directory service should be sent to the directory section and there disposed of.

89. Change-of-address orders.—(a) With a view to reducing the amount of mail to be handled in forwarding and consequently delayed in delivery, at least three Forms 22-B, "Notice of Change of Address," should be given with each Form 22, "Order to Change Address." All employees should be required to issue Form 22-B as directed and to encourage its use.

(b) Original Form 22, or corresponding notice, should be sent to the unit of delivery from which mail is to be forwarded, for recording. Removals only shall be recorded by city carriers in connection with "Change of Address" notices. No record should be made by a carrier to whose route the patron removes. There should be one central point at the main office for the filing of forwarding orders.

Station Organization

90. Supervision.—(a) Superintendents are responsible for the proper conduct of their stations and for courteous and efficient postal service. They will be held personally responsible for unnecessary expenditures, whether it be for surplus regular employees, excess auxiliary service, or extravagance in the use of supplies and equipment.

(b) The time of supervisors should be fully utilized and they should be required to perform routine work, including window work, when it will not interfere with the

discharge of their supervisory duties. At stations and branches where an assistant superintendent or other supervisor is employed, one supervisor should be scheduled to report early and the other one late in order to insure proper supervision at all times. At stations and branches where an assistant superintendent or other supervisor is not employed, an employee should be designated to have charge during absences of the superintendent. A supervisor should be on duty when the carriers report for their trips.

91. Facing and separating mail.—(a) Station employees should separate and cancel all letter mail for delivery from that station up to the latest leaving time of carriers. At other periods of the day station employees should face and tie letter mail for dispatch to the main office or centralized distribution unit, insofar as available time permits.

(b) Delivery carriers should face letter mail to the fullest extent practicable as it is taken from the boxes and as they travel from their routes to the stations.

92. Distribution schemes.—All station clerks should be required to qualify on the distribution scheme of the station to which assigned.

93. Parcel post separations.—Outgoing parcels should be separated in conformity with the distribution at the centralized distributing unit, provided no additional cost is involved and no delay results in the handling.

94. Undeliverable second-class matter.—The action required by chapter VI, articles 143 to 149, in connection with undeliverable second-class matter, shall be performed at stations and branches for all such matter originally addressed for delivery within their delivery districts.

95. Main office and station exchange.—Sufficient transportation between the main office and stations should be provided to connect with proper dispatches to trains and to other stations. Schedules of delivery carriers should be arranged, wherever possible, so that local business mail collected in the morning will be dispatched to connect with afternoon deliveries on business routes the same day throughout the postal district. Delivery carriers should segregate local mail, and, after reaching the station, should assist if necessary in facing letter mail not faced on their respective routes for the noonday exchange.

CHAPTER VIII

Transportation of Mail

Art.

1. Government monopoly.
2. Mail bags.
17. Mail locks.
24. Mail keys and safety chains.

Art.

30. Truck padlocks and keys.
31. Receipt and delivery of mails.
47. Mail messenger service.
53. Star route service.

GOVERNMENT MONOPOLY

1. The Congress, under authority of the Constitution, has vested in the Post Office Department an absolute monopoly of the transportation of letters by regular trips or at stated periods over all post routes. Letter-carrier routes are post routes. The Government monopoly does not extend to all matter admitted to the mails, but only to letters.

Whenever a postmaster, or other officer of the Postal Service, receives information or has good reason to believe that letters are illegally brought to or sent from any city, town, landing, station, or place, whether by steamboat, railroad, private carrier, for hire, or any other mode of conveyance, or in any way in violation of law, he shall immediately report such violation to the proper inspector in charge with all the facts concerning it in his possession. If in doubt as to whether matter comes within the classification of letters or whether it may be lawfully transported and delivered other than by the Post Office Department unless postage is affixed, samples, or a complete description of the matter should be submitted to the Solicitor for a ruling.

Postmasters may accept for mailing letters delivered to them in bulk by freight, express, mail, or messenger, provided each letter bears the return card of a person or firm located within the delivery limits of their offices; is duly directed and properly sealed; and bears the proper postage, which should be purchased at the office of mailing.

The characteristics of "letters" are as follows:

Where matter in fact constitutes a message from the sender to the addressee for the purpose of informing the addressee concerning any particular transaction or circumstances upon which he relies, acts, or re-

frains from acting, such message is a "letter" within the meaning of the private express statutes. Thus, the substance and not the form is determinative. Whether the message is sent in English, in a foreign language, by code, or by system of checking from a list of printed statements, or punching holes, or point print, or raised characters used by the blind, the message is construed to be a "letter."

A "letter" is a written message, communication, notice, or other expression of thought sent by one person to another, which is forwarded for the purpose of conveying live, current information to the addressee upon which he relies or takes direct action. It is just as much a letter if sent in an envelope from one to another unsealed as if sealed, or whether in an envelope at all, if it is directed as a letter. In order to constitute a message or communication a "letter" must be addressed to or intended for some particular person or concern.

If matter conveys live, current information between the sender and the addressee, upon which the latter may act, rely, or refrain from acting, such matter is a "letter" within the meaning of the private express statutes.

While for some purposes a distinction is observed between letters and circulars, as respects postage payable, under the private express statutes the term "letters" has a broader significance and may embrace circulars. The term "circular" is defined to be a "printed letter" which, according to internal evidence, is being sent to several persons in identical terms. It is not necessary to constitute a letter that it be written.

The classification of mail matter as matter of the first, second, third, or fourth class has no bearing upon the question whether such matter falls within the category of letters as that term is used in the private ex-

press statutes. Whether a given specimen is a letter within the meaning of these statutes is determinable only after an examination of it in the light of the sender's reason for forwarding it and the use proposed to be made by the addressee of the information contained therein.

Although a sender may be entitled to a preferential rate of postage because the matter sent by him is mimeographed or multi-graphed, because it is sent unsealed, or because a large number of identical copies are deposited for mailing at the same time, this advantage has no bearing upon the question of the necessity of using the mails in the transportation of such matter. For further information see the pamphlet "Restrictions on Transportation of Letters—The Private Express Statutes and Interpretations," which may be obtained from the Solicitor.

MAIL BAGS

2. The term "mail bags" includes mail pouches and mail sacks. Mail bags are of various styles, materials, and sizes to meet the needs of the service. They are numbered according to size, beginning with No. 0 for the large size, No. 1 for the next smaller size, etc.

The principal styles of mail bags are—

Pouches, designed for locking, and used for the handling of first class, registered, and air mail.

Canvas sacks, equipped with lacing cord and cord fastener, and used for handling ordinary second-, third-, and fourth-class mails. Size 1, equipped with locking-cord fasteners, used for parcel post.

