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POST-OFFICE DEPARTMENT.

United States Post office
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T H E

POSTAL LAWS AND REGULATIONS.

ISSUED

BY AUTHORITY OF THE POSTMASTER-GENERAL.

COMPILED AND PREPARED BY

WILLIAM M. IRELAND,

CHIEF CLERK, OFFICE OF THIRD ASSISTANT POSTMASTER-GENERAL.

AND

J. M. MCGREW,

CHIEF CLERK, OFFICE OF AUDITOR OF TREASURY FOR POST-OFFICE DEPARTMENT.



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L A W S .

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CHAPTER I.

ORGANIZATION.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there shall be established, at the seat of Government of the United States of America, a Department to be known as the Post-Office Department.

June 8, 1872.

Post-Office Department established.

SEC. 2. That the principal officers of the Post-Office Department shall be one Postmaster-General and three Assistant Postmasters-General, who shall be appointed by the President, by and with the advice and consent of the Senate, and who may be removed in the same manner; and the term of office of the Postmaster-General shall be for and during the term of the President by whom he is appointed, and for one month thereafter, unless sooner removed.

Postmaster-General and three assistants, appointment, term of office, &c.

SEC. 3. That the Postmaster-General may appoint the following employees in the Post-Office Department: One chief clerk for the Postmaster-General and one for each of the Assistant Postmasters-General, one superintendent of post-office building and disbursing clerk, one superintendent and one chief clerk of the money-order system, one superintendent and one chief clerk of foreign mails, one topographer for Post Office Department, one assistant attorney-general for the Post-Office Department, one chief of division for the office of mail depredations, one chief of division of dead-letters, one superintendent of the blank-agency, one assistant superintendent and four assistants, fourteen clerks of class four, sixty-one clerks of class three, fifty clerks of class two, seventy-one clerks of class one, fifty-seven female clerks, one messenger for the Postmaster-

Employees of the Department.

Chief clerk and other clerks, &c.; appointment, &c., &c.

General and one for each of the Assistant Postmasters-General, four assistant messengers, ten watchmen, twenty-five laborers, one engineer, one assistant engineer, one carpenter, one assistant carpenter, one fireman and blacksmith, two firemen, three female laborers, and such a number of temporary clerks, female clerks, folders, watchmen, and laborers as may be required.

Annual salaries
of officers and
clerks.

SEC. 4. That the annual salaries of the officers, clerks, and others employed in the Post-Office Department shall be as follows:

Salary of Post-
master-General,
assistants, &c.

Of the Postmaster-General, eight thousand dollars;

Of the Assistant Postmasters-General, three thousand five hundred dollars each;

Of the superintendent of the money-order system, three thousand dollars;

Of the superintendent of foreign mails, three thousand dollars;

Of the topographer of the Post-Office Department, two thousand five hundred dollars;

Of the assistant attorney-general of the Post-Office Department, four thousand dollars;

Of the chief of division for the office of mail depre-dations, twenty-five hundred dollars;

Of the chief of division of dead-letters, two thousand five hundred dollars;

Of the superintendent of post-office building and disbursing officer, two thousand three hundred dollars;

Chief clerk and
other clerks.

Of the chief clerk to the Postmaster-General, two thousand two hundred dollars;

Of the chief clerks to the Assistant Postmasters-General, the chief clerk of the superintendent of the money-order office, and the chief clerk of the superintendent of foreign mails, two thousand dollars each;

Of the superintendent of the blank-agency, one thousand eight hundred dollars; of the assistant superintendent, one thousand six hundred dollars; of the four assistants, one thousand two hundred dollars each;

Of the clerks of class four, one thousand eight hundred dollars each;

Of the clerks of class three, one thousand six hundred dollars each;

Of the clerks of class two, one thousand four hundred dollars each;

Of the clerks of class one, one thousand two hundred dollars each;

Of the female clerks, nine hundred dollars each;

Of the messenger to the Postmaster-General, nine hundred dollars; Pay of messengers, watchmen, and laborers.

Of the messengers to the Assistant Postmasters-General, eight hundred and forty dollars each;

Of the assistant messengers, watchmen, and laborers, eight hundred dollars each;

Of the engineer, one thousand six hundred dollars;

Of the assistant engineer, one thousand dollars;

Of the carpenter, one thousand two hundred and fifty-two dollars;

Of the assistant carpenter, one thousand dollars;

Of the fireman and blacksmith, nine hundred dollars;

Of the firemen, seven hundred and twenty dollars each;

Of the female laborers, four hundred and eighty dollars each.

CHAPTER II.

DUTIES AND POWERS OF THE POSTMASTER-GENERAL.

Postmaster-Gen-
eral shall procure
seal for the De-
partment.

SEC. 5. That the Postmaster-General shall procure and cause to be kept a seal for his Department, which shall be affixed to all commissions of postmasters and others, and used to authenticate all transcripts and copies which may be required from his Department.

Authority and
duties of Post-
master-General.

SEC. 6. That the Postmaster-General shall establish and discontinue post-offices; instruct all persons in the postal service with reference to their duties; decide on the forms of all official papers; prescribe the manner of keeping and stating accounts; enforce the prompt rendition of returns relative to said accounts; control, according to law, and subject to the settlement of the Auditor, all expenses incident to the service of the Department; superintend the disposition of the moneys of the Department; direct the manner in which balances shall be paid over; issue warrants to cover money into the Treasury, and to pay out the same; and generally superintend the business of the Department, and execute all laws relative to the postal service.

Postmaster-Gen-
eral to report an-
nually to Con-
gress:

Contracts for
carrying the mail.

SEC. 8. That the Postmaster-General shall make the following reports to Congress at each annual session:

A report of all contracts for carrying the mail made within the preceding year, giving in each case the name of the contractor; the date and duration of the contract; the routes embraced therein, with the length of each; the time of arrival and departure at the ends of each route; the mode of transportation; and the price to be paid; together with a copy of the recorded abstracts of all proposals for carrying the mail, as provided by section two hundred and forty-eight.

A report of all land and water mails established or ordered within the preceding year, other than those let to contract at the annual letting, giving in each case the route or water-course on which the mail is established; the name of the person employed to transport it; the mode of transportation; the price to be paid; and the duration of the order or contract.

Land and water mails established, &c., in the year.

A report of all allowances made to contractors within the preceding year above the sums originally stipulated in their respective contracts, and the reasons for the same, and of all orders made whereby additional expense is incurred on any route beyond the original contract-price, giving in each case the route; the name of the contractor; the original service provided for by the contract; the original price; the additional service required; and the additional allowance therefor.

Allowances to contractors.

A report of all curtailments of expenses effected within the preceding year, giving in each case the same particulars as in the preceding report.

Curtailments of expenses.

A report of the finances of the Department for the preceding year, showing the amount of balance due the Department at the beginning of the year; the amount of postage which accrued within the year; the amount of engagement and liabilities; and the amount actually paid during the year for carrying the mail, showing how much of said amount was for carrying the mail in preceding years.

The finances of the Department.

A report of the fines imposed on, and the deductions from the pay of, contractors, made during the preceding year, stating the name of the contractor; the nature of the delinquency; the route on which it occurred; when the fine was imposed; and whether the fine or deduction has been remitted; and for what reason.

Fines and deductions.

A copy of each contract for carrying the mail between the United States and foreign countries, with a statement of the amount of postage derived under the same, so far as the returns of the Department will enable it to be done.

Copy of each contract for carrying the mail.

A report showing all contracts which have been made by the Department, other than for carrying the mail, giving the name of the contractor; the article or thing contracted for; the place where the article was to be delivered or the thing performed; the amount paid therefor; and the date and duration of the contract.

Contracts for other purposes than carrying the mail.

A report of the clerks and other persons employed in the Department during the year, or any part thereof, giving the names of the persons; the time they were actually employed, and the sum paid each; whether they have been

Clerks and other persons employed in the Department.

usefully employed; whether the services of any can be dispensed with without detriment to the public service; and whether the removal of any, and the appointment of others in their stead, is required for the better despatch of business.

Foreign postal business and agencies.

A report on the postal business and agencies in foreign countries.

Postmaster-General shall cause reports to be printed at Public Printing Office, number, &c.

And the Postmaster-General shall cause all of such reports to be printed at the Public Printing Office, either together or separately, and in such numbers as may be required by the exigencies of the service or by law.

Postmaster-General to submit to Congress expenses of preceding year and estimates for ensuing year, and under what heads.

SEC. 9. That the Postmaster-General shall submit to Congress at each annual session a statement of the amount expended during the preceding fiscal year, and an estimate of the amount that will be required for the ensuing fiscal year, under each of the following heads: "Transportation of the mails;" "compensation of postmasters;" "compensation of clerks in post-offices;" "compensation of letter-carriers;" "compensation of blank-agents and assistants;" "mail depreddations and special agents;" "postage-stamps and envelopes;" "ship, steamboat, and way letters;" "dead-letters;" "mail-bags;" "mail-locks, keys, and stamps;" "wrapping-paper;" "office-furniture;" "advertising;" "balances to foreign countries;" "rent, light, and fuel for post-offices;" "stationery;" and "miscellaneous," showing the sums paid under each head, and the names of the persons to whom payments are made out of the miscellaneous fund; but the names of persons employed in detecting depreddations on the mail, and of other confidential agents, need not be disclosed.

Names of certain persons not to be disclosed.

Postmaster-General to give to Congress during first week of session detailed statement of expenditures;

To keep inventories of all public property in his charge, except, &c.

SEC. 10. That the Postmaster-General shall lay before Congress, during the first week in each annual session, detailed statements of the expenditures made from the contingent fund of his Department. He shall also make out and keep, in proper books, full and complete inventories and accounts of all the property belonging to the United States in the buildings, rooms, offices, and grounds occupied by him and under his charge, and to add thereto from time to time an account of such property as may be procured subsequently to the taking of the same, and also an account of the sale or disposal of any such property, and to report the same to Congress as aforesaid: *Provided*, That this section shall not apply to the supplies of stationery and fuel which shall be accounted for as now provided by law.

Telegrams over certain lines to have priority, and at what rates.

SEC. 17. That telegrams between the several Departments of the Government and their officers and agents, in their

transmission over the lines of any company to which has been given the right of way, timber, or station lands from the public domain, shall have priority over all other business, at such rates as the Postmaster-General shall annually fix.

SEC. 19. That the Postmaster-General shall furnish a copy of his annual estimates to the Secretary of the Treasury prior to the first of November in each year, which shall be reported to Congress by the latter in his regular printed estimates.

SEC. 20. That the Postmaster-General shall transmit a copy of each postal convention concluded with foreign governments to the Secretary of State, who shall furnish a copy of the same to the Congressional Printer, for publication; and the printed proof-sheets of all such conventions shall be revised at the Post-Office Department.

SEC. 25. That if either the Postmaster-General or the person whose accounts have been settled shall be dissatisfied with the settlement of said Auditor, he may, within twelve months, appeal to the First Comptroller of the Treasury, whose decision shall be final and conclusive.

SEC. 28. That whenever the office of any postmaster shall become vacant by reason of death, resignation, suspension, or by the expiration of the commission of a postmaster, or his rejection by the Senate, or by the neglect or refusal of any person to take charge of the post-office to which he is appointed, it shall be the duty of the Postmaster-General or the President (as the case may be) to supply such vacancy without delay, and it shall be the duty of the Postmaster-General promptly to notify the Auditor of the change; and every postmaster and his sureties shall be responsible under their bond for the safe-keeping of the public property of the post-office, and the due performance of the duties thereof, until the expiration of the commission, or until a successor shall have been duly appointed and qualified, and shall have taken possession of the office: *Provided, nevertheless,* That in cases where there shall be a delay of sixty days in supplying such vacancy, the sureties may terminate their responsibility by giving notice, in writing, to the Postmaster-General, such termination to take effect ten days after sufficient time shall have elapsed to receive a reply from the Postmaster-General: *And provided also,* That the Postmaster-General may, when the exigencies of the service require, place such office in charge of a special agent until the vacancy can be regularly filled; and when such special agent shall have taken charge of such post-office, the liability of the sureties of the postmaster shall cease

Postmaster-General to give estimates to Secretary of Treasury before, &c.

To send copy of postal conventions to Secretary of State, &c.

Appeal from Auditor to the First Comptroller of the Treasury, whose decision shall be final.

Any vacancy in the office of postmaster to be filled without delay.

Auditor to be notified promptly. Postmaster and sureties on his bond to be responsible until, &c.

If vacancy is not supplied in sixty days sureties may terminate their responsibility, and how.

Special agents may take charge of vacant office, and sureties not longer liable.

Certain orders,
&c., of Postmaster-
General to be cer-
tified to Auditor.

SEC. 29. That all orders and regulations of the Postmaster-General which may originate a claim, or in any manner affect the accounts of the postal service, shall be certified to the Auditor for the Post-Office Department.

Blank-agency at
Washington, D.C.

SEC. 30. That the Postmaster-General may establish a blank-agency for the Post Office Department, to be located at Washington, District of Columbia.

Special agents
for Pacific coast
and elsewhere.

SEC. 31. That the Postmaster-General may employ two special agents for the Pacific coast, and such number of other special agents as the good of the service and the safety of the mail may require.

Assistant Post-
masters-General,
&c., may act as
special agents.

SEC. 34. That the Postmaster-General may employ, when the service requires it, the Assistant Postmasters-General and superintendents in his Department as special agents; and he may allow them therefor not exceeding the amount expended by them as necessary traveling expenses while so employed.

Allowance for
traveling ex-
penses.

SEC. 35. That the Postmaster-General may appoint two agents to superintend the railway postal service, who shall be paid out of the appropriation for the transportation of the mail, at the rate of two thousand five hundred dollars per annum salary, with an allowance for traveling and incidental expenses, while actively employed in the service, of not more than five dollars a day; and the Auditor of the Treasury for the Post-Office Department shall charge to the appropriation for mail transportation the salary and per diem of the assistant superintendents of the postal-railway service; and to the appropriation for the free-delivery system, the salary and per diem of the special agent detailed for that service; and the salary and per diem of the special agents employed in the money-order service shall be paid out of the proceeds of that service.

Two agents to
superintend rail-
way postal ser-
vice, their salaries
and expenses.

Auditor to
charge to what
appropriation.

SEC. 36. That the Postmaster-General may establish resident mail-agencies at the ports of Panama and Aspinwall, (New Granada,) Havana, (Cuba,) and Saint Thomas, and such other foreign ports at which United States mail-steamer touch to land and receive mails, as may in his judgment promote the efficiency of the foreign mail-service; and may pay the agents employed by him at such ports out of the appropriation for transportation of the mail a reasonable compensation for their services and the necessary expenses for office-rent, clerk-hire, office-furniture, and other incidentals, to be allowed him at each of such agencies.

The Postmaster-
General may es-
tablish resident
mail-agencies at
Panama, Aspin-
wall, Havana, St.
Thomas, &c.

Pay for services
and expenses.

The Postmaster-
General may es-
tablish mail-agents
in steamers on
routes between

SEC. 37. That the Postmaster-General may appoint an agent in charge of the mail on board of each of the mail-steamer on the routes between San Francisco, Japan, and

China, between San Francisco and Honolulu, (Hawaiian Islands,) and New York to Rio Janeiro, who shall be allowed, out of the appropriation for transportation of the mail, an annual salary of two thousand dollars each.

San Francisco, Japan, and China.

Salary.

SEC. 38. That the Postmaster-General may establish, in connection with the mail-steamship service to Japan and China, a general postal agency at Shanghai, China, or at Yokohama, Japan, with such branch-agencies at any other ports in China and Japan as he shall deem necessary for the prompt and efficient management of the postal service in those countries, and he may pay the postal agents employed thereat a reasonable compensation for their services, in addition to the necessary expenses for rent, furniture, clerk-hire, and incidental expenses.

The Postmaster-General may establish a general postal agency at Shanghai, or, &c., with branch-agencies.

SEC. 39. That the Postmaster-General may employ as many route-agents as may be necessary for the prompt and safe transportation of the mail, who shall be paid out of the appropriation for transportation of the mail, at the rate of not less than nine hundred nor more than one thousand two hundred dollars per annum.

The Postmaster-General may employ route-agents.

Salary, how paid.

SEC. 40. That the Postmaster-General may appoint clerks for the purpose of assorting and distributing the mail in railway post-offices, who shall be paid out of the appropriation for transportation of the mail, at the rate of not more than one thousand four hundred dollars per annum to the head clerks, nor more than one thousand two hundred dollars per annum to the other clerks.

The Postmaster-General may appoint clerks in railway post-offices.

Salary.

SEC. 49. That the Postmaster-General may transfer debts due to the Department from postmasters and others to such contractors as have given bonds, with security, to refund any money that may come into their hands over and above the amount found due them on the settlement of their accounts; but such transfers shall only be in satisfaction of legal demands for which appropriations have been made.

The Postmaster-General may transfer to certain contractors debts due the Department from postmasters.

SEC. 50. That in all cases where money has been paid out of the funds of the Post-Office Department under the pretense that service has been performed therefor, when, in fact, such service has not been performed, or as additional allowance for increased service actually rendered, when the additional allowance exceeds the sum which, according to law, might rightfully have been allowed therefor, and in all other cases where money of the Department has been paid to any person in consequence of fraudulent representations, or by the mistake, collusion, or misconduct of any officer or other employee in the postal service, the Postmaster-General shall cause suit to be brought to recover such

The Postmaster-General may bring suits to recover money paid by the Department by mistake, or through fraud.

wrong or fraudulent payment or excess, with interest thereon.

The Postmaster-General may deliver property stolen from mail to owner if, &c.

SEC. 51. That when the Postmaster-General is satisfied that money or property stolen from the mail, or the proceeds thereof, has been received at the Department, he may, upon satisfactory evidence as to the owner, deliver the same to him.

Payments by postmasters on account of postal service to be credited to postal revenues, &c.

SEC. 53. That upon the certified quarterly statement by the Auditor for the Post-Office Department of the payments by postmasters on account of the postal service, the Postmaster-General shall issue his warrant to the Treasurer to carry the amount to the credit of the postal revenues and to the debit of the proper appropriations upon the books of the Auditor.

The Postmaster-General may transfer money belonging to postal service.

SEC. 56. That the Postmaster-General may transfer money belonging to the postal service between the Treasurer, assistant treasurer, and designated depositaries, at his discretion, and as the safety of the public money and the convenience of the service may require.

The Postmaster-General may dispose of quarterly returns of mails sent, &c., and preserve accounts for two years.

SEC. 58. That the Postmaster-General may dispose of any quarterly returns of mails sent or received, preserving the accounts-current and all accompanying vouchers, and use such portions of the proceeds as may be necessary to defray the cost of separating and disposing of them; but the accounts shall be preserved entire for at least two years.

The Postmaster-General may provide for the disposition of printed, &c., matter remaining in any post-office.

SEC. 59. That the Postmaster-General may provide, by regulations, for the disposition of printed and mailable matter which may remain in any post-office, or in the Department, not called for by the party addressed; but if the publisher of any refused or uncalled-for newspaper or other periodical shall pay the postage due thereon, such newspaper or other periodical shall be excepted from the operation of this section.

New bond of any postmaster; first payments there-after.

SEC. 60. That when any postmaster shall be required to execute a new bond, all payments made by him after the execution of such new bond may, if the Postmaster-General or the Auditor shall deem it just, be applied first to discharge any balance which may be due from said postmaster under his old bond.

The Postmaster-General shall establish post-offices, &c.

SEC. 61. That the Postmaster-General shall establish post-offices at all such places on post-roads established by law as he may deem expedient, and he shall promptly certify such establishment to the Auditor for the Post-Office Department.

Appointments, &c., of postmasters of the fourth and fifth classes;

SEC. 63. That postmasters of the fourth and fifth class shall be appointed and may be removed by the Postmaster

General, and all others shall be appointed and may be removed by the President, by and with the advice and consent of the Senate, and shall hold their offices for four years unless sooner removed or suspended according to law, and all appointments and removals shall be notified to the Auditor for the Post-Office Department.

Of all other classes.

SEC. 65. That every postmaster, before entering upon the duties of his office, shall give bond, with good and approved security, and in such penalty as the Postmaster-General shall deem sufficient, conditioned for the faithful discharge of all duties and trusts imposed on him either by law or the rules and regulations of the Department; and where an office shall be designated as a money-order office, the bond of the postmaster shall contain an additional condition for the faithful performance of all duties and obligations in connection with the money-order business. On the death, resignation, or removal of a postmaster, his bond shall be delivered to the Auditor for the Post-Office Department. The bond of any married woman who may be appointed postmaster shall be binding upon her and her sureties, and she shall be liable for misconduct in office as if she were sole.

Bond of postmaster;

Conditions;

When to be delivered to Auditor,

Of married woman appointed postmaster.

SEC. 66. That when any of the sureties of a postmaster shall notify the Postmaster-General of their desire to be released from their suretyship, or when the Postmaster-General deems a new bond necessary, he shall require the postmaster to execute such new bond, with security, which, when accepted by the Postmaster-General, shall be as valid as the bond given upon the original appointment of such postmaster, and the sureties in the prior bond shall be released from responsibility for all acts or defaults of such postmaster which may be done or committed subsequent to the last day of the quarter in which such new bond shall be executed and accepted.

New bond may be required.

Sureties in prior bond, when released from responsibility.

SEC. 68. That every postmaster shall keep an office in which one or more persons shall be on duty during such hours of each day as the Postmaster-General may direct, for the purpose of receiving, delivering, making up, and forwarding all mail-matter received thereat.

Postmasters to keep an office, &c.

SEC. 69. That all letters brought to any post-office half an hour before the time for the departure of the mail shall be forwarded therein; but at offices where, in the opinion of the Postmaster-General, more time for making up the mail is required, he may prescribe accordingly, not exceeding one hour.

Letters brought to post-office, when to be forwarded.

SEC. 70. That the Postmaster-General shall furnish to the postmasters at the termination of each route a schedule of

Schedule of time of arrival and departure of mail to be posted in office.

the time of arrival and departure of the mail at their offices, respectively, to be posted in a conspicuous place in the office; and the Postmaster-General shall also give the postmaster notice of any change in the arrival and departure that may be ordered; and he shall cause to be kept and returned to the Department, at short and regular intervals, registers, showing the exact times of the arrivals and departures of the mail.

Registers of times, &c., to be kept.

Records to be kept of stamps, books, receipts, &c.

SEC. 71. That every postmaster shall keep a record, in such form as the Postmaster-General shall direct, of all postage-stamps and envelopes and of all postal books, blanks, and property received from his predecessor, or from the Department or any of its agents; and also of all receipts in money for postages and box-rents, and of all other receipts on account of the postal service, and of any other transactions which may be required by the Postmaster-General; and these records shall be preserved and delivered to his successor, and shall be at all times subject to examination by any special agent of the Department.

To be subject to examination, and delivered to successor.

Sworn statement may be required.

SEC. 73. That the Postmaster-General may require a sworn statement to accompany each quarterly account of a postmaster, to the effect that such account contains a true statement of the entire amount of postage, box-rents, charges, and moneys collected or received at his office during the quarter; that he has not knowingly delivered, or permitted to be delivered, any mail-matter on which the postage was not at the time paid; that such account exhibits truly and faithfully the entire receipts collected at his office, and which, by due diligence, could have been collected; and that the credits he claims are just and right. And any false swearing therein shall render him liable to the pains and penalties of perjury.

False swearing therein to be perjury.

Public money collected by postmasters, how to be kept.

SEC. 75. That postmasters shall keep safely, without loaning, using, depositing in an unauthorized bank, or exchanging for other funds, all the public money collected by them, or which may come into their possession, until it is ordered by the Postmaster-General to be transferred or paid out.

Postal revenues, &c., to be deposited weekly at, &c.

SEC. 76. That the postmaster at Washington and postmasters at cities where there is an assistant treasurer shall deposit the postal revenues and all money accruing at their office with such assistant treasurer as often as once a week at least, and as much oftener as the Postmaster-General may direct.

Salary at newly-established offices.

SEC. 81. That at all newly-established offices, the Postmaster-General may temporarily fix the salary until the returns of such office shall enable him to properly adjust the

same, but the compensation shall in no case be thus temporarily fixed at more than the salary of an office of the fifth class.

SEC. 82. That the salaries of postmasters shall be re-adjusted by the Postmaster-General once in two years, and in special cases as much oftener as he may deem expedient; and when the quarterly returns of any postmaster of the third, fourth, or fifth class show that the salary allowed is twenty per centum less than it would be on the basis of commission, the Postmaster-General shall re-adjust the same.

Salaries of postmasters to be re-adjusted once in two years, &c.

SEC. 83. That in re-adjusting the salary of a postmaster, the amount thereof shall be ascertained by adding, to the whole amount of box-rents, commissions on the other postal revenues of the office at the following rates: On the first one hundred dollars or less, sixty per centum; on all over one hundred dollars, and not over four hundred dollars, fifty per centum; on all over four hundred dollars and not over two thousand four hundred dollars, forty per centum; on all over two thousand four hundred dollars, fifteen per centum.

Amount, how to be ascertained.

And in order to ascertain the amount of the postal receipts of each office, the Postmaster-General shall require postmasters to state, under oath, at such times and for such periods as he may deem necessary in each case, the amount of stamps canceled, the amount of box-rents received, the amount of unpaid postages collected, and the amount of postage on printed and other mailable matter: *Provided, however,* That whenever, by reason of the extension of free delivery of letters, the box-rents of any post-office are decreased, the Postmaster General may allow, out of the receipts of such office, a sum sufficient to maintain the salary thereof at the amount at which it had been fixed before the decrease in box-rents.

Amount of postal receipts, how ascertained.

When box-rents are decreased by extension of free delivery.

SEC. 84. That the Postmaster-General shall make all orders assigning or changing the salaries of postmasters in writing, and record them in his journal, and notify the change to the Auditor; and any change made in such salaries shall not take effect until the first day of the quarter next following such order: *Provided,* That in cases of an extraordinary increase or decrease in the business of any post-office, the Postmaster-General may adjust the salary of the postmaster at such post-office, to take effect from the first day of the quarter or period the returns for which form the basis of re-adjustment.

Orders establishing salaries to be in writing.

Auditor to be notified.

When to take effect.

SEC. 86. That the Postmaster-General may designate offices at the intersection of mail-routes as distributing or separating offices; and where any such office is of the third,

The Postmaster-General may designate distributing offices.

Allowances to postmasters. fourth, or fifth class, he may make a reasonable allowance to the postmaster for the necessary cost of clerical services arising from such duties.

The Postmaster-General may allow postmasters of first and second class and at New York City, rent, clerks, &c. SEC. 87. That the Postmaster-General may allow to the postmaster at New York City, and to the postmasters at offices of the first and second classes, out of the surplus revenues of their respective offices, that is to say, the excess of box-rents and commissions over and above the salary assigned to the office, a reasonable sum for the necessary cost of rent, fuel, lights, furniture, stationery, printing, clerks, and necessary incidentals, to be adjusted on a satisfactory exhibit of the facts, and no such allowance shall be made except upon the order of the Postmaster-General.