Saddle bags, designed for locking, and used only for horseback service on star routes.

Catcher pouches, designed for locking, and used exclusively for exchanging mails with moving trains by means of mail cranes and catcher arms.

Canvas sacks, equipped with a neck-strap device for closing with a lead seal, and used for foreign mails.

Use

3. Mail bags are furnished by the Department for use exclusively in the transportation of mailable matter while under the care, custody, and control of the Post Office Department, through its postmasters and other authorized agents, and shall not be sold or used for other purposes, except that mail bags may be used for the shipment of postal supplies by official mail, freight, or express.

Mail bags shall not be used for storing records, as containers for waste paper or similar matter, or for personal convenience.

Postal employees shall prevent, when pos-

sible, any abuse or improper use of mail bags and mail locks, and shall report every instance of which they may be aware of theft or illegal use of such equipment.

Loan

4. When in the opinion of the postmaster, material benefits to the Postal Service will result and dispatch of mails will be expedited, mail sacks may be loaned to publishers or others to deliver their mail to the post office, made up for dispatch in the manner prescribed by the local postmaster.

No sacks shall be loaned except upon requisition in duplicate on Form 3970. The number of sacks loaned shall be entered on the postmaster's record (Form 026.) When they are returned, a receipt on Form 3971 shall be given the borrower, who shall be credited on the postmaster's record with the number of sacks returned.

Postmasters shall see that mail sacks which have been loaned are returned to the service within a reasonable time, and should require the borrower to pay into the post office the cost of replacement for each sack lost while in his custody. The price to be charged can be obtained by writing the Bureau of Facilities, Division of Mail Equipment Shops. Receipts should be taken in triplicate for money received for the loss of mail sacks, the original to be delivered to the payer, the duplicate retained by the postmaster, and the triplicate forwarded to the Bureau of Facilities. The amount is to be deposited with other funds and accounted for as miscellaneous receipts in the quarterly account.

Sacks Containing Public Documents

5. Postmasters who receive mail sacks containing public documents or other official mail addressed to Senators or Representatives in Congress or to resident agents of any executive department at Washington, D. C., stationed within the delivery of the post office, may permit such sacks to be taken from the receiving post office for the purpose of conveniently emptying them, but with the distinct understanding that such sacks shall not be withheld from the service for a longer period than one day.

Bags With Defective Locks

6. The stitching of the seam of a mail bag may be cut to remove the mail when the lock cannot be opened.

Cord fasteners or other attachments shall not be removed willfully from mail bags, and the lacing cord must not be cut or tied into hard knots.

Mail Pouches and Sacks for Star Routes

7. Mail bags needed on a star route shall be ordered by the postmaster at the head

office. Failure on his part to keep the routes equipped with suitable bags and locks shall be reported to the Bureau of Transportation, Division of Highway and Contract Transportation.

New bags should be ordered before those in use become unserviceable.

A postmaster whose office is located on a star route may have a mail pouch used on said route repaired (no serviceable bag being available) only when the pouch has been damaged by unusual accident or the seam cut because of a defective lock. Unnecessary repair of pouches shall not be made, and sacks shall not be repaired.

The received bill for money paid by a postmaster for repair of a mail pouch shall accompany the quarterly account as a voucher for the allowance of the money paid and charged, together with a letter from the Bureau of Facilities, Division of Mail Equipment Shops, authorizing the expenditure. The bill shall state clearly the nature and price of the work done.

Requests for Mail Bags

8. All requests for mail bags of all styles for quantities in excess of one carload, and for saddle bags, shall be addressed to the Bureau of Transportation, Division of Highway and Contract Transportation.

Requests for mail bags in quantities of one carload or less shall be addressed to the nearest mail bag depository. Depositories are located at the following points:

Atlanta, Ga.	Los Angeles, Calif.
Boston, Mass.	Memphis, Tenn.
Buffalo, N. Y.	New York, N. Y.
Chicago, Ill.	Philadelphia, Pa.
Cincinnati, Ohio.	Pittsburgh, Pa.
Denver, Colo.	Saint Louis, Mo.
Fort Worth, Tex.	Saint Paul, Minn.
Indianapolis, Ind.	San Francisco, Calif.
Kansas City, Mo.	Washington, D. C.

Disposition of Defective Bags

9. All defective mail bags shall be promptly dispatched to the Mail Equipment Shops, Washington, D. C.

Serviceable empty mail bags shall not be included in bundles containing defective mail bags.

Mail bags which have been mutilated as a consequence of depredation upon the mails, however, shall accompany the report made to the post office inspector in charge, after which, they shall be forwarded to the Mail Equipment Shops. (See also ch. XI, art. 78.)

Disposition of Surplus Bags

10. Any serviceable mail bag not actually required for the regular dispatch of mails is surplus equipment and shall not be held at any post office to meet possible emer-

gencies unless specially authorized by the Bureau of Transportation.

All surplus mail bags shall be dispatched daily to receiving points designated by the Bureau of Transportation, except that surplus No. 1 sacks shall be retained until a full bundle can be dispatched. See article 13 of this chapter as to labels for such shipments. In cases where postmasters are in doubt as to the points to which they should dispatch mail bags, they shall obtain the necessary information from the district superintendent, Postal Transportation Service, of the division in which their office is located.

Examination of Empty Bags

11. In preparing serviceable and defective mail bags for shipment, each mail bag shall be carefully examined to see that no mail is left therein. Merely to shake pouches and sacks is not an examination. The mouth of the pouch or sack must be held open in good natural or artificial light to afford a full view of the whole interior.

Packing Surplus and Defective Bags

12. When the number on hand is sufficient, serviceable and defective bags should be packed separately as follows:

No. 1 sacks, 20 to the bundle, the twentieth used as a packer.

No. 2 sacks, 20 to the bundle, the twentieth used as a packer.

No. 3 sacks, 15 to the bundle, the fifteenth used as a packer.

No. 2 pouches, 20 to the bundle, packed in a No. 1 sack.

No. 3 pouches, 20 to the bundle, packed in a No. 1 sack.

Catcher pouches, 15 to the bundle, packed in a No. 1 sack.

Lock container pouches, 20 to the bundle, packed in a No. 1 sack.

Air parcel post sacks, 20 to the bundle, the twentieth used as a packer.

No. 1 domestic air mail pouches, 50 to the bundle, packed in an air parcel post sack.

No. 2 domestic air mail pouches, 50 to the bundle, packed in an air parcel post sack.

Zipper air mail pouches, 100 to the bundle, packed in an air parcel post sack.

Air mail pouches (converted from No. 3 sacks and pouches), 25 to the bundle, packed in a No. 1 sack.

Nos. 0, 1, and 2 foreign canvas sacks, 20 to a bundle, the twentieth used as a packer.

Nos. 0 and 1 foreign registry sacks, 20 to a bundle, the twentieth used as a packer.

Nos. 1 and 2 foreign air mail sacks, 50 to a bundle, the fiftieth used as a packer.

Labels for Surplus and Defective Bags

13. (a) First-, second-, and third-class of-

fices will use the following labels to ship surplus and defective mail bags:

Form 1161-A for full bundles of serviceable bags.

-----	No-----SKS
-----	Air PP SKS
EXAMINED	
-----	No-----PCHS
-----	No-----AM PCHS
From	

Form 1161-B for less than full bundles of serviceable bags.

-----	No-----SKS
-----	Air PP SKS
SERVICEABLE	
-----	No-----PCHS
-----	No-----AM PCHS
From	

Form 1161-C for defective bags.

MAIL EQUIPMENT SHOPS	
WASHINGTON D. C.	
-----	No-----SKS
-----	Air PP SKS
DEFECTIVE	
-----	No-----PCHS
-----	No-----AM PCHS
From	

(b) Fourth-class offices will use the following Form 1161 for all shipments; being careful to indicate whether the contents are serviceable or defective by crossing out the inapplicable term:

-----	No-----SKS
-----	Air PP SKS
SERVICEABLE	
DEFECTIVE	
-----	No-----PCHS
-----	No-----AM PCHS
From	

(c) Information as to where to send surplus equipment may be obtained from the district superintendent, Postal Transportation Service. The point to which dispatched should be entered in the first line of the label. The contents of the bundle must be indicated in the spaces provided and the name of the dispatching office shown in the "from line." The reverse side of the label must bear the postmark of the dispatching office.

(d) Requisitions for labels by first- and second-class offices must be addressed to the postmaster at Chicago, Ill.

Third- and fourth-class offices will obtain the labels by requisition on the designated supply office.

Reports of Mail Bag Depositories

14. Postmasters whose offices are designated as depositories for mail bags and locks shall render to the Bureau of Transportation, Division of Highway and Contract Transportation, at the end of each day an account on Form 5047, giving the information indicated thereon.

Mail bags and locks received for storage shall be kept separate and apart from the equipment in use for the current needs of a depository post office.

Postmasters in charge of depositories, however, may withdraw equipment, without special instructions, to meet the needs of their respective offices, and to meet emergency calls from other post offices.

Return of Foreign Bags

15. Mail bags received from and belonging to foreign countries shall be promptly returned empty, pursuant to the international postal regulations; and such bags shall not be used by postmasters or others.

Disposition of Cord Fasteners and Label Cases

16. Cord fasteners and label cases which become detached from mail bags shall be forwarded by ordinary mail to the Bureau of Facilities, Division of Mail Equipment Shops.

Employees in road units of the Postal Transportation Service are instructed to deliver such detached articles to the terminal post offices for proper disposition.

MAIL LOCKS

17. The term "mail locks" includes:

The LA lock, used for locking pouches in which first-class mail is conveyed and sacks in which parcel post is conveyed.

The rotary registry lock, used at authorized post offices and by postal employees specially authorized for locking pouches and sacks containing registered matter only.

The brass (star route) registry lock, used only where specially authorized by the Bureau of Finance, Division of Registered, Insured and C. O. D. Mail, its principal use being at designated post offices on star routes to lock mail bags containing registered mail and ordinary through mail.

The letter-box lock, used for United States collection boxes. (Various kinds of padlocks and "inside" or "arrow" locks.)

Special mail locks, used when specially authorized.

Mail locks shall be used exclusively in the

Postal Service and shall not be diverted to private or other uses, nor shall they be sold or otherwise disposed of to private persons.

Requests for Locks

18. All requests for mail pouch locks in quantities of 500 or more shall be addressed to the Bureau of Transportation, Division of Highway and Contract Transportation.

All requests for mail pouch locks in quantities less than 500 shall be prepared and addressed to the nearest depository listed in article 8 of this chapter.

Defective Locks on Pouches

19. When a lock attached to a pouch or sack cannot be opened, the stitching of the seam of the bag may be cut and another bag and lock, if available, placed in service.

In case no other bag is available and the foregoing provision cannot be complied with, the pouch or sack shall be passed unopened to the next office on the route, and so on, if necessary, until it reaches a terminal office, where the postmaster shall release the mail as above provided.

Disposition of Defective Locks

20. Whenever a mail lock of any kind is found to be defective in the slightest degree, it shall be withdrawn immediately from service. Defective LA locks, rotary locks, and all other defective locks except letter-box locks, shall be sent by ordinary mail to the Bureau of Facilities, Division of Mail Equipment Shops, Washington, D. C., but rotary locks shall not be included in the same package with other locks. All defective letter-box locks shall be forwarded to the Bureau of Facilities, Division of Mail Equipment Shops, by registered mail, with a letter of advice.

Defective mail locks returned to the Department are not replaced unless accompanied with a requisition for good locks in lieu thereof.

Employees in road units of the Postal Transportation Service are instructed to deliver defective locks to the terminal post offices for proper disposition.

Disposition of Surplus Locks

21. Any serviceable LA ordinary mail lock or rotary registry lock not actually required for the regular dispatch of mails is surplus equipment and shall not be held to meet possible emergencies of the service without special permission from the Department.

Surplus LA locks and rotary locks shall be dispatched daily by offices of the first class by ordinary mail to receiving points designated by the Bureau of Transportation. In cases where postmasters are in doubt as to the points to which they should dispatch locks they shall obtain the necessary information from the district super-

intendent, Postal Transportation Service, of the division in which their office is located.

Offices of the second, third, and fourth classes dispatching pouches of mail to railway post office lines shall include daily in the pouches all surplus locks. Offices of the second, third, and fourth classes not dispatching mail to railway or highway post offices shall send surplus locks daily to the nearest office making such dispatches.

Rotary locks shall have the hasps closed and be tied together when dispatched in pouches with mail. If it seems probable that dispatching the locks in the pouch without wrapping would cause damage to mail in the pouch, they shall be wrapped separately from other locks. Separate pouches closed with iron locks and containing only rotary locks shall be used in transmitting rotary locks when the number is such that damage to mail might occur were they enclosed in a pouch with mail. Packages or pouches containing only rotary locks shall be marked "Rotary locks." The package or pouch shall show by postmark the name of the dispatching office. Locks must not be dispatched in catcher pouches. Surplus rotary locks in course of return, or supplies of rotary locks being issued, shall not be registered or billed unless the locks are in course of transmission to or from a naval vessel or naval organization located at a point beyond the continental United States. Surplus rotary locks transmitted to or from such naval units located in Alaska should be registered and billed.