Salary of postmaster, &c., may be deducted from receipts of office. SEC. 88. That the salary of a postmaster, and such other expenses of the postal service authorized by law as may be incurred by him, and for which appropriations have been made, may be deducted out of the receipts of his office, under the direction of the Postmaster-General.

Compensation for unusual business at any post-office. SEC. 90. That whenever, by reason of the presence of a military or naval force near any post-office, or from any other cause, unusual business accrues thereat, the Postmaster-General shall make a special order allowing reasonable compensation for clerical service, and a proportionate increase of salary to the postmaster during the time of such extraordinary business.

The Postmaster-General may discontinue post-offices. SEC. 91. That the Postmaster-General may discontinue any post-office where the safety and security of the postal service and revenues are endangered from any cause whatever, or where the efficiency of the service shall require such discontinuance, and he shall promptly certify such discontinuance to the Auditor for the Post-Office Department.

Auditor to be notified. Letter-carriers for free delivery of mail-matter, in what places. SEC. 92. That letter-carriers shall be employed for the free delivery of mail-matter, as frequently as the public convenience may require, at every place containing a population of fifty thousand within the delivery of its post-office, and at such other places as the Postmaster-General may direct.

Their salary. SEC. 93. That the salary of letter-carriers shall be fixed by the Postmaster-General, and shall not exceed eight hundred dollars per annum; but on satisfactory evidence of diligence, fidelity, and experience, he may increase their salary to any sum not exceeding one thousand dollars per annum; and in San Francisco, California, he may pay such additional salaries to carriers as will secure the services of competent persons.

In San Francisco.

SEC. 94. That the Postmaster-General may prescribe a uniform dress to be worn by letter-carriers, and any person not connected with the letter-carrier branch of the postal service who shall wear the uniform which may be prescribed shall be deemed guilty of a misdemeanor, and, on conviction thereof, for every such offense shall be fined not more than one hundred dollars, or imprisoned not more than six months, or both, at the discretion of the court.

The Postmaster-General may prescribe a uniform dress to be worn by letter-carriers.

Penalty for wearing it when not authorized.

SEC. 95. That the Postmaster-General may establish, in places where letter-carriers are employed, and also in other places where, in his judgment, the public convenience requires it, receiving-boxes, for the deposit of mail-matter, and shall cause the matter deposited therein to be collected as often as public convenience may require.

The Postmaster-General may establish receiving boxes for deposit of mail-matter.

Collections therefrom.

SEC. 97. That each letter-carrier shall give bonds, with sureties to be approved by the Postmaster-General, for the safe custody and delivery of all mail-matter, and the faithful account and payment of all money received by him.

Letter-carriers to give bond, with sureties.

SEC. 98. That the Postmaster-General, when the public convenience requires it, may establish within any post-office delivery one or more branch offices, for the receipt and delivery of mail-matter and the sale of stamps and envelopes; and he shall prescribe the rules and regulations for the government thereof. But no letter shall be sent for delivery to any branch-office contrary to the request of the party to whom it is addressed.

The Postmaster-General may establish branch post-offices.

Letters not to be sent there for delivery, if, &c.

SEC. 101. That all expenses of letter-carriers, branch-offices, and receiving-boxes, or incident thereto, shall be kept and reported in a separate account, and shall be shown in comparison with the proceeds from postage on local mail-matter at each office, and the Postmaster-General shall be guided in the expenditures for this branch of the service by the income derived therefrom.

Expenses of letter-carriers, branch-offices, and receiving-boxes to be kept in separate account, &c.

SEC. 155. That the Postmaster-General may provide by regulation for transmitting unpaid and duly-certified letters of soldiers, sailors, and marines in the service of the United States, to their destination.

The Postmaster-General may provide for the transmission of unpaid letters to soldiers.

SEC. 167. That for the purpose of making better postal arrangements with foreign countries, or to counteract their adverse measures affecting our postal intercourse with them, the Postmaster-General, by and with the advice and consent of the President, may negotiate and conclude postal treaties or conventions, and may reduce or increase the rates of postage on mail-matter conveyed between the United States and foreign countries.

Postmaster-General may make postal treaties, or conventions.

To provide letter and news; paper envelopes, &c.

SEC. 169. That the Postmaster-General shall provide suitable letter and newspaper envelopes, with such water-marks or other guards against counterfeits as he may deem expedient, and with postage-stamps with such device and of such suitable denominations as he may direct, impressed thereon; and the said envelopes shall be known as "stamped envelopes," and shall be sold, as nearly as may be, at the cost of procuring them, with the addition of the value of the postage-stamps impressed thereon; but no stamped envelope furnished by the Government shall contain any lithographing or engraving, and no printing except a printed request to return the letter to the writer; and letters and papers inclosed in them (the postage-stamp in every case being of a denomination sufficient to cover the postage properly chargeable thereon) shall pass in the mail as prepaid matter.

Postmaster-General may contract for carrying the mails, ou, &c.

SEC. 209. That the Postmaster-General may, when he deems it advisable, contract for the transportation of the mails to and from any post-office; but where such service is performed over a route not established by law, it shall be his duty to report the same to Congress at its meeting next thereafter, and said service shall cease at the end of the next session of Congress, unless said route is established a post-route by Congress.

To arrange railway-routes in three classes.

SEC. 210. That the Postmaster-General shall arrange the railway-routes on which the mail is carried, including those in which the service is partly by railway and partly by steamboat, into three classes, according to the size of the mails, the speed at which they are carried, and the frequency and importance of the service, so that each railway company shall receive, as far as practicable, a proportionate and just rate of compensation, according to the service performed.

Pay for carrying the mail on railways of the several classes, &c.

SEC. 211. That the pay for carrying the mail on any railway of the first class shall not exceed three hundred dollars per mile per annum; on any railway of the second class it shall not exceed one hundred dollars per mile per annum; and on any railway of the third class it shall not exceed fifty dollars per mile per annum; but if one-half the service on any railway is required to be performed in the nighttime, the Postmaster-General may pay twenty-five per centum in addition to the above maximum rates.

Postmaster-General may separate letter-mail if, &c., and provide for carrying, &c.

SEC. 212. That if the Postmaster-General is unable to contract for carrying the mail on any railway-route at a compensation not exceeding the maximum rates herein provided, or for what he may deem a reasonable and fair compensation,

he may separate the letter-mail from the other mail, and contract, either with or without advertising, for carrying such letter-mail by horse-express or otherwise, at the greatest speed that can reasonably be obtained, and for carrying the other mail in wagons, or otherwise, at a slower rate of speed.

SEC. 214. That all railway companies to which the United States have furnished aid by grant of lands, right of way, or otherwise, shall carry the mail at such prices as Congress may by law provide; and, until such price is fixed by law, the Postmaster-General may fix the rate of compensation.

Railway companies having land-grants to carry mails, at what prices.

SEC. 215. That the Postmaster-General shall provide for carrying the mail on all post-roads established by law, as often as he, having due regard to productiveness and other circumstances, may think proper.

Mails to be carried on all post-roads.

SEC. 216. That the Postmaster-General shall cause a mail to be carried from the nearest post-office on any established post-road to the court-house of any county in the United States which is without a mail.

To be carried to court-house of any county without a mail.

SEC. 217. That the Postmaster-General may contract for carrying the mail on the navigable canals of the several States, when, in his opinion, the public interest or convenience requires it.

Mails on navigable canals;

SEC. 218. That the Postmaster-General may contract for carrying the mail on any plank-road in the United States, when the public interest or convenience requires it.

On plank-roads

SEC. 219. That the Postmaster-General may cause the mail to be carried in any steamboat or other vessel used as a packet on any of the waters of the United States.

In steamboats:

SEC. 220. That the Postmaster-General may, if he deem it for the public interest, make contracts for any period not exceeding one year, for carrying the mail in steamships between any of the ports of the United States.

In steamships.

SEC. 221. That the Postmaster-General may enter into contracts for extending the line of posts to supply mails to post-offices not on any established route, and, as a compensation for carrying the mail under such contracts, may allow not exceeding two-thirds of the salary paid to the postmaster at such special offices.

To post-offices not on any established route.

SEC. 222. That all letters inclosed in stamped envelopes (the postage-stamp in every case being of a denomination sufficient to cover the postage that would be chargeable thereon if the same were sent by mail) may be sent, conveyed, and delivered otherwise than by mail, provided such envelope shall be duly directed and properly sealed, so that the letter cannot be taken therefrom without defacing

Letters inclosed in stamped envelopes, &c., may be sent otherwise than by mail.

the envelope, and the date of the letter or of the transmission or receipt thereof shall be written or stamped upon the envelope. But the Postmaster-General may suspend the operation of this section upon any mail-route where the public interest may require such suspension.

This section may be suspended.

Separate carriage of letter-mail may be provided for, when, &c.

SEC. 240. That when the amount of mail-matter to be carried on any mail-route is so great as to seriously retard the progress or endanger the security of the letter-mail, or materially increase the cost of carriage at the ordinary rate of speed, the Postmaster-General may provide for the separate carriage of the letter-mail at the usual rate of speed; but the other mail-matter shall not be delayed any more than is absolutely necessary, having due regard to the cost of expedition and the means at his disposal for effecting the same.

Other matter not to be delayed unnecessarily.

Postmaster-General may forbid the payment of postal money orders to persons, &c., engaged in gift enterprises, &c., and return sums so remitted to the remitters.

SEC. 300. That the Postmaster-General may, upon evidence satisfactory to him that any person, firm, or corporation is engaged in conducting any fraudulent lottery, gift-enterprise, or scheme for the distribution of money, or of any real or personal property, by lot, chance, or drawing of any kind, or in conducting any other scheme or device for obtaining money through the mails by means of false or fraudulent pretenses, representations, or promises, forbid the payment by any postmaster to any such person, firm, or corporation of any postal money-order drawn to the order or in favor of him or of them, and may provide by regulations for the return to the remitters of the sums named in such money-orders.

Postmaster-General may direct that registered letters addressed to such persons, &c., be marked "fraudulent," and returned to senders.

And the Postmaster-General may also, upon like evidence, instruct postmasters at any post-offices at which registered letters shall arrive directed to any such person, firm, or corporation, to return all such registered letters to the postmasters at the offices at which they were originally mailed, with the word "fraudulent" plainly written or stamped upon the outside of said letters; and all such letters so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the

No person authorized to open a letter not addressed to himself.

Postmaster-General may prescribe: *Provided*, That nothing in this act contained shall be so construed as to authorize any postmaster or other person to open any letter not addressed to himself.

In case of death, &c., his duties to devolve upon First Assistant Postmaster-General.

SEC. 7. That in case of the death, resignation, or absence of the Postmaster-General, all his powers and duties shall devolve, for the time being, on the First Assistant Postmaster-General.

CHAPTER III.

POSTMASTERS AND THEIR SURETIES.

SEC. 15. That before entering upon the duties, and before they shall receive any salary, the Postmaster-General and all persons employed in the postal service, shall respectively take and subscribe, before some magistrate or other competent officer, the following oath or affirmation: "I, A. B., do solemnly swear (or affirm, as the case may be) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post-offices and post-roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control: So help me, God." And this oath or affirmation may be taken before any officer, civil or military, holding a commission under the United States, and such officer is hereby authorized to administer and certify such oath or affirmation.

Postmasters and all employes to take oath or affirmation.

Form.

Before whom taken.

SEC. 16. That every person employed in the postal service shall be subject to all the pains, penalties, and forfeitures for violation of the laws relating to such service, whether he has taken the oath or affirmation prescribed in the preceding section or not.

Employes to be subject to penalties, &c., for violation of law, with or without oath.

SEC. 41. That postmasters may allow box-holders who desire to do so to provide lock boxes or drawers for their own use, at their own expense, which lock-boxes or drawers, upon their erection in any post-office, shall become the property of the United States, and be subject to the direction and control of the Post-Office Department, and shall pay a rental at least equal to that of other boxes in the

Lock-boxes and drawers for box-holders at their expense.

Rental.

same office, or, if there be no other boxes in such office, of boxes in other offices of the same class, which rental shall be accounted for as other box-rents.

New bond of any postmaster.

SEC. 60. That when any postmaster shall be required to execute a new bond, all payments made by him after the execution of such new bond may, if the Postmaster-General or the Auditor shall deem it just, be applied first to discharge any balance which may be due from said postmaster under his old bond.

First payments thereafter.

Appointment, &c., of postmasters of the fourth and fifth classes.

SEC. 63. That postmasters of the fourth and fifth class shall be appointed and may be removed by the Postmaster-General, and all others shall be appointed and may be removed by the President, by and with the advice and consent of the Senate, and shall hold their offices for four years unless sooner removed or suspended according to law, and all appointments and removals shall be notified to the Auditor for the Post-Office Department.

Of all other classes.

Postmasters to reside where.

SEC. 64. That every postmaster shall reside within the delivery of the office to which he is appointed.

Bond of;

SEC. 65. That every postmaster, before entering upon the duties of his office, shall give bond, with good and approved security, and in such penalty as the Postmaster-General shall deem sufficient, conditioned for the faithful discharge of all duties and trusts imposed on him either by law or the rules and regulations of the Department; and where an office shall be designated as a money-order office, the bond of the postmaster shall contain an additional condition for the faithful performance of all duties and obligations in connection with the money-order business. On the death, resignation, or removal of a postmaster, his bond shall be delivered to the Auditor for the Post-Office Department. The bond of any married woman who may be appointed postmaster shall be binding upon her and her sureties, and she shall be liable for misconduct in office as if she were sole.