Surplus brass registry locks shall be forwarded promptly, by ordinary mail, to the nearest lock depository.

When shipped in quantities, rotary locks should be packed 100 in a lock container pouch, and ordinary locks should be packed 400 in a lock container pouch.

Letter-Box Locks

22. Each application for letter-box locks shall be addressed to the Bureau of Facilities, Division of Mail Equipment Shops, and shall state explicitly the combination and number of locks wanted and why they are needed.

When letter-box locks are sent to an office, the card form of receipt and inventory forwarded therewith shall be filled in carefully and verified, and then returned to the Bureau of Facilities, Division of Mail Equipment Shops.

Postmasters shall keep an accurate and separate account of each combination of letter-box locks issued to their respective offices. The inventory submitted by a postmaster shall account for every letter-box lock of the combination to which the inventory refers with which his office is charged, and any discrepancy must be explained by letter accompanying the inventory.

Postmasters at letter carrier offices shall keep on hand such letter-box locks in excess of the number of collection boxes in actual use as may be authorized by the Department.

Surplus letter-box locks shall be kept in a safe, or other secure place, in the post office, and when any of them are issued to replace defective locks, the latter shall be returned to the Department promptly in accordance with article 21 of this chapter.

All letter carriers should be expressly instructed that it is forbidden (1) to put oil or grease in mail locks, (2) to pry open the case of such locks, and (3) to damage a letter box in order to remove a defective lock.

The shackle of a letter-box padlock may be sawed when it is on a letter box and cannot be opened with a key, but not until the carrier has properly reported the matter to the post office and a new key has been tried in the lock. Should it be necessary to remove a damaged "inside" or "arrow" letter-box lock, a most satisfactory method is as follows: Carefully center the screws with a center punch, and then drill a hole at least three-sixteenths inch deep, using a breast drill and a No. 22 twist drill; drive out the screws with a drive punch the same size as the drill; remove the lock, then retap the holes with a three-sixteenth-inch 32-pitch, or No. 10, 32-pitch tap. For cast-iron type of box, holes should be drilled to a depth of at least three-eighths inch. If the foregoing method is not feasible, remove the screws by any available method that will not damage the lock or box. No attempt shall be made to open a letter box by the methods described until a new key has been tried in the lock.

Theft or Improper Use

23. Mail locks shall be used exclusively in the Postal Service and shall not be diverted to private or other uses, nor shall they be sold or otherwise disposed of to private persons.

Postal employees shall reclaim, when possible, all mail locks found to be in improper hands or applied to any other than their lawful use. If any criminality or violation of the regulations appears to be involved, a report stating the facts, together with the reclaimed lock or locks, should be submitted to the proper post office inspector in charge. If no criminality or violation of the regulations is involved, serviceable locks shall be returned to proper use, and defective locks handled as provided in article 20 of this chapter.

In case of theft or loss of a letter-box lock, or theft of any other kind of mail lock, a report stating the facts and circumstances relating to such theft or loss shall be made immediately to the proper inspector in

charge, and also to the Bureau of Facilities, Division of Mail Equipment Shops.

MAIL KEYS AND SAFETY CHAINS

24. The term "mail keys" includes all keys issued by the Department for use in connection with mail locks. The ordinary mail keys in general use are known as LA keys.

Mail keys are furnished to postmasters, postal clerks, and post-office inspectors, and other personnel of the Postal Service as may be authorized by the Department to use them.

Application for

25. Application for mail keys and safety key chains shall be addressed to the Bureau of Facilities, Division of Mail Equipment Shops, and prompt request shall be made for new keys which may be needed to replace broken, lost, or damaged ones.

Accounting for Keys

26. Records.—A mail key which is the subject of correspondence should be referred to by its number and combination.

The receipt form which accompanies every mail key issued for service shall be filled in and signed by the proper person and immediately returned to the Bureau of Facilities, Division of Mail Equipment Shops.

Each mail key bears a different number. Every postmaster or employee to whom mail keys are furnished shall be charged therewith and held to a strict account therefor. When a postmaster receives a mail key he shall make a record, to be kept in his post office, of the date of its receipt, the number of the key, and its combination. In case of letter-box keys the combination shall be shown on the record. Postmasters shall during the last week of the March and September quarters make and keep on record an inventory of all keys charged to their respective offices.

Postmasters shall acquaint themselves with the mail keys charged to their respective offices; and shall forward promptly, by registered mail, to the Bureau of Facilities, Division of Mail Equipment Shops, with a letter of advice, any other mail keys coming into their possession for discontinued post offices or other sources.

27. Assignment to carriers.—Postmasters shall obtain and file in their offices receipts from letter carriers for mail keys issued to them. The following two plans are considered as meeting this requirement and postmasters should adopt whichever one is most practicable for use in their offices.

(1) Sets of keys should be made up for each route with the serial number of each key entered in the record book, Form 3978-L or 3978-S. Opposite each serial

number should be placed the number of the route to which the key is assigned. Metal or fiber tags, or "key checks," each bearing a different number, should be issued to both regular and substitute carriers, as accountable property, requiring signed receipts therefor. Then, when a carrier, either regular or substitute, calls for a set of keys assigned to the route he is serving, he will surrender his key check to the employee in charge of the keys. This employee will place the check on the proper hook or separation in the key case to be returned to the carrier when he returns the set of keys. This procedure will apply to all sets of keys, including extra sets required by substitute carriers assigned to help regular carriers, and, therefore, eliminates the necessity for having substitute carriers sign for keys each time a set is drawn. Key checks issued to regular carriers could be numbered to correspond to their route numbers.

(2) Sets of keys should be made up, as described above, and in addition a small metal or fiber tag bearing a serial number should be attached to each set. This number should be entered in the record book, in addition to the route number, opposite the serial number of each key in the set. The number on this small tag will identify the set of keys, and may be entered on the receipt to be signed by a substitute carrier for any set drawn by him. In this manner, it will not be necessary to list the serial number of each key on the receipt, as the serial number on the tag will be sufficient identification. In this case, keys will continue to be issued to regular carriers upon surrender of their key checks.

Above the hook or opening in the key case, depending upon the type of case, can be placed a small notation showing the quantity of keys in the set assigned to a route, and the route number. The employee receiving returned keys then will be able to tell at a glance whether or not the set is complete.

Under either of these plans the necessity for obtaining the regular carriers' signatures in the key record book is eliminated.