Conditions;

Of married woman appointed postmaster.

New bond may be required.

SEC. 66. That when any of the sureties of a postmaster shall notify the Postmaster-General of their desire to be released from their suretyship, or when the Postmaster-General deems a new bond necessary, he shall require the postmaster to execute such new bond, with security, which, when accepted by the Postmaster-General, shall be as valid as the bond given upon the original appointment of such postmaster, and the sureties in the prior bond shall be released from responsibility for all acts or defaults of such postmaster which may be done or committed subse-

Sureties in prior bond, when released from responsibility.

quent to the last day of the quarter in which such new bond shall be executed and accepted.

SEC. 67. That if on the settlement of the account of any postmaster it shall appear that he is indebted to the United States, and suit therefor shall not be instituted within three years after the close of such account, the sureties on his bond shall not be liable for such indebtedness.

Sureties on bond released if suit for indebtedness is not brought within, &c.

SEC. 68. That every postmaster shall keep an office in which one or more persons shall be on duty during such hours of each day as the Postmaster-General may direct, for the purpose of receiving, delivering, making up, and forwarding all mail-matter received thereat.

Postmasters to keep an office, &c.

SEC. 69. That all letters brought to any post-office half an hour before the time for the departure of the mail shall be forwarded therein; but at offices where, in the opinion of the Postmaster-General, more time for making up the mail is required, he may prescribe accordingly, not exceeding one hour.

Letters brought to post-office, when to be forwarded.

SEC. 70. That the Postmaster-General shall furnish to the postmasters at the termination of each route a schedule of the time of arrival and departure of the mail at their offices, respectively, to be posted in a conspicuous place in the office; and the Postmaster-General shall also give the postmaster notice of any change in the arrival and departure that may be ordered; and he shall cause to be kept and returned to the Department, at short and regular intervals, registers, showing the exact times of the arrivals and departures of the mail.

Schedule of time of arrival and departure of mail to be posted in office.

SEC. 71. That every postmaster shall keep a record, in such form as the Postmaster-General shall direct, of all postage-stamps and envelopes, and of all postal books, blanks, and property received from his predecessor, or from the Department or any of its agents; and also of all receipts in money for postages and box-rents, and of all other receipts on account of the postal service, and of any other transactions which may be required by the Postmaster-General; and these records shall be preserved and delivered to his successor, and shall be at all times subject to examination by any special agent of the Department.

Registers of times, &c., to be kept.

Record to be kept of stamps, books, receipts, &c.

To be subject to examination and delivered to successor.

SEC. 72. That each postmaster shall render to the Postmaster-General, under oath, and in such form as the latter shall prescribe, a quarterly account of all moneys received or charged by him or at his office, for postage, rent of boxes or other receptacles for mail-matter, or by reason of keeping a branch-office, or for the delivery of mail-matter in any manner whatever.

Quarterly account of moneys received, &c., to be rendered.

Sworn statement may be required

SEC. 73. That the Postmaster-General may require a sworn statement to accompany each quarterly account of a postmaster, to the effect that such account contains a true statement of the entire amount of postage, box-rents, charges, and moneys collected or received at his office during the quarter; that he has not knowingly delivered, or permitted to be delivered, any mail-matter on which the postage was not at the time paid; that such account exhibits truly and faithfully the entire receipts collected at his office, and which, by due diligence, could have been collected; and that the credits he claims are just and right. And any false swearing therein shall render him liable to the pains and penalties of perjury.

False swearing therein to be perjury.

Penalty for neglect to render accounts for one month after the time, &c.

SEC. 74. That if any postmaster shall neglect to render his accounts, for one month after the time, and in the form and manner prescribed by law and the regulations of the Postmaster-General, such postmaster and his sureties shall forfeit and pay double the amount of the gross receipts at said office during any previous or subsequent equal period of time; and if, at the time of trial, no account shall have been rendered, they shall forfeit and pay such sum as the court and jury shall estimate to be equivalent thereto, to be recovered in an action of debt on the bond.

If no account has been rendered at time of trial.

Public moneys collected, how to be kept.

SEC. 75. That postmasters shall keep safely, without loaning, using, depositing in an unauthorized bank, or exchanging for other funds, all the public money collected by them, or which may come into their possession, until it is ordered by the Postmaster-General to be transferred or paid out.

Postal revenues, &c., to be deposited weekly at, &c.

SEC. 76. That the postmaster at Washington and postmasters at cities where there is an assistant treasurer shall deposit the postal revenues and all money accruing at their office with such assistant treasurer as often as once a week at least, and as much oftener as the Postmaster-General may direct.

Delinquencies, &c., of contractors, carriers, &c., to be reported.

SEC. 77. That postmasters shall promptly report to the Postmaster-General every delinquency, neglect, or malpractice of the contractors, their agents, or carriers, which may come to their knowledge.

No postmaster, &c., to be a contractor to carry mail;

SEC. 78. That no postmaster, assistant postmaster, or clerk employed in any post-office shall be a contractor or concerned in any contract for carrying the mail.

Nor act as agent for lottery, &c.

SEC. 79. That no postmaster shall act as agent for any lottery-office, or under any color of purchase, or otherwise, vend lottery-tickets; nor shall he receive or send any lottery scheme, circular, or ticket free of postage; and for any

violation of the provisions of this section the person offending shall forfeit and pay fifty dollars.

Violation, penalty of.

SEC. 80. That the compensation of postmasters shall be a fixed annual salary, to be divided into five classes, exclusive of the postmaster at New York City, whose salary shall be six thousand dollars per annum. The salary of the first class shall be not more than four thousand dollars nor less than three thousand dollars; of the second class, less than three thousand dollars, but not less than two thousand dollars; of the third class, less than two thousand dollars, but not less than one thousand dollars; of the fourth class, less than one thousand dollars, but not less than two hundred dollars; of the fifth class, less than two hundred dollars; and the salaries of the first, second, and third classes shall be in even hundreds of dollars; of the fourth class, in even tens of dollars; and of the fifth class, in even dollars.

Compensation of postmasters;

At New York City;

Five classes, and salary of each class.

Salaries to be in even sums.

SEC. 81. That at all newly-established offices, the Postmaster-General may temporarily fix the salary until the returns of such office shall enable him to properly adjust the same, but the compensation shall in no case be thus temporarily fixed at more than the salary of an office of the fifth class.

Salary at newly-established offices.

SEC. 82. That the salaries of postmasters shall be re-adjusted by the Postmaster-General once in two years, and in special cases as much oftener as he may deem expedient; and when the quarterly returns of any postmaster of the third, fourth, or fifth class show that the salary allowed is twenty per centum less than it would be on the basis of commission, the Postmaster-General shall re-adjust the same.

Salaries of postmasters to be re-adjusted once in two years, &c.;

SEC. 83. That in re-adjusting the salary of a postmaster, the amount thereof shall be ascertained by adding, to the whole amount of box-rents, commissions on the other postal revenues of the office at the following rates: On the first one hundred dollars or less, sixty per centum; on all over one hundred dollars, and not over four hundred dollars, fifty per centum; on all over four hundred dollars and not over two thousand four hundred dollars, forty per centum; on all over two thousand four hundred dollars, fifteen per centum. And in order to ascertain the amount of the postal receipts of each office, the Postmaster-General shall require postmasters to state, under oath, at such times and for such periods as he may deem necessary in each case, the amount of stamps canceled, the amount of box-rents received, the amount of unpaid postages collected, and the amount of post-

Amount, how to be ascertained.

Amount of postal receipts, how ascertained.

When box-rents are decreased by extension of free-delivery.

age on printed and other mailable matter: *Provided, however,* That whenever, by reason of the extension of free-delivery of letters, the box-rents of any post-office are decreased, the Postmaster-General may allow, out of the receipts of such office, a sum sufficient to maintain the salary thereof at the amount at which it had been fixed before the decrease in box-rents.

Orders establishing salaries to be in writing;

SEC. 84. That the Postmaster-General shall make all orders assigning or changing the salaries of postmasters in writing, and record them in his journal, and notify the change to the Auditor; and any change made in such salaries shall not take effect until the first day of the quarter next following such order: *Provided,* That in cases of an extraordinary increase or decrease in the business of any post-office, the Postmaster-General may adjust the salary of the postmaster at such post-office, to take effect from the first day of the quarter or period the returns for which form the basis of re-adjustment.

When to take effect.

Postmasters not to retain more than salary and commission.

SEC. 85. That no postmaster shall, under any pretense whatever, have, receive, or retain for himself, in the aggregate, more than the amount of his salary and his commission on the money-order business, as hereinafter provided.

Distributing offices;

SEC. 86. That the Postmaster-General may designate offices at the intersection of mail-routes as distributing or separating offices; and where any such office is of the third, fourth, or fifth class, he may make a reasonable allowance to the postmaster for the necessary cost of clerical services arising from such duties.

Allowance to postmasters.

Postmasters of first and second classes and at New York City to be allowed, for rent, clerks, &c.

SEC. 87. That the Postmaster-General may allow to the postmaster at New York City, and to the postmasters at offices of the first and second classes, out of the surplus revenues of their respective offices, that is to say, the excess of box-rents and commissions over and above the salary assigned to the office, a reasonable sum for the necessary cost of rent, fuel, lights, furniture, stationery, printing, clerks, and necessary incidentals, to be adjusted on a satisfactory exhibit of the facts, and no such allowance shall be made except upon the order of the Postmaster-General.

No allowance except on order of Postmaster-General.

Salary, &c., may be deducted from receipts of office.

SEC. 88. That the salary of a postmaster, and such other expenses of the postal service authorized by law as may be incurred by him, and for which appropriations have been made, may be deducted out of the receipts of his office, under the direction of the Postmaster-General.

Vouchers for deduction to be submitted to Auditor.

SEC. 89. That vouchers for all deductions made by a postmaster out of the receipts of his office, on account of the expenses of the postal service, shall be submitted for examination and settlement to the Auditor for the Post-Office

Department, and no such deduction shall be valid unless found to be in conformity with law.

SEC. 90. That whenever, by reason of the presence of a military or naval force near any post-office, or from any other cause, unusual business accrues thereat, the Postmaster-General shall make a special order allowing reasonable compensation for clerical service, and a proportionate increase of salary to the postmaster during the time of such extraordinary business.

Compensation for unusual business at any post-office.

SEC. 140. That postmasters shall notify the publisher of any newspaper, or other periodical, when any subscriber shall refuse to take the same from the office, or neglect to call for it for the period of one month.

Notice that newspaper, &c., is not taken from office.

SEC. 145. That any postmaster who shall unlawfully detain in his office any letter or other mail-matter, the posting of which is not prohibited by law, with intent to prevent the arrival and delivery of the same to the person to whom it is addressed, shall, on conviction thereof, forfeit and pay not exceeding five hundred dollars, and be imprisoned not exceeding six months, and he shall be forever thereafter incapable of holding the office of postmaster.

Letters or other mail-matter, the posting of which not prohibited by law, shall not be detained with intent, &c. ;

Penalty of.

SEC. 146. That any person employed in any department of the postal service, who shall unlawfully detain, delay, or open any letter, packet, bag, or mail of letters intrusted to him, or which shall have come into his possession, and which was intended to be conveyed by mail, or carried or delivered by any mail-carrier, mail-messenger, route-agent, letter-carrier, or other person employed in any department of the postal service, or forwarded through or delivered from any post-office or branch post-office established by authority of the Postmaster-General; any such person who shall secrete, embezzle, or destroy any such letter, packet, bag, or mail of letters, as aforesaid, which shall not contain any security for or assurance relating to money or other thing of value, every such person shall, on conviction thereof, for every such offense, forfeit and pay a penalty of not exceeding five hundred dollars, or be imprisoned not more than one year, or both, at the discretion of the court.

Penalty upon any employe in the postal service for unlawfully detaining letters, &c. ;

For secreting, or destroying, &c., letters, &c., not containing, &c.

SEC. 153. That no mail-matter shall be delivered until the postage due thereon has been paid.

Mail-matter not to be delivered until postage is paid.

SEC. 154. That no box at any post-office shall be assigned to the use of any person until the rent thereof has been paid for at least one quarter in advance, for which the postmaster shall give a receipt.

Boxes at post-offices to be paid one quarter in advance.

SEC. 172. That postage-stamps and stamped envelopes shall be furnished by the Postmaster-General to all post-

Postmasters to be furnished with postage-stamps

and stamped envelopes;
And held accountable for same.

Postage-stamps affixed to mail-matter, when to be defaced.

Postmasters to be reported to Postmaster-General for failure of,

List of non-delivered letters may be posted or published;

In what newspapers;

How often;

Addressed to persons foreign-born, in what newspaper.

Letters containing fractional currency to be registered without fee, &c.

List of non-de-

masters, and shall be kept for sale at all post-offices; and each postmaster shall be held accountable for all such stamps and envelopes furnished to him.

SEC. 175. That postage-stamps affixed to all mail-matter or the stamped envelopes in which the same is inclosed, when depositing for mailing or delivery, shall be defaced by the postmaster at the mailing office in such manner as the Postmaster-General may direct; and if any mail-matter shall be forwarded without the stamps or envelopes being so defaced, the postmaster at the office of delivery shall deface them, and report the delinquent postmaster to the Postmaster-General.

SEC. 188. That the Postmaster-General may direct the publication of the list of non-delivered letters at any post-office by a written list posted in some public place, or, when he shall deem it for the public interest, he may direct the publication of such list in the daily or weekly newspaper regularly published within the post-office delivery which has the largest circulation within such delivery; and where no daily paper is published within the post-office delivery, such list may be published in the daily newspaper of any adjoining delivery having the largest circulation within the delivery of the post-office publishing the list; and in case of dispute as to the circulation of competing newspapers, the postmaster shall receive evidence and decide upon the fact. Such list shall be published as frequently as the Postmaster-General may deem proper, but not oftener than once a week.