Safekeeping

28. Mail keys shall be kept with special care, and shall not be exposed to public observation nor allowed to pass into the hands of mail contractors, drivers, mail messengers, or other unauthorized persons.

Every mail key, except those furnished as extras, shall be kept attached to a safety chain until the key is returned to the Bureau of Facilities, Division of Mail Equipment Shops.

The LA mail keys in use at post offices shall be attached by means of a long safety chain and screw-eye to the receiving table or other fixture, in a safe place inaccessible

to the public, having in view the safety of the key.

Safety key chains which are badly worn and endanger the safety of mail keys shall not be used.

No mail key shall be transferred or exchanged except to a successor in office, nor loaned without special instructions from the Department.

Postmasters and other postal employees shall report to the Bureau of Facilities, Division of Mail Equipment Shops, all instances which come to their knowledge of the loss or accident to, or of any unlawful or improper use of mail keys. In all cases the combination, as well as number of key, shall be stated.

When extra mail keys are furnished for use in cases of emergency, they shall be locked in a safe place in the post office, accessible only to the postmaster and his assistant.

Unserviceable

29. No attempt shall be made to have a mail key repaired.

If the only mail key in an office supplied by star, rural, or special route is broken, or is so defective as not to open the mail locks, the bags shall be passed unopened to the next postmaster on the route with a written request that the letters for said office be delivered in a sealed package, by the mail carrier, until a new key can be obtained.

The failure of a mail key in apparently good condition to open the pouch lock for which designed indicates that the lock is defective.

Unserviceable keys shall be returned to the Bureau of Facilities, Division of Mail Equipment Shops, by registered mail, accompanied with a letter of advice. Broken (all parts), defective, and stray mail keys shall be forwarded without delay. Mail keys and locks shall not be sent in the same package.

GOVERNMENT-OWNED TRUCK PADLOCKS AND KEYS

30. Postmasters shall send defective padlocks and keys, together with requisitions for their replacement, to their central repair unit of the Vehicle Service. Defective padlocks and keys shall be examined and mutilated preparatory to their disposition locally as junk by the central repair unit. Central repair units will order replacements and additional padlocks and keys for all their district offices from the Division of Equipment and Supplies. Postmasters shall report the loss or theft of padlocks and padlock keys to the inspector in charge and send a copy of the report to the Division of Vehicle Service.

RECEIPT AND DELIVERY OF MAIIS

31. The railroad company shall take the mails from and deliver them into all post offices and postal stations located 80 rods or less from a railroad station at which the company has an agent or other representative.

The Department provides for the carriage of mails to and from post offices and postal stations located more than 80 rods from the nearest railroad station and also to and from post offices and postal stations located 80 rods or less from the nearest railroad station when the company has no agent or other representative employed at such station. The Department may also provide for such service at any post office or postal station and relieve the company of the performance of the service whenever such action is deemed advisable.

Mail Catchers and Cranes

32. **When used.**—Mail catchers and cranes are used for exchanging mails between post offices and railway post offices when trains do not stop at the stations.

33. **Type of pouch.**—Special mail pouches are provided for catcher exchanges, and no others shall be used.

34. **Arrangement of mail in pouch.**—When only one package or piece of mail is to be dispatched, it shall be placed in the bottom of the pouch. When there is more than one package or piece of mail to be sent, it shall be divided about equally between the top and bottom. The strap shall be buckled around the center of the pouch. In case the strap is missing, the middle of the pouch shall be tied. (See ch. XI, art. 112, as to dispatch of registered mail in catcher pouches.)

35. **Weight limitation.**—The limit of mail that may be placed in a catcher pouch is 35 pounds. Letter mail shall be given preference; and when the matter on hand for dispatch exceeds 35 pounds, the excess shall be dispatched by local train, if there is one, or otherwise in the next catcher pouch.

36. **Affixing pouch to crane.**—Catcher pouches shall be hung on the mail crane lock end down. They should be hung not exceeding 10 minutes before the time of arrival of the train. The person hanging the pouch shall watch the pouch until it is caught by the train. If there is a failure to catch the pouch he shall deliver it to the post office, and the postmaster shall report immediately the failure (either to catch or deliver a pouch) to the district superintendent, Postal Transportation Service, giving probable cause of failure.

37. **Return of extra pouch.**—When a pouch is not caught but one is put off, the extra pouch shall be returned by the next mail train. The regular and extra pouches shall

be strapped or tied together in the middle as one pouch.

38. **Lights on cranes.**—When mails are caught at night from a crane, the railroad company shall furnish the lantern or light to be attached to the crane and keep it in proper condition, regularly placed, and lighted. The light shall furthermore be so kept and displayed for the guidance of the clerks when delivery only is made. If the company has no agent or other employee at the station, the company shall furnish the light, which shall be cared for and placed by the Department's carrier.

39. **Cranes not lighted and out of repair.**—When a mail crane is out of repair or is not lighted, report thereof shall be made to the district superintendent, Postal Transportation Service.

40. **Signal of approach to crane.**—The engineer or motorman of a train in which railway post office service is operated shall give timely notice, by whistle or other signal, of its approach to a nonstop point at which mails are caught or delivered.

Transfers Between Trains

41. At connecting points where railroad stations are not more than 80 rods apart, the company having mails on its trains to be forwarded by a connecting train shall be required, unless relieved of the service by the Department, to transfer such mails and deliver them into the connecting train under the following conditions: (1) If passengers or baggage are transferred. (2) Where the two companies have agents or representatives employed. If the connection is not immediate, the mails will be delivered to the agent of the receiving company for proper dispatch on their trains. Transfers of mail between connecting trains of steam railroad routes and cars of electric railway routes shall be required to be made by the companies operating the routes where they employ agents and the stations are adjacent and readily accessible to each other and the connection is immediate, except where other provisions for the service may be made by the Post Office Department. Companies shall be compensated separately for any such transfer service performed by them, unless it is performed in or directly contiguous to railway terminals and depots. Where the tracks of electric car routes are contiguous, transfers of mail between the cars shall be required of the operating companies when practicable and the connection is immediate.

Agents of Railroad Companies

42. At places where railroad companies are required to take the mails from and deliver them into post offices or postal stations or to transfer them to connecting railroads, the persons employed to perform such service shall be regarded as agents of

the companies and not employees of the Postal Service. Such persons shall be more than 18 years of age and of suitable intelligence and character but need not be sworn. Postmasters shall promptly report any violation of this requirement to the general superintendent, Postal Transportation Service, of the division in which the violation occurred.

Advance Delivery

43. When it is desirable to have mails taken from the post office or postal station to the train in advance of the regular time of closing mails, at points where the service devolves upon the company, the company shall be required to make such advance delivery.

Delayed Trains

44. When the Department mail messenger cannot wait for a delayed train without delaying other mails, the railroad company shall be required to take charge of and dispatch the mails for the delayed train and shall be responsible for the incoming mail until it is delivered to the messenger or other authorized representative of the Department.

In cases where the company's agent cannot give the mail messenger or other carrier of the mail advance information as to the time the train will arrive, the messenger need not wait for the train beyond its scheduled time of arrival. When the train is reported as being more than 2 hours late, the messenger need not wait for the arrival of the train. In such cases the messenger may deliver the mail to the company's agent or other representative, whose duty it shall be to dispatch the mail by the proper train and to retain custody of the incoming mail, if any, until it is called for by the messenger. When the train is reported to arrive within 2 hours of scheduled time, the messenger should await the arrival of the train, but need not wait more than 2 hours, at the expiration of which time he may turn the mails over to the agent, whose duty shall be the same as in the other cases. At a point where there is no railroad representative on duty and the mail messenger has no means of ascertaining when a delayed train will arrive, it is the duty of the mail messenger to wait at least 2 hours beyond the scheduled time of arrival of the train, after which time he may return the mail to the post office to be included in the next regular dispatch. In all cases where mail is turned over to the company's agent for dispatch, the company shall be responsible for its proper handling. The messenger shall call for and deliver the incoming mail to the post office as soon as practicable after the arrival of the train, unless the train arrives at a late hour of the night and the post of-

fice is closed, when the incoming mails may be disposed of as provided in article 45 of this chapter.

Night Arrivals

45. Whenever the mail on any railroad route arrives at a late hour of the night or at a time when the Government messenger is not on hand to receive it, the railroad company shall, if a representative is on duty, retain custody thereof by placing the mail in a secure and safe room or apartment of the depot or station until called for or until the following morning, when it shall be delivered at the post office or to the Government messenger at as early an hour as the necessities of the post office may require. The Department reserves the right, however, to require such service of the railroad company at times when the regular representative may not be on duty.

At points where there is no railroad representative employed or on duty and there is a railroad station or depot, and mail trains pass late at night, the railroad company shall, if deemed necessary by the Postal Transportation Service, provide exchange of mails through a safe room in the depot or by means of a safe and suitable locked box at the station.

Night Dispatches

46. When a train departs from a railroad station between 9 p. m. and 6 a. m., and it is deemed necessary to have the mail dispatched by such train, the general superintendent of the Postal Transportation Service shall, where mail is taken from and delivered into the post office by the railroad company, request the company to have its messenger take the mail to the railroad station at such time as will best serve the interest of the mail service; or where a mail messenger or carrier is employed by the Post Office Department, shall direct the postmaster to have the mail messenger do so. Such mail shall be taken in charge by the agent or other representative of the railroad company, who shall be required to keep it in some secure place until the train arrives and then see that it is properly dispatched.

MAIL MESSENGER SERVICE

Securing Bids

47. Where mail messenger service is deemed necessary, the postmaster at the office to be supplied will be instructed to advertise for 10 days for sealed proposals to perform the service in accordance with the specifications prepared by the Department. The postmaster shall post the advertisements in the most conspicuous places in the post office, and at such other public points as will bring the matter to the atten-

tion of those likely to bid for the service. He shall give wide publicity to the advertisement, without expense to the Department.

Transportation of the mails in covered, screened, or paneled, and locked vehicles furnishing complete protection to the mails may be authorized in cities and towns without formal written contract and bond, under the rules and regulations governing ordinary mail messenger service.

The postmaster shall receive all bids offered, and when the time of advertisement has expired shall forward all of them UNOPENED and enclosed in one envelope, together with a copy of the notice posted and a statement of the manner of giving it publicity, to the Bureau of Transportation, Division of Highway and Contract Transportation.

The postmaster shall also forward at the time he transmits the bids a specific statement of the service required and a report as to the character and suitability of the bidders on Form 2638. Bidders may forward bids direct to the Post Office Department, but should inform the postmaster so that he may make proper report.

Notice of the designation of a mail messenger is sent to the postmaster, who on its receipt shall immediately notify the designated party to begin service on the date mentioned in the notice, and notify the retiring messenger of the date he is to be released.

(See ch. II, art. 170, regarding employees interested in mail contracts.)

Extension of Service

48. The postmaster shall not extend the service of a mail messenger beyond the limits of that named in the advertisement and notice of designation without express authorization from the Post Office Department.

Requirements

49. Mail messengers shall be not under 16 years of age, and shall be suitable persons to be entrusted with the care and custody of the mails.

No bid for carrying the mail on a mail messenger route shall be considered unless the bidder resides on or contiguous to the route on which the service is to be performed, or files with his bid an agreement that in the event of the service being awarded to him he will reside on or contiguous to said route. Mail messengers shall give personal attention to the performance of the service.

The mail messenger may employ assistant mail messengers at his own expense, when necessary. Such assistants shall conform to all requirements applicable to the mail messenger himself. All assistant messengers must meet with the approval of the post-

master having jurisdiction over the service and take the required oath. When a mail messenger is absent from duty for short periods and an assistant messenger is employed, the assistant's services shall be paid for by the regular messenger.

No person shall be paid by the Post Office Department for mail messenger service unless the employment of such service has been authorized previously.

A mail messenger may resign at any time by giving written notice 45 days before the time he intends to cease service.

A mail messenger shall not assign or sublet the service.

Postmasters to Supervise

50. The postmaster shall instruct the mail messenger in regard to the performance of his duties, prescribe schedules of arrivals and departures for the service subject to approval of the proper official of the Postal Transportation Service in those instances where payments are made on a trip basis (allowing reasonable running time for the trips), and require the messenger to receive and deliver the mails in case of delayed trains or boats.

The postmaster shall keep an accurate record of all failures to perform trips and of all other delinquencies or irregularities, and the delays or injuries resulting therefrom. He shall report these matters, stating the cause or causes therefor and including the mail messenger's explanation thereof, to the Bureau of Transportation, Division of Highway and Contract Transportation. No fines shall be imposed without authority from the Bureau of Transportation, Division of Highway and Contract Transportation.

Postmasters shall report promptly to the Bureau of Transportation, Division of Highway and Contract Transportation, when mail-messenger service ceases to be necessary or when the cost of service can be reduced by a readvertisement of the route. When a change in the location of the post office or the railroad station or airport materially affects the performance of mail messenger service, postmasters shall promptly report all the facts and ask for any necessary instructions. They shall not, because of any such change, discontinue mail messenger service without instructions from the Bureau of Transportation, Division of Highway and Contract Transportation.