SEC. 189. That the list of non-delivered letters addressed to persons foreign-born may be published in a newspaper printed in the language most used by them, which shall be selected in the manner prescribed in the preceding section.

SEC. 190. That, under such regulations as the Postmaster-General may prescribe, all postmasters are hereby authorized to register, in the manner prescribed by law, but without payment of any registration fee, all letters containing fractional or other currency of the United States, which shall be by them sent by mail to the Treasurer of the United States for redemption; and it shall be the duty of the postmaster at the city of Washington, in the District of Columbia, to register, in like manner, without charge, all letters containing new currency returned for currency redeemed, which shall be received by him from the said Treasurer, in sealed packages, marked with the word "register" over the official signature of the said Treasurer.

SEC. 191. That every postmaster shall post, in a conspic

nous place in his office, a copy of each list of non-delivered letters immediately after its publication.

SEC. 193. That all letters published as non-delivered shall be charged with one cent in addition to the regular postage, to be accounted for as part of the postal revenue.

SEC. 198. That when the writer of any letter on which the postage is prepaid shall indorse upon the outside thereof his name and address, such letter shall not be advertised, but after remaining uncalled for at the office to which it is directed thirty days, or the time the writer may direct, shall be returned to him without additional charge for postage, and if not then delivered shall be treated as a dead-letter.

SEC. 199. That prepaid and free letters shall be forwarded from one post-office to another, at the request of the party addressed, without additional charge for postage.

SEC. 206. That if any postmaster, or other person authorized by the Postmaster-General to receive the postage of letters, shall fraudulently demand or receive any rate of postage, or gratuity, or reward, other than is provided by this act, for the postage of letters or packets, on conviction thereof, he shall forfeit, for every such offense, one hundred dollars.

SEC. 106. That in case of the sickness or unavoidable absence from his office of the postmaster of any money-order post-office, he may, with the approval of the Postmaster-General, authorize the chief clerk, or some other clerk employed therein, to act in his place, and to discharge all the duties required by law of such postmasters: *Provided*, That the official bond given by the principal of the office shall be held to cover and apply to the acts of the person appointed to act in his place in such cases: *And provided further*, That such acting officer shall, for the time being, be subject to all the liabilities and penalties prescribed by law for the official misconduct in like cases of the postmaster for whom he shall act.

livered letters to be posted, &c.

Additional charge of one cent upon, &c.

Letters, if prepaid, not called for, to be returned to writer, &c.

Prepaid, &c., letters to be forwarded without extra charge.

Penalty for demanding, &c., any postage other than, &c.

Postmaster at money-order office may, in case of, &c., authorize chief clerk, &c., to act in his place, &c.

CHAPTER IV.

FINANCE.

Unclaimed money from dead-letters and other moneys to be deposited as part of postal revenue.

SEC. 42. That unclaimed money in dead-letters for which no owner can be found; all money taken from the mail by robbery, theft, or otherwise, which may come into the hands of any agent or employee of the United States, or any other person whatever; all fines and penalties imposed for any violation of the postal laws, except such part as may by law belong to the informer or party prosecuting for the same; and all money derived from the sale of waste paper or other public property of the Post-Office Department, shall be deposited in the Treasury, under the direction of the Postmaster-General, as part of the postal revenue. And the Postmaster-General is hereby directed to cause to be placed to the credit of the Treasurer of the United States for the service of the Post-Office Department, the net proceeds of the money-order business; and the receipts of the Post-Office Department derived from this source during each quarter shall be entered by the Auditor of the Treasury for the Post-Office Department, in the accounts of said Department, under the head of "revenue from money-order business."

Revenue from money-order business.

Postages, box-rents, &c., to be accounted for as part of postal revenues, &c.

SEC. 43. That all postages, box-rents, and other receipts at post-offices shall be accounted for as part of the postal revenues; and any part thereof which the postmaster has neglected to collect, he shall be charged with and held accountable for the same as if he had collected it.

Appropriations for postal service.

SEC. 46. That the money required for the postal service in each year shall be appropriated by law out of the revenues of the service.

SEC. 47. That payments of money out of the Treasury on account of the postal service shall be in pursuance of appropriations made by law, by warrants of the Postmaster-General, registered and countersigned by the Auditor for the Post-Office Department, and expressing on their face the appropriation to which they should be charged.

Payments on account of postal service, how to be made.

SEC. 48. That all payments on account of the postal service shall be made to persons to whom the same shall be certified to be due by the Auditor; but advances of necessary sums to defray expenses may be made by the Postmaster-General to agents employed to investigate mail depredations, examine post routes and offices, and on other like services, to be charged to them by the Auditor, and to be accounted for in the settlement of their accounts.

To what persons.

Necessary advances for expenses, how made.

SEC. 54. That the postal revenues, and all debts due the Post-Office Department, shall, when collected, be paid into the Treasury of the United States, under the direction of the Postmaster-General; and the Treasurer, assistant treasurer, or designated depository receiving such payment shall give the depositor duplicate receipts therefor.

Postal revenues, &c., to be paid into the Treasury.

SEC. 55. That all deposits on account of the postal service shall be brought into the Treasury by warrants of the Postmaster-General, countersigned by the Auditor; and no credit shall be allowed for any deposit until such warrant has been issued.

Deposits on account of postal service, &c.

SEC. 56. That the Postmaster-General may transfer money belonging to the postal service between the Treasurer, assistant treasurer, and designated depositories, at his discretion, and as the safety of the public money and the convenience of the service may require.

Transfer of money belonging to postal service.

SEC. 57. That all fines and penalties imposed for any violation of any law relating to the Post-Office Department, or of any other law where such violation affects the revenue or property of the Post-Office Department, shall, when collected or recovered, be paid into the Treasury, to the credit of the United States, for the use of the Post-Office Department, excepting, however, such part thereof as may, by law, belong to the party informing or prosecuting for the same.

Fines and penalties when, &c., to be paid into Treasury, except, &c.

CHAPTER V.

MONEY-ORDER SYSTEM.

Money-order system, establishment of.

SEC. 102. That to promote public convenience, and to insure greater security in the transfer of money through the mail, the Postmaster-General may establish, under such rules and regulations as he may deem expedient, a uniform money-order system, at all suitable post-offices, which shall be designated as "money-order offices."

Arrangements with foreign governments for exchange by postal orders, of small sums of money.

SEC. 103. That the Postmaster-General may conclude arrangements with the post-departments of foreign governments, with which postal conventions have been or may be concluded, for the exchange, by means of postal orders, of small sums of money, not exceeding fifty dollars in amount, at such rates of exchange, and compensation to postmasters, and under such rules and regulations, as he may deem expedient; and the expenses of establishing and conducting such system of exchange may be paid out of the proceeds of the money-order business.

Expenses of.

Postal money-orders, rules for issuing;

SEC. 104. That the postmaster at a money-order office shall issue, in such manner and form as the Postmaster-General may prescribe, an order for a specified sum of money, payable by the postmaster at any other money-order office which the person applying therefor may select; but no money-order shall be delivered until the amount thereof, and the proper fee therefor, have been deposited with the postmaster issuing it: *Provided*, That the postmaster of every city where branch post-offices or stations are established and in operation, subject to his supervision, is hereby authorized, under the direction of the Postmaster-General, to issue, or to cause to be issued, by any of his assistants or

In cities where branch post-offices are in operation.

clerks in charge of branch post-offices or stations, postal money-orders payable at his own or at any other money-order office, or at any branch post-office or station of his own, or of any other money-order office, as the remitters thereof may direct; and that the postmaster and his sureties shall in every case be held accountable upon his official bond for all moneys received by him or his designated assistants or clerks in charge of stations from the issue of money-orders under the provisions of this act, and for all moneys which may come into his or their hands, or be placed in his or their custody by reason of the transaction by them of money-order business. And all the provisions of law now in force respecting the issue and the payment of money-orders, and the disposal of money-order funds in the custody of postmasters, shall apply to all money-orders issued under the authority given by this act, and to all moneys received from the issue thereof.

Postmaster and sureties on his bond accountable for money received for money-orders.

Laws now in force to apply.

SEC. 105. That any postmaster who shall issue a money-order without having previously received the money therefor shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined not less than fifty nor more than five hundred dollars.

Money order not to be issued until the money is received.

Penalty for.

SEC. 106. That in case of sickness or unavoidable absence from his office of the postmaster of any money-order post-office, he may, with the approval of the Postmaster-General, authorize the chief clerk, or some other clerk employed therein, to act in his place, and to discharge all the duties required by law of such postmasters: *Provided*, That the official bond given by the principal of the office shall be held to cover and apply to the acts of the person appointed to act in his place in such cases; *And provided further*, That such acting officer shall, for the time being, be subject to all the liabilities and penalties prescribed by law for the official misconduct in like cases of the postmaster for whom he shall act.

Postmaster at money-order office may, in case of, &c., authorize some clerk to act in his place.

Bond to cover acts of such person.

Person so acting subject to penalties, &c.

SEC. 107. That no money-order shall be issued for more than fifty dollars, and the fees therefor shall be, for orders not exceeding ten dollars, five cents; exceeding ten and not exceeding twenty dollars, ten cents; exceeding twenty and not exceeding thirty dollars, fifteen cents; exceeding thirty and not exceeding forty dollars, twenty cents; exceeding forty dollars, twenty-five cents.

Money-orders not to exceed \$50; Fees therefor.

SEC. 108. That the Postmaster-General shall supply money-order offices with blank forms of application for money-orders, which each applicant shall fill up with his name, the name and address of the party to whom the order

Blanks for money-order offices.

Applicant to fill blanks.

- Applications to be preserved. is to be paid, the amount, and the date of application; and all such applications shall be preserved by the postmaster receiving them for such time as the Postmaster-General may prescribe.
- Forms for money-orders. SEC. 109. That the Postmaster-General shall furnish money-order offices with printed or engraved forms for money-orders, and no order shall be valid unless it be drawn upon such form.
- No order valid, unless, &c. SEC. 110. That the postmaster issuing a money-order shall send a notice thereof by mail, without delay, to the postmaster on whom it is drawn.
- Money-orders not valid after one year. SEC. 111. That no money-order shall be valid and payable unless presented to the postmaster on whom it is drawn within one year after its date; but the Postmaster-General, on the application of the remitter or payee of any such order, may cause a new order to be issued in lieu thereof.
- New orders in lieu of, &c. SEC. 112. That the payee of a money-order may, by his written indorsement thereon, direct it to be paid to any other person, and the postmaster on whom it is drawn shall pay the same to the person thus designated, provided he shall furnish such proof as the Postmaster-General may prescribe that the indorsement is genuine, and that he is the person empowered to receive payment; but more than one indorsement shall render an order invalid and not payable, and the holder, to obtain payment, shall be required to apply in writing to the Postmaster-General for a new order in lieu thereof, returning the original order, and making such proof of the genuineness of the indorsements as the Postmaster-General may require.
- More than one indorsement renders order invalid. SEC. 113. That after a money-order has been issued, if the purchaser desires to have it modified or changed, the postmaster who issued the order shall take it back and issue another in lieu of it, for which a new fee shall be exacted.
- Money-orders may be changed. SEC. 114. That the postmaster issuing a money-order shall repay the amount of it upon the application of the person who obtained it, and the return of the order, but the fee paid for it shall not be returned.
- A new fee to be exacted. SEC. 115. That whenever a money-order has been lost, the Postmaster-General, upon the application of the remitter or payee of such order, may cause a duplicate thereof to be issued, without charge, providing the party losing the original shall furnish a certificate from the postmaster by whom it was payable that it had not been, and would not thereafter be, paid, and a similar certificate from the postmaster by whom it was issued that it had not been, and would not thereafter be, repaid.
- Postmaster issuing a money-order shall repay, &c., but not the fee. Duplicate order in place of order lost, &c.

SEC. 116. That any person who shall, with intent to defraud, falsely make, forge, counterfeit, engrave, or print, or cause or procure to be falsely made, forged, counterfeited, engraved, or printed, or willingly aid or assist in falsely making, forging, counterfeiting, engraving, or printing, any order in imitation of or purporting to be a money-order issued by the Post-Office Department, or any of its postmasters or agents, or any material signature or indorsement thereon; any person who shall falsely alter, or cause or procure to be altered, or willingly aid or assist in falsely altering any such money-order; any person who shall, with intent to defraud, pass, utter, or publish, or attempt to pass, utter, or publish, as true, any such false, forged, counterfeited, or altered money-order, knowing the same, or any signature or indorsement thereon, to be false, forged, counterfeited, or altered, every such person shall be deemed guilty of felony, and, on conviction thereof, shall be imprisoned at hard labor for not less than two nor more than five years, and be fined not exceeding five thousand dollars.

Penalty for forging, &c., a money-order;

For falsely altering or passing, &c., with intent to defraud.

SEC. 117. That all payments and transfers to and from money-order offices shall be under the direction of the Postmaster-General. He may transfer money-order funds from one postmaster to another, and from the postal revenue to the money-order funds; and he may transfer money-order funds to creditors of the Department, to be replaced by equivalent transfers from the postal revenues.

Payments and transfers to and from money-order offices.

SEC. 118. That the Postmaster-General may transfer to the postmaster at any money-order office, by warrant on the Treasury, countersigned by the Auditor for the Post-Office Department, and payable out of the postal revenues, such sum as may be required over and above the current revenues at his office to pay the money-orders drawn upon him.

Transfer by warrant to meet money-orders.

SEC. 119. That the Postmaster-General shall require each postmaster at a money-order office to render to the Post-Office Department weekly, semi-weekly, or daily accounts of all money-orders issued and paid; of all fees received for issuing them; of all transfers and payments made from money order funds; and of all money received to be used for the payment of money-orders or on account of money-order business.

Accounts of money-orders, &c., may be required daily, &c.

SEC. 120. That the Auditor for the Post-Office Department shall keep the accounts of the money-order business separately, and in such manner as to show the number and amount of money-orders issued at each office, the number and amount paid, the amount of fees received, and all the expenses of the money-order business.

Accounts of money-order business to be kept separately.

Money received for money-orders, &c., to be deemed money-order funds.

SEC. 121. That all money received for the sale of money-orders, including all fees thereon, all money transferred from the postal revenues to the money-order funds, all money transferred or paid from the money-order funds to the service of the Post-Office Department, and all money-order funds transferred from one postmaster to another, shall be deemed and taken to be money-order funds and money in the Treasury of the United States. And it shall be the duty of the assistant treasurer of the United States to open, at the request of the Postmaster-General, an account of "money-order funds" deposited by postmasters to the credit of the Postmaster-General, and of drafts against the amount so deposited, drawn by him and countersigned by the Auditor.

Assistant treasurer to open an account of "money order funds."

Misusing, &c., any money-order funds, or aiding therein, to be embezzlement;

SEC. 122. That any postmaster, assistant, clerk, or other person employed in or connected with the business or operations of any money-order office who shall convert to his own use, in any way whatever, or loan, or deposit in any bank, or exchange for other funds, any portion of the money-order funds, shall be deemed guilty of embezzlement; and any such person, as well as every other person advising or participating therein, shall, on conviction thereof, for every such offense, be imprisoned for not less than six months nor more than ten years, and be fined in a sum equal to the amount embezzled; and any failure to pay over or produce any money-order funds intrusted to such person shall be taken to be prima-facie evidence of embezzlement; and upon the trial of any indictment against any person for such embezzlement, it shall be prima-facie evidence of a balance against him to produce a transcript from the money-order account-books of the Auditor for the Post-Office Department. But nothing herein contained shall be construed to prohibit any postmaster depositing, under the direction of the Postmaster-General, in a national bank designated by the Secretary of the Treasury for that purpose, to his own credit as postmaster, any money-order or other funds in his charge, nor prevent his negotiating drafts or other evidences of debt through such bank, or through United States disbursing officers, or otherwise, when instructed or required to do so by the Postmaster-General, for the purpose of remitting surplus money-order funds from one post-office to another, to be used in payment of money-orders. That disbursing officers of the United States shall be required to issue, under regulations to be prescribed by the Secretary of the Treasury, duplicates of lost checks drawn by them in

Penalty for.

Failure to pay over, &c., to be prima facie evidence of embezzlement.

In trials for, &c., transcript from, &c., to be prima facie evidence of balance against.

Disbursing officers to issue duplicates of lost checks for, &c.

favor of any postmaster on account of money-order or other public funds received by them from some other postmaster.

SEC. 123. That postmasters at money-order offices may be allowed, as compensation for issuing and paying money-orders, not exceeding one-third of the whole amount of fees collected on orders issued, and one-fourth of one per centum on the gross amount of orders paid at their respective offices, provided such compensation, together with the postmaster's salary, shall not exceed four thousand dollars per annum, except in the case of the postmaster at New York City, as hereinbefore provided.

Payment to postmasters at money-order offices for, &c.

Limit.

SEC. 124. That the Postmaster-General may pay out of the proceeds of the money-order business the cost of stationery and such incidental expenses as are necessary for the transaction of that business.

Stationery and incidentals in money-order business.

SEC. 125. That the Postmaster-General may employ such an additional number of clerks at money-order offices as may be necessary for conducting the operations of the money-order system, who shall be paid out of the proceeds of the money-order business.

Additional clerks at money-order offices;

How paid.

SEC. 42. * * * * *

And the Postmaster-General is hereby directed to cause to be placed to the credit of the Treasurer of the United States for the service of the Post-Office Department the net proceeds of the money-order business; and the receipts of the Post-Office Department derived from this source during each quarter shall be entered by the Auditor of the Treasury for the Post-Office Department in the accounts of said Department, under the head of "revenue from money-order business."

Revenue from money-order business.

SEC. 65. * * * * *

And where an office shall be designated as a money-order office, the bond of the postmaster shall contain an additional condition for the faithful performance of all duties and obligations in connection with the money-order business. On the death, resignation, or removal of a postmaster, his bond shall be delivered to the Auditor for the Post-Office Department. * * * * *

Bond of postmaster at money-order office to contain, &c., for faithful performance, &c.

CHAPTER VI.

POST-ROADS.

Post-offices may be established, &c.

SEC. 61. That the Postmaster-General shall establish post-offices at all such places on post-roads established by law as he may deem expedient, and he shall promptly certify such establishment to the Auditor for the Post-Office Department.

What to be deemed post-roads;

SEC. 200. That all the waters of the United States shall be post-roads during the time the mail is carried thereon, as provided in section two hundred and nineteen.

Railways;

SEC. 201. That all railways and parts of railways which are now or hereafter may be put in operation are hereby declared to be post-roads.

Canals;

SEC. 202. That all canals during the time the mail is carried thereon are hereby declared to be post-roads.

Plank-roads.

SEC. 203. That all plank-roads during the time the mail is carried thereon are hereby declared to be post-roads.

Road to supply court-house.

SEC. 204. That the road on which the mail is carried to supply any court-house which may be without a mail, as provided in section two hundred and sixteen, and the road on which the mail is carried, under section two hundred and twenty-one, providing for extending the line of posts, shall, during the time such mail is carried thereon, be post-roads.

Letter-carrier routes to be deemed post-roads.

SEC. 205. That all letter-carrier routes established in any city or town, for the collection and delivery of mail-matter by carriers, are hereby declared to be post-roads.

If more than one road, which to be post-road.

SEC. 206. That when there is more than one road between places designated by law for a post-road, the Postmaster-General may direct which shall be considered the post-road.

Postmaster-General may change terminus.

SEC. 207. That the Postmaster-General may change the terminus of post-roads connecting with or intersecting railways when the service can be thereby improved.

SEC. 208. That whenever, in the opinion of the Postmaster General, the postal service cannot be safely continued, the revenues collected, or the laws maintained on any post-road, he may discontinue the service on such road or any part thereof until the same can be safely restored.

May discontinue service on any road.

SEC. 215. That the Postmaster-General shall provide for carrying the mail on all post-roads established by law, as often as he, having due regard to productiveness and other circumstances, may think proper.

Mails to be carried on all post-roads, how often.

SEC. 216. That the Postmaster-General shall cause a mail to be carried from the nearest post-office on any established post-road to the court-house of any county in the United States which is without a mail.

To be carried to court-house of any county without a mail.

CHAPTER VII.

PROPOSALS AND CONTRACTS FOR CARRYING THE MAILS.

Delinquencies,
&c., of contractors,
carriers, &c., to be
reported.

SEC. 77. That postmasters shall promptly report to the Postmaster-General every delinquency, neglect, or malpractice of the contractors, their agents, or carriers, which may come to their knowledge.

No postmaster,
&c., to be a con-
tractor for carry-
ing mail.

SEC. 78. That no postmaster, assistant postmaster, or clerk employed in any post-office shall be a contractor or concerned in any contract for carrying the mail.

Postmaster-Gen-
eral may contract
for carrying the
mails on, &c.;

SEC. 209. That the Postmaster-General may, when he deems it advisable, contract for the transportation of the mails to and from any post-office; but where such service is performed over a route not established by law, it shall be his duty to report the same to Congress at its meeting next thereafter, and said service shall cease at the end of the next session of Congress, unless said route is established a post-route by Congress.

SEC. 210. That the Postmaster-General shall arrange the railway-routes on which the mail is carried, including those in which the service is partly by railway and partly by steamboat, into three classes, according to the size of the mails, the speed at which they are carried, and the frequency and importance of the service, so that each railway company shall receive, as far as practicable, a proportionate and just rate of compensation, according to the service performed.

SEC. 211. That the pay for carrying the mail on any railway of the first class shall not exceed three hundred dollars per mile per annum; on any railway of the second class it

shall not exceed one hundred dollars per mile per annum ; and on any railway of the third class it shall not exceed fifty dollars per mile per annum ; but if one-half the service on any railway is required to be performed in the night-time, the Postmaster-General may pay twenty-five per centum in addition to the above maximum rates.

Amended, ante, p. 42

SEC. 212. That if the Postmaster-General is unable to contract for carrying the mail on any railway-route at a compensation not exceeding the maximum rates herein provided, or for what he may deem a reasonable and fair compensation, he may separate the letter-mail from the other mail, and contract, either with or without advertising, for carrying such letter-mail by horse-express or otherwise, at the greatest speed that can reasonably be obtained, and for carrying the other mail in wagons, or otherwise, at a slower rate of speed.

Postmaster-General may separate letter-mail, if, &c., and provide for carrying, &c.

SEC. 213. That every railway-company carrying the mail shall carry on any train which may run over its road, and without extra charge therefor, all mailable matter directed to be carried thereon, with the person in charge of the same.

Railway carrying the mail to carry all mailable matter, &c. ;

SEC. 214. That all railway-companies to which the United States have furnished aid by grant of lands, right of way, or otherwise, shall carry the mail at such prices as Congress may by law provide ; and, until such price is fixed by law, the Postmaster-General may fix the rate of compensation.

Having land-grants to carry mail at what prices.

SEC. 215. That the Postmaster-General shall provide for carrying the mail on all post-roads established by law as often as he, having due regard to productiveness and other circumstances, may think proper.

Mail to be carried on all post-roads.

SEC. 216. That the Postmaster-General shall cause a mail to be carried from the nearest post-office on any established post-road to the court-house of any county in the United States which is without a mail.

To be carried to court-house of any county without a mail.

SEC. 217. That the Postmaster-General may contract for carrying the mail on the navigable canals of the several States, when, in his opinion, the public interest or convenience requires it.

Mail on navigable canals ;

SEC. 218. That the Postmaster-General may contract for carrying the mail on any plank-road in the United States, when the public interest or convenience requires it.

On plank-roads.

SEC. 219. That the Postmaster-General may cause the mail to be carried in any steamboat or other vessel used as a packet on any of the waters of the United States.

In steamboats ;

SEC. 220. That the Postmaster-General may, if he deem it for the public interest, make contracts for any period not

In steamships ;

exceeding one year, for carrying the mail in steamships between any of the ports of the United States.

To post-offices on any established route.

SEC. 221. That the Postmaster-General may enter into contracts for extending the line of posts to supply mails to post-offices not on any established route, and, as a compensation for carrying the mail under such contracts, may allow not exceeding two-thirds of the salary paid to the postmaster at such special offices.

Compensation therefor.

Penalty for receiving, &c., any letter contrary to law.

SEC. 227. That any person concerned in carrying the mail, who shall collect, receive, or carry any letter or packet, or cause or procure the same to be done, contrary to law, shall, on conviction thereof, for every such offense, forfeit and pay not exceeding fifty dollars.

Separate carriage of letter-mail may be provided for, when, &c.;

SEC. 240. That when the amount of mail-matter to be carried on any mail-route is so great as to seriously retard the progress or endanger the security of the letter-mail, or materially increase the cost of carriage at the ordinary rate of speed, the Postmaster-General may provide for the separate carriage of the letter-mail at the usual rate of speed; but the other mail-matter shall not be delayed any more than is absolutely necessary, having due regard to the cost of expedition and the means at his disposal for effecting the same.

Other mail not to be delayed unnecessarily.

Proposals for carrying the mail to be advertised before contracts are made;

SEC. 243. That before making any contract for carrying the mail, other than those hereinafter excepted, the Postmaster-General shall give public notice by advertising once a week for six weeks in one or more, not exceeding five, newspapers published in the State or Territory where the service is to be performed, one of which shall be published at the seat of government of such State or Territory; and such notice shall describe the route, the time at which the mail is to be made up, the time at which it is to be delivered, and the frequency of the service; and the Postmaster-General shall direct, by special order in each case, the newspapers in which mail-lettings, or other proposals relative to the business of his Department, shall be advertised, and no publisher shall be paid for such advertisements without having been requested by the Postmaster-General to publish the same.

Advertisements to state what;

Newspapers, how selected, &c.

Proposals to be delivered and kept sealed until, &c.;

SEC. 244. That proposals for carrying the mail shall be delivered sealed, and so kept until the bidding is closed, and shall then be opened and marked in the presence of the Postmaster-General, and one of the Assistant Postmasters-General, or of two of the Assistant Postmasters-General, or of any other two officers of the Department, to be designated by the Postmaster-General; and any bidder may withdraw

When and how opened.

Bidders may

his bid at any time before twenty-four hours previous to the time fixed for the opening of proposals, by serving upon the Postmaster-General, or the Second Assistant Postmaster-General, notice in writing of such withdrawal.

SEC. 245. That every proposal for carrying the mail shall be accompanied by a written guarantee, signed by one or more responsible persons, and undertaking that, within such time after the bid is accepted as the Postmaster-General may prescribe, the bidder will enter into an obligation, with good and sufficient sureties, to perform the service proposed; and no proposals shall be considered unless accompanied by such guarantee.