If a mail messenger dies, resigns, or abandons the service for any reason, the postmaster shall at once report the facts to the Bureau of Transportation, Division of Highway and Contract Transportation.

The postmaster shall at once forward to the Bureau of Transportation, Division of Highway and Contract Transportation, the certificate of oath required of all regular and assistant messengers.

Mail messengers shall be paid monthly by the designated postmasters. When the services of a mail messenger terminate for any reason, final payment shall be deferred until notification is received from the Bureau of Transportation, Division of Highway and Contract Transportation, authorizing such payment.

Postmasters shall report quarterly and certify to the performance of mail messenger service upon Form 2242, strictly in accordance with instructions printed thereon.

Duties of Messengers

51. Mail messengers shall receive the mails from and deliver them into post offices, to air carriers or air mail offices, mail cars and steamboats when such cars or boats are accessible. They shall also deliver and receive mails at mail cars even when not accessible to the messenger's vehicles if mail trains arrive at times when no railroad representative is on duty. The railroad company shall furnish the trucks if trucking is necessary. Mail messengers shall deliver and receive mail at the mail cars though not accessible to the messenger's vehicle, or place them on cranes when required, even though a railroad representative is on duty, if the volume of mail is relatively small and can be readily handled by the messenger by hand on one trip. Otherwise, when cars or boats are not accessible to the messenger's vehicle, the mails shall be delivered to and received from the railroad or steamboat employees at the nearest accessible point. The service shall be performed in accordance with the schedules of arrivals and departures prescribed by the postmaster.

The mail messenger shall guard the pouches and other mail in his custody from theft or injury, and shall obey all orders and regulations or special instructions from the Post Office Department or the postmaster affecting the mail messenger service.

When for any reason the mail messenger is unable to make proper dispatch of mails in his custody, or when there is a failure to catch a pouch from a crane, the mail messenger shall return and deliver the mails into the post office and notify the postmaster. Mail messengers shall not be permitted to retain mails in their homes.

Temporary Service

52. Where temporary service becomes necessary before the establishment of mail messenger service, the postmaster shall apply to the Bureau of Transportation, Division of Highway and Contract Transportation, for authority to employ such service, stating the necessity for it and the lowest obtainable rate per annum at which it can be secured. No payment shall be made for such service unless it has been previously authorized.

In the event a mail messenger for any reason fails to provide service on an established route, the postmaster may employ such temporary service as may be necessary, at a rate not exceeding that at which service on the route was authorized and make immediate report thereof to the Bureau of Transportation, Division of Highway and Contract Transportation. If the necessary temporary service on the route cannot be secured at such rate, the postmaster shall ascertain the lowest rate obtainable and report at once by wire if necessary, with a statement of its necessity and await instructions.

STAR ROUTE SERVICE

53. The term "star route" means a post route on which the mails are carried under a formal contract awarded to the lowest responsible bidder tendering sufficient guaranties for faithful performance in accordance with terms of the advertisement, and requiring due celerity, certainty, and security in the performance of the service.

Postmasters or other employees of the Postal Service shall not disclose to anyone the amount of any bid of which they may have knowledge. Doing so will be sufficient cause for removal from the service.

The approval of the sureties shall be by a postmaster or duly appointed acting postmaster, and the certificate shall be signed in person by such official, and not by an assistant postmaster or clerk, either in his own name or in the name of the postmaster.

"Head of a Route"

54. Wherever the post office at the "head of a route" is referred to, it shall mean the post office first named in the statement of the service, whether originally the initial point or subsequently made so by reason of change of the route. An office from which a mail carrier starts to make his trip is not necessarily the "head of the route."

Qualifications of Carriers

55. Except for mail messengers who may be 16 years of age or over, no person under 18 years of age shall be permitted to carry mail. No person who is undergoing sentence of hard labor imposed by a court having criminal jurisdiction shall be permitted to perform any service under a mail contract. The carriers on star routes shall be persons of good character, reliable, and trustworthy, and of sufficient intelligence to handle properly and deposit mail along the routes.

Performance of Service

56. All mail contractors shall be required—(a) To carry the mail with celerity, certainty, and security, using therefor

such means as may be necessary to transport the whole of the mail whatever its size, weight, or increase during the term of the contract, and without additional pay; to carry the mail by the schedule of departures and arrivals stated in the advertisement under which the contract is made and within the running time fixed therein, until said schedule is altered by the authority of the Postmaster General and then to carry the mails according to such altered schedule; provided that when more than 10 minutes is taken for opening and closing the mails at any office the additional time so taken will be allowed in addition to the time fixed in said schedule, unless otherwise provided in the contract; mail contractors are required in all cases to carry the mail in preference to passengers and freight, and to their entire exclusion if its weight, bulk, or safety shall so require; and to carry the mail, upon demand, by any conveyance which the contractor regularly runs, or is concerned in running, on the route, beyond the number of trips specified in the contract, in the same manner and subject to the same regulations as are provided concerning regular trips.

(b) To carry the mail in a safe and secure manner and to protect it from becoming wet or otherwise injured.

(c) To take the mail and every part thereof from, and deliver it promptly at, each post office on the route, or that may be established on the route, and into the post office at each end of the route, and into the post office, if one is there kept, at the place at which the carrier stops for the night; and if no post office is there kept, to lock it in some secure place, at the risk of the contractor. When a carrier cannot drive his conveyance near the door of an intermediate post office, the postmaster shall arrange to take the mail from him, and a carrier shall not enter a post office or other building, leaving his conveyance with mail therein unprotected. In no case shall the mail be thrown on the ground.

(d) To be accountable and answerable in damages for the person to whom the contractor shall commit the care and transportation of the mail, and responsible for his care and faithful performance of the obligations assumed by the contractor and imposed by law; to commit the care or transportation of the mail to no person under 18 years of age, nor to any person prohibited by law from being concerned in a contract for carrying the mails; to discharge any carrier of the mail whenever required so to do by the Postmaster General; to carry without additional charge post office blanks, mail locks and bags, and other postal supplies, and to also carry post office inspectors and other agents of the Department on the exhibition of their credentials, if a suitable conveyance is used:

(e) Where the service on a star route terminates at a railroad station, to make the exchange of mails with the postal clerk on the train; where crane and catcher service is used, to hang the pouch on the crane and remain in charge of it until it is on board the train, and to take charge of the pouch immediately upon its being thrown from the mail car, unless the star route terminates at a railroad station at which the railroad company has an agent and the requiring of the carrier to remain at the station and receive the mail from or deliver it to the train would delay the mail for the star route or impose a hardship upon the carrier, in which cases the carrier on the star route shall deliver the mail to and receive it from the agent of the railway company, the agent being required to receive the mail from and place it on the train.

Additional Duties of Carriers

57. Unless otherwise specifically stated in the advertisements, contractors for service on star routes shall, in addition to carrying the mail to the various post offices, be required, at the risk of the addressees, to deliver ordinary mail into all boxes and hang mail bags and satchels containing mail on cranes or posts that may be erected along the routes. They shall also be required to collect mail from the boxes and collect the bags or satchels from cranes or posts and deposit the same in the proper post office, in accordance with the rules governing such service and without charge to the person sending or receiving the mail. Registered, insured, or c. o. d. mail shall not be so delivered unless expressly directed by the addressee in a written order.

NOTE.—On some routes it is a requirement of the contract that the carrier shall sell stamp supplies and accept and give receipts for applications for money orders and the money therefor, also for matter presented for registration or for insurance and for c. o. d. parcels. On such routes patrons should meet the carrier to purchase stamp supplies or procure receipts for money orders, registered, insured, or c. o. d. matter.

On star routes where box delivery is required, persons may have such service from the post office to which their mail is addressed (which shall be one or both of the two post offices on the route on either side of and next to the box), but postmasters must not send mail for box delivery by carriers upon a verbal request; a written request for such delivery must be filed in the post office and mail shall not be given a carrier under any circumstances, for delivery outside of the regular lock pouch, before it has reached the post office to which it is addressed. No mail so delivered to a carrier shall be carried past another post office before being deposited into a mail

box, but when a carrier travels a different road on the return trip from that used on the outward trip, a postmaster may place in the pouch mail addressed to patrons of his office who reside along the road traveled by the carrier on the return trip, such mail to be taken from the pouch by another postmaster, who shall hand it to the carrier for delivery.

Any person living on or near a star route—where the contract calls for box delivery and collection service—and not within the corporate limits of any town, nor within 80 rods of any post office, who desires his mail deposited at a given point on the line of the route by the carrier, must provide and erect a suitable box which will properly protect the mail or provide a sack or satchel with suitable post or crane so erected that the carrier may deliver and collect mail without dismounting from his vehicle.

Persons residing on roads traveled by both rural delivery and star route carriers may qualify as patrons of either or both routes.

Contractors and carriers on star routes are not prohibited from transporting, outside of the mail, packages of merchandise, etc., even though such packages may be mailable, but if such packages are presented as mail with stamps affixed, they must then be transported as mail, and the contractor or carrier cannot make any charge therefor.

A contractor or carrier on a star route is permitted to transport intoxicating liquors outside the mails the same as any other freight or express, while in the performance of mail service, if such transportation is not in violation of any local, State, or Federal law.

Schedules

58. Service on star routes must be performed on all schedule days regardless of holidays, except that where a star route is dependent upon a rural route for its mail supply, service need not be performed on holidays when the rural carrier is not required to perform service; with the further exception of those star routes the contracts for which specifically provide that service need not be performed on holidays unless otherwise ordered by the Department. The contractor agrees in his contract that deduction shall be made from his pay for all required service not performed.

Postmasters should advise the proper district superintendent, Postal Transportation Service, whenever a change of schedule on a star route is necessary or advisable, in order that proper action may be taken to have mails received and dispatched in such manner as to provide the patrons of the route with the most expeditious service, but changes of schedule entirely in the interests of the contractor should not be recommended.

Monthly trip reports (Form 5400) of service on star routes shall be forwarded after the close of each month direct to the proper general superintendent, Postal Transportation Service, by the postmasters at all scheduled points. Trip reports should not be enclosed in envelopes.

Employment of Special Carrier

59. When directed by the Department, a postmaster at a post office not on an established route may employ a suitable person to perform special mail service as often as necessary. The oath of office of the person so employed shall be transmitted to the Bureau of Accounts, Post Office Department.

Immediately after the close of each quarter on March 31, June 30, September 30, and December 31, the postmaster shall transmit to the proper general superintendent, Postal Transportation Service, on forms furnished for that purpose, a certificate showing the postmaster's salary and service of special carriers during the preceding three months. The postmaster shall not pay the special carrier.

Special mail service shall be continued until regular service is authorized or other instructions are given by the Department.

Reports of Delinquencies

60. A special report shall be made by the postmaster to the Post Office Department in each of the following cases:

(a) Mail carried by a person who has not taken the oath.

(b) Mail carried by a person under the prescribed age.

(c) Carrier intoxicated on duty, or when he calls for the mail. The postmaster in such cases shall suspend the carrier and employ another for the trip or for completion of the trip at the lowest obtainable rate.

(d) Failure of carrier to deposit mail in a post office when he stops overnight.

(e) Mail arriving without a lock. If the name of the person at fault can be ascertained, it shall be included in the report.

(f) Mails left exposed to damage or depredation.

(g) Failure of carrier to protect mail properly from the weather. The postmaster shall call the carrier's attention to such delinquencies and see that they are corrected.

(h) Failure of carrier to take all the mail on each trip.

(i) Mails unnecessarily thrown upon the ground. Mail pouches or sacks (or contents) damaged by being dragged about or otherwise.

(j) Where any postmaster, assistant postmaster, rural carrier, or clerk (temporary

or substitute) employed in any post office, or any member of the immediate family of a postmaster or assistant postmaster is interested in any mail contract or employed either regularly or temporarily as a carrier of the mail.

(k) Extraordinary failures, interruptions, or abandonment of service.

Postmasters shall furnish the Department with any information that may aid it in enforcing the performance of duty on the part of contractors, and in securing regularity, safety, and efficiency in the mail service. All reports shall state the number and terminal points of the route, if known.

Carrier's Explanation for Delinquencies

61. When mail fails to arrive at the end of a contract route or at any intermediate scheduled point within the time fixed in the contract of schedule, the contractor shall promptly send his explanation to the Post Office Department, stating particularly the cause of the failure. A specific explanation

shall be furnished by the contractor for each delinquency. Mere general allegations will not be considered. If only part of the trip was performed, the report shall show what part and state the distance traveled.

Oath of Carriers

62. All mail carriers when carrying mail for contractors shall, before entering upon their duties as such, take the oath prescribed in chapter II, article 28. This does not apply to employees of railroad companies, and of contractors for steamboat or other powerboat service, or for star route service where the contractor operates regular passenger busses and carries mail therein. Pilots or other employees carrying mail for a contractor on any international air mail route, however, may be required to take only that part of the oath relating to faithful performance of duty and to paying over money belonging to the United States. Postmasters shall see that these requirements are strictly complied with.