SEC. 246. That each bid for carrying the mail shall hereafter have affixed to it the oath of the bidder, taken before an officer qualified to administer oaths, that he has the ability pecuniarily to fulfill his obligations, and that the bid is made in good faith and with the intention to enter into contract and perform the service, in case his bid shall be accepted; and that the signatures of his guarantors are genuine, and that he believes said guarantors pecuniarily responsible for and able to pay all damages the United States shall suffer by reason of the bidder's failing to perform his obligations as such bidder.

SEC. 247. That any postmaster or other officer of the Post-Office Department who shall affix his signature to the certificate of sufficiency of guarantors or sureties before the guarantee or contract is signed by the guarantors or sureties, or shall knowingly make any false or illusory certificate, shall be forthwith dismissed from office, and shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding one thousand dollars, or by imprisonment not exceeding one year, or both.

SEC. 248. That the Postmaster-General shall have recorded, in a book to be kept for that purpose, a true and faithful abstract of all proposals made to him for carrying the mail, giving the name of the party offering, the terms of the offer, the sum to be paid, and the time the contract is to continue; and he shall put on file and preserve the originals of all such proposals.

SEC. 249. That all contracts for carrying the mail shall be in the name of the United States, and shall be awarded to the lowest bidder tendering sufficient guarantees for faithful performance, without other reference to the mode of transportation than may be necessary to provide for the due celerity, certainty, and security thereof; but the Postmaster-General shall not be bound to consider the bid of any per-

withdraw bids,
and how.

Proposals to
have a written
guarantee that.
&c.;

Not to be con-
sidered without
&c.

Bid to have oath
of bidder affixed,
that, &c.

Penalty upon
postmaster, &c.,
for certifying to
sufficiency of
guarantors, &c.,
before, &c.

Abstract of pro-
posals for carrying
the mails to be re-
corded.

Contracts for,
&c., to be in name
of the United
States, and award-
ed to lowest bid-
der, &c.

Bids of certain persons not to be considered.

son who has willfully or negligently failed to perform a former contract.

Contracts for carrying the mail not to be made with certain persons.

SEC. 250. That no contract for carrying the mail shall be made with any person who has entered, or proposed to enter, into any combination to prevent the making of any bid for carrying the mail, or who has made any agreement, or given or performed, or promised to give or perform, any consideration whatever to induce any other person not to bid for any such contract; and if any person so offending is a contractor for carrying the mail, his contract may be annulled; and for the first offense the person so offending shall be disqualified to contract for carrying the mail for five years, and for the second offense shall be forever disqualified.

Penalties.

Contracts to be made with next lowest bidder, when, &c., if &c.

SEC. 251. That after any regular bidder or contractor for the transportation of the mail upon any route shall have failed to enter into contract, and commence the performance thereof as herein provided, the Postmaster-General shall proceed to contract with the next lowest bidder for such service, who will enter into a contract and perform the same, unless the Postmaster-General shall consider such bid too high, in which case he shall re-advertise such service. And in all cases of regular contracts hereafter made the contract may, in the discretion of the Postmaster-General, be continued in force beyond its express terms for a period not exceeding six months, until a new contract with the same or other contractors shall be made by the Postmaster-General.

Regular contracts to be continued in force six months, &c.

The Postmaster-General may contract, without advertisement, for a period not to exceed twelve months, for the carriage of the mail on such route during the time that shall necessarily elapse between the failure of either of the accepted bidders to enter into a contract and the time when the next accepted bidder under the old or a new advertisement shall enter upon his contract; and the difference between the price proposed in the accepted bid and that paid for intermediate service shall be charged to the failing bidder or bidders, and may be recovered in the name of the United States for the use of the Post-Office Department, in an action on the case. And when the contract shall be made and concluded, the difference between the accepted bid of the failing bidders and the amount payable under the contract for the service of two years shall be forthwith charged against the failing bidder or bidders; and an action for such sum in the nature of liquidated damages shall accrue to the United States for the use of the Post-Office Department immediately upon the execution of the final con-

Certain contracts made without advertisement.

Difference in price to be charged to failing bidder.

Action to accrue to United States.

tract. And both causes of action mentioned in this section may be joined in one suit.

SEC. 252. That no bidder for carrying the mails shall be released from his obligation under his bid or proposal, notwithstanding an award made to a lower bidder, until a contract for the designated service shall have been duly executed by such lower bidder and his sureties, and accepted, and the service entered upon by the contractor to the satisfaction of the Postmaster-General.

Bidders not to be released from obligations until, &c. ;

SEC. 253. That hereafter all bidders upon every mail-route for the transportation of the mails upon the same, where the annual compensation for the service on such route at the time exceeds the sum of five thousand dollars, shall accompany their bids with a certified check or draft, payable to the order of the Postmaster-General, upon some solvent national bank, which check or draft shall not be less than five per centum on the amount of the annual pay on said route at the time such bid is made ; and in case of new service, not less than five per centum of the amount of one year's pay proposed in such bid, if the bid exceed five thousand dollars per annum. In case any bidder, on being awarded any such contract, shall fail to execute the same, with good and sufficient sureties, according to the terms on which such bid was made and accepted, and enter upon the performance of the service to the satisfaction of the Postmaster-General, such bidder shall forfeit the amount so deposited to the United States, and the same shall forthwith be paid into the Treasury for the use of the Post-office Department ; but if such contract shall be duly executed and the service entered upon as aforesaid, such draft or check so deposited shall be returned to the bidder.

Upon certain routes bid to be accompanied with certified check, &c. ;

In case of new service,

Amount of check to be forfeited, if, &c.

Check to be returned, if, &c.

SEC. 254. That any person or persons bidding for the transportation of the mails upon any route which may be advertised to be let, and receiving an award of the contract for such service, who shall wrongfully refuse or fail to enter into contract with the Postmaster-General in due form, and perform the service described in his or their bid or proposal, shall be deemed guilty of a misdemeanor, and, on conviction thereof, be punished by a fine not exceeding five thousand dollars and by imprisonment for a term not exceeding twelve months.

Bidders receiving an award of contract and wrongfully refusing to enter into contract to be guilty of, &c. ;

Penalty for.

SEC. 255. That the Postmaster General, whenever he may deem it consistent with the public interest, may accept new surety upon any contract existing or hereafter made for carrying the mails, in substitution for and release of any existing surety.

New surety may be accepted.

Contracts for carrying the mail not to be made for longer time than, &c.

SEC. 256. That no contract for carrying the mail shall be made for a longer term than four years, and no contract for carrying the mail on the sea shall be made for a longer term than two years.

If route is not advertised for regular letting, same to be advertised, &c.

SEC. 257. That whenever, by reason of any error, omission, or other cause, any route which should properly be advertised for the regular letting is omitted, it shall be the duty of the Postmaster-General to advertise the same as soon as the error or omission shall be discovered, and the proposals for such route shall be opened as soon as possible after the other proposals in the same contract section; and the contract made under such supplementary advertisement shall run, as nearly as possible, from the beginning to the end of the regular contract term, and, during the time necessarily lost by reason of such error, omission or other cause, the Postmaster-General shall provide for the carrying of the mail on such route at as low rate as possible, without advertising.

Notice of change of terms of existing contracts.

SEC. 258. That whenever it becomes necessary to change the terms of an existing contract for carrying the mail otherwise than as provided in sections two hundred and sixty and two hundred and sixty-one, notice thereof shall be given and proceedings had thereon the same as at the letting of original contracts.

No pay for carrying mail until contract is executed.

SEC. 259. That no person whose bid for carrying the mail is accepted shall receive any pay until he has executed his contract according to law and the regulations of the Department.

Pay for additional service.

SEC. 260. That compensation for additional service in carrying the mail shall not be in excess of the exact proportion which the original compensation bears to the original service; and when any such additional service is ordered the sum to be allowed therefor shall be expressed in the order, and entered upon the books of the Department; and no compensation shall be paid for any additional regular service rendered before the issuing of such order.

Extra allowance for increased speed in carrying mail not to be allowed, unless, &c.

SEC. 261. That no extra allowance shall be made for any increase of expedition in carrying the mail unless thereby the employment of additional stock and carriers is made necessary, and in such case the additional compensation shall bear no greater proportion to the additional stock and carriers necessarily employed than the compensation in the original contract bears to the stock and carriers necessarily employed in its execution.

Duplicates of contracts for Auditor.

SEC. 262. That the Postmaster-General shall deliver to the Auditor for the Post-Office Department, within sixty

days after the making of any contract for carrying the mail, a duplicate copy thereof.

SEC. 263. That the Postmaster-General, after advertising for proposals, may enter into contracts or make suitable arrangements for transporting the mail through any foreign country, between any two points in the United States, and such transportation shall be by the speediest, safest, and most economical route; and all contracts therefor may be revoked whenever any new road or canal shall be opened affording a speedier, more economical, and equally safe transportation between the same points; but in case of the revocation of any such contract, a fair indemnity shall be awarded to the contractor.

Contracts for carrying the mail through foreign country, &c.

In case of revocation a fair indemnity to be allowed.

SEC. 264. That the Postmaster-General may contract with the owner or master of any steamboat plying upon the waters of the United States, or of any steamship or other vessel plying between ports of the United States, for carrying the mail for any length of time less than four years, and without advertising for proposals therefor, whenever the public interest and convenience will thereby be promoted; but the price paid for such service shall in no case be greater than the average price paid under the last preceding or then existing regular contract on the same route.

Contracts with owners of steamboats, &c. for carrying mails;

Price.

SEC. 265. That the Postmaster-General may enter into contracts for carrying the mail, with railway companies, without advertising for bids therefor; and the Postmaster-General may allow any railroad company with whom he may contract for the carrying of the United States mail, and who furnish railway post-office cars for the transportation of the mail, such additional compensation beyond that now allowed by law as he may think fit, not exceeding, however, fifty per centum of the said rates.

With railroad companies

Additional compensation.

SEC. 266. That the Postmaster-General may make deductions from the pay of contractors for failures to perform service according to contract, and impose fines upon them for other delinquencies. He may deduct the price of the trip in all cases where the trip is not performed; and not exceeding three times the price if the failure be occasioned by the fault of the contractor or carrier.

Deductions from pay of contractors for failures, and fines for delinquencies.

SEC. 271. That no contractor for transporting the mail within or between the United States and any foreign country shall assign or transfer his contract, and all such assignments or transfers shall be null and void.

Contracts not to be assigned.

CHAPTER VIII.

PRIVATE EXPRESSES.

Establishment of private expresses for carrying letters prohibited.

SEC. 228. That no person shall establish any private express for the conveyance of letters or packets, or in any manner cause or provide for the conveyance of the same by regular trips or at stated periods, over any post-route which is or may be established by law, or from any city, town, or place to any other city, town, or place between which the mail is regularly carried; and every person so offending, or aiding or assisting therein, shall, for each offense, forfeit and pay one hundred and fifty dollars.

Penalty.

Penalty upon owners of vehicles, &c., for knowingly conveying any person acting as a private express for conveyance of letters and packets.

SEC. 229. That the owner of every stage-coach, railway-car, steamboat, or other vehicle or vessel, which shall, with the knowledge of any owner, in whole or in part, or with the knowledge or connivance of the driver, conductor, master, or other person having charge of the same, convey any person acting or employed as a private express for the conveyance of letters or packets, and actually in possession of the same for the purpose of conveying them contrary to the spirit, true intent, and meaning of this law, shall, for every such offense, forfeit and pay one hundred and fifty dollars.

Penalty upon persons transmitting, &c., any letter or packet by private express.

SEC. 230. That no person shall transmit by private express or other unlawful means, or deliver to any agent of such unlawful express, or deposit, or cause to be deposited, at any appointed place, for the purpose of being transmitted, any letter or packet, and for every such offense the party so offending shall forfeit and pay fifty dollars.

Penalty upon owners of certain vehicles for carrying otherwise than in the mail any letter, &c.

SEC. 231. That no stage-coach, railway-car, steamboat, or other vehicle or vessel which regularly performs trips at stated periods on any post-route, or from any city, town, or place to any other city, town, or place between which the mail is regularly carried, shall carry, otherwise than in the

mail, any letters or packets, except such as relate to some part of the cargo of such steamboat or other vessel, or to some article carried at the same time by the same stage-coach, railway-car, or other vehicle, except as provided in section two hundred and thirty-nine; and for every such offense the owner of the stage-coach, railway-car, steamboat, or other vehicle or vessel shall forfeit and pay one hundred dollars; and the driver, conductor, master, or other person having charge thereof, and not at the time owner of the whole or any part thereof, shall in like manner forfeit and pay for every such offense fifty dollars.

SEC. 232. That no person shall carry any letter or packet on board any vessel which carries the mail otherwise than in such mail, except as provided in section two hundred and thirty-nine; and for every such offense the party offending shall forfeit and pay fifty dollars.

Penalty for carrying any letter except in the mail, on any vessel that carries the mail.

SEC. 233. That no vessel departing from the United States for any foreign port shall receive on board or convey any letter or packet originating in the United States which has not been regularly received from the post-office at the port of departure, and which does not relate to the cargo of said vessel, except as provided in section two hundred and thirty-nine; and every collector, or other officer of the port empowered to grant clearances, shall require from the master of such vessel, as a condition of clearance, an oath or affirmation that he has not received on board, has not under his care or control, and will not receive or convey any letter or packet contrary to the provisions of this section.

Vessels leaving the United States for a foreign port not to receive certain letters on board.

SEC. 234. That no vessel arriving within any port or collection-district of the United States shall be allowed to make entry or break bulk until all letters on board are delivered at the nearest post-office, and the master thereof has signed and sworn to the following declaration, before the collector or other proper customs-officer:

Vessel arriving, &c., not to make entry until all letters on board are delivered at nearest post-office.

“I, A. B., master of the ———, arriving from ———, and now lying in the port of ———, do solemnly swear (or affirm) that I have, to the best of my knowledge and belief, delivered, at the post office at ———, every letter, and every bag, packet, or parcel of letters, which were on board the said vessel during her last voyage, or which were in my possession or under my power or control.”

Sworn declaration of master.

And any master who shall break bulk before he has delivered such letters shall, on conviction thereof, forfeit not exceeding one hundred dollars for every such offense, one-half to the officer making the seizure, and the other to the use of the United States.

Penalty.

Special agents,
when instructed,
and collectors to
search vessels for
letters.

SEC. 235. That any special agent of the Post-Office Department, when instructed by the Postmaster-General to make examinations and seizures, and the collector or other customs-officer of any port without special instructions, shall carefully search all vessels for letters which may be on board or which have been conveyed contrary to law.

Special agents
may seize letters,
bags, &c., carried
contrary to law on
any vessel or post-
route.

SEC. 236. That any special agent of the Post-Office Department, collector, or other customs-officer, or United States marshal or his deputy, may at all times seize all letters and bags, packets or parcels, containing letters which are being carried contrary to law on board any vessel or on any post-route, and convey the same to the nearest post-office, or may, by the direction of the Postmaster-General or Secretary of the Treasury, detain them until two months after the final determination of all suits and proceedings which may, at any time within six months after such seizure, be brought against any person for sending or carrying such letters.

Packages, &c.,
seized, to be for-
feited.

SEC. 237. That every package or parcel seized by any special agent of the Post-Office Department, collector, or other customs-officer, or United States marshal or his deputies, in which any letter is unlawfully concealed, shall be forfeited to the United States, and the same proceedings may be had to enforce the forfeiture as are authorized in respect to goods, wares, and merchandise forfeited for violation of the revenue laws; and all laws for the benefit and protection of customs-officers making seizures for violating said revenue laws shall apply to officers making seizures for violating the postal laws.

Proceedings to
enforce forfeiture.

Transmission of
letters by private
hands, &c., not
prohibited.

SEC. 238. That nothing herein contained shall be construed to prohibit the conveyance or transmission of letters or packets by private hands without compensation, or by special messenger employed for the particular occasion only.

Letters inclosed
in stamped envel-
opes, &c., may be
sent otherwise
than by mail.

SEC. 239. That all letters inclosed in stamped envelopes (the postage-stamp in every case being of a denomination sufficient to cover the postage that would be chargeable thereon if the same were sent by mail) may be sent, conveyed, and delivered otherwise than by mail, provided such envelope shall be duly directed and properly sealed, so that the letter cannot be taken therefrom without defacing the envelope, and the date of the letter or of the transmission or receipt thereof shall be written or stamped upon the envelope. But the Postmaster-General may suspend the operation of this section upon any mail-route where the public interest may require such suspension.

This section may
be suspended.

CHAPTER IX.

SHIP AND STEAMBOAT LETTERS.

SEC. 166. That all letters conveyed by vessels not regularly employed in carrying the mail shall, if for delivery within the United States, be rated with double postage, to cover the fee paid to the vessel.

Letters by vessels not regularly employed to pay double postage.

SEC. 222. That the master of any vessel of the United States, bound from any port therein to any foreign port, or from any foreign port to any port of the United States, shall, before clearance, receive on board and securely convey all such mails as the Post-Office Department, or any diplomatic or consular officer of the United States abroad, shall offer; and he shall promptly deliver the same, on arriving at the port of destination, to the proper officer, for which he shall receive two cents for every letter so delivered; and upon the entry of every such vessel returning from any foreign port, the master thereof shall make oath or affirmation that he has promptly delivered all the mail placed on board said vessel before clearance from the United States; and if he shall fail to make such oath or affirmation, the said vessel shall not be entitled to the privileges of a vessel of the United States.

Masters of United States vessels bound to foreign ports to receive any mails on board and deliver same.

Duty of master upon entry of vessel from foreign port.

SEC. 223. That the master of any steamboat passing between ports or places in the United States, and arriving at any such port or place where there is a post-office, shall deliver to the postmaster, within three hours after his arrival, if in the day-time, and if at night, within two hours after the next sunrise, all letters and packets brought by him, or within his power or control and not relating to the cargo, addressed to or destined for such port or place, for which he

Masters of steamboats passing, &c., to deliver at post-office all letters, &c., within what time.

Shall receive two cents for each letter.

Penalty.

Payment for carrying the mail to vessels not regularly employed.

shall receive from the postmaster two cents for each letter or packet so delivered, unless the same is carried under a contract for carrying the mail; and for every failure to so deliver such letters and packets, the master or owner of said steamboat shall forfeit and pay one hundred and fifty dollars.

SEC. 224. That the Postmaster-General may pay, to the master or owner of any vessel not regularly employed in carrying the mail, two cents for each letter carried by such vessel between ports or places in the United States, or from any foreign port to any port in the United States; but all such letters shall be deposited in the post-office at the port of arrival.

CHAPTER X.

FOREIGN MAILS.

SEC. 20. That the Postmaster-General shall transmit a copy of each postal convention concluded with foreign governments to the Secretary of State, who shall furnish a copy of the same to the Congressional Printer, for publication; and the printed proof-sheets of all such conventions shall be revised at the Post-Office Department.

Postmaster-General to send copies of postal conventions to Secretary of State, &c.

SEC. 36. That the Postmaster-General may establish resident mail-agencies at the ports of Panama and Aspinwall, (New Granada,) Havana, (Cuba,) and Saint Thomas, and such other foreign ports at which United States mail-steamers touch to land and receive mails, as may in his judgment promote the efficiency of the foreign mail service; and may pay the agents employed by him at such ports out of the appropriation for transportation of the mail a reasonable compensation for their services and the necessary expenses for office-rent, clerk-hire, office-furniture, and other incidentals, to be allowed him at each of such agencies.

Resident mail-agencies at Panama, Aspinwall, Havana, Saint Thomas, &c.

Pay for services and expenses.

SEC. 37. That the Postmaster-General may appoint an agent in charge of the mail on board of each of the mail-steamers on the routes between San Francisco, Japan, and China, between San Francisco and Honolulu, (Hawaiian Islands,) and New York to Rio Janeiro, who shall be allowed out of the appropriation for transportation of the mail an annual salary of two thousand dollars each.

Mail-agents in steamers on routes between San Francisco, Japan, and China.

Salary.

SEC. 38. That the Postmaster-General may establish, in connection with the mail steamship service to Japan and China, a general postal agency at Shanghai, China, or at Yokohama, Japan, with such branch agencies at any other

General postal agency at Shanghai, or, &c., with branch agencies.

Pay for service and expenses.

ports in China and Japan as he shall deem necessary for the prompt and efficient management of the postal service in those countries, and he may pay the postal agents employed thereat a reasonable compensation for their services, in addition to the necessary expenses for rent, furniture, clerk hire, and incidental expenses.

Offices exchanging foreign mails to be furnished with postal balances, denominated in grams, &c.

SEC. 135. That the Postmaster-General shall furnish to the post-offices exchanging mails with foreign countries, and to such other offices as he may deem expedient, postal balances denominated in grams of the metric system, fifteen grams of which shall be the equivalent, for postal purposes, of one-half ounce avoirdupois, and so on in progression.

Rates of postage on letters, newspapers, &c., to or from foreign countries.

SEC. 165. That the rate of United States postage on mail-matter sent to or received from foreign countries with which different rates have not been established by postal convention or other arrangement, when forwarded by vessels regularly employed in transporting the mail, shall be ten cents for each half-ounce or fraction thereof on letters, unless reduced by order of the Postmaster-General; two cents each on newspapers; and not exceeding two cents per each two ounces, or fraction thereof, on pamphlets, periodicals, books, and other printed matter, which postage shall be *prepared* [prepaid] on matter sent and collected on matter received; and to avoid loss to the United States in the payment of balances, the Postmaster-General may collect the unpaid postage on letters from foreign countries in coin or its equivalent.

Unpaid postage on matter received, to be collected in coin or its equivalent.

Postmaster-General may make treaties or postal conventions.

SEC. 167. That for the purpose of making better postal arrangements with foreign countries, or to counteract their adverse measures affecting our postal intercourse with them, the Postmaster-General, by and with the advice and consent of the President, may negotiate and conclude postal treaties or conventions, and may reduce or increase the rates of postage on mail-matter conveyed between the United States and foreign countries.

Foreign dead-letters.

SEC. 197. That the action of the Post-Office Department respecting foreign dead-letters shall be subject to conventional stipulations with the respective foreign administrations.

Transportation of foreign mails;

SEC. 267. That the Postmaster-General may, after advertising for proposals, enter into contracts for the transportation of the mail between the United States and any foreign country whenever the public interests will thereby be promoted.

To be in steam-ships;

SEC. 268. That the mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, shall be transported in steam-

ships, but the Postmaster-General may have such transportation performed by sailing-vessels when the service can be facilitated thereby.

When in sailing-vessels;

SEC. 269. That for transporting the mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, the Postmaster-General may allow as compensation, if by a United States steamship, any sum not exceeding the sea and United States inland postage, and if by a foreign steamship or by a sailing-vessel, any sum not exceeding the sea postage, on the mail so transported.

Compensation therefor.

SEC. 270. That the Postmaster-General may impose fines on contractors for transporting the mail between the United States and any foreign country, for any unreasonable or unnecessary delay in the departure of such mail, or the performance of the trip; but the fine for any one default shall not exceed one-half the contract price for the trip.

Fines upon contractors.

SEC. 271. That no contractor for transporting the mail within or between the United States and any foreign country shall assign or transfer his contract, and all such assignments or transfers shall be null and void.

Contracts not to be assigned;

SEC. 272. That every contract for transporting the mail between the United States and any foreign country shall contain, besides the usual stipulation for the right of the Postmaster-General to discontinue the same, the further stipulation that it may be terminated by Congress.

May be terminated by Congress, &c.

SEC. 273. That the Postmaster-General may, by and with the advice and consent of the President, make any arrangements which may be deemed just and expedient for allowing the mails of Canada, or any other country adjoining the United States, to be transported over the territory of the United States from one point in such country to any other point in the same, at the expense of the country to which the mail belongs, upon obtaining a like privilege for the transportation of the United States mail through the country to which the privilege is granted; but such privilege may at any time be annulled by the President or Congress from and after one month succeeding the day on which notice of the act of the President or Congress is given to the chief executive or head of the post office department of the country whose privilege is to be annulled.

Mails of Canada or other adjoining country may be transported over territory of United States from, &c., if reciprocal privilege is granted;

Privilege may be annulled by, &c.

SEC. 274. That every foreign mail shall, while being transported across the territory of the United States under the provisions of the preceding section, be deemed and taken to be a mail of the United States, so far as to make any violation thereof, or depredation thereon, or offense in re-

Foreign mails when so transported to be deemed United States mails, so far as, &c.

spect thereto, or any part thereof, an offense of the same grade, and punishable in the same manner and to the same extent as though the said mail was a mail of the United States; and in any indictment for any such offense, the said mail, or any part thereof, may be alleged to be, and on the trial of any such indictment it shall be deemed and held to be, a mail or part of a mail of the United States.

Consuls authorized to pay foreign postage on letters for the United States detained in foreign ports, &c.:

SEC. 275. That the Postmaster-General or the Secretary of State is hereby authorized to empower the consuls of the United States to pay the foreign postage on such letters destined for the United States as may be detained at the ports of foreign countries for the non-payment of postage, which postage shall be by the consul marked as paid by him, and the amount thereof shall be collected in the United States as other postage, on the delivery of the letters, and repaid to said consul, or credited on his account at the State Department.

Amount to be collected and repaid.

Postage on mail-matter in foreign vessels may be same as such foreign power charges on mail-matter in American vessels.

SEC. 276. That the Postmaster-General, under the direction of the President of the United States, is hereby authorized and empowered to charge upon, and collect from, all letters and other mailable matter carried to or from any port of the United States, in any foreign packet-ship or other vessel, the same rate or rates of charge for American postage which the government to which such foreign packet or other vessel belongs imposes upon letters and other mailable matter conveyed to or from such foreign country in American packets or other vessels as the postage of such government, and at any time to revoke the same; and it shall be the duty of all custom-house officers and other United States agents designated or appointed for that purpose to enforce or carry into effect the foregoing provision, and to aid or assist in the collection of such postage; and to that end it shall be lawful for such officers and agents, on suspicion of fraud, to open and examine, in the presence of two or more respectable persons, being citizens of the United States, any package or packages supposed to contain mailable matter found on board such packets or other vessels or elsewhere, and to prevent, if necessary, such packets or other vessels from entering, breaking bulk, or making clearance until such letters or other mailable matter are duly delivered into the United States post office.

This provision, how enforced.

Mail-matter to or from the United States by foreign vessels, except, &c., to be subject to postage, if, &c.

SEC. 277. That all letters or other mailable matter conveyed to or from any part of the United States by any foreign packet or ship, except such sealed letters relating to said ship or vessel, or any part of the cargo thereof as may be directed to the owner or owners, consignee or consignees,

of said ship or other vessel, shall be so subject to postage charge as aforesaid, whether addressed to any person in the United States or elsewhere, provided it is done by the packet or other ship of a foreign country imposing postage on letters or mailable matter conveyed to or from such country by any packet or other ship of the United States; and such letters or other mailable matter carried in foreign packet-ships or other vessels, except such unsealed letters relating to the ship or vessel, or any part of the cargo thereof, as may be directed to the owner or owners, consignee or consignees, as aforesaid, are hereby required to be delivered into the United States post-office by the master or commanders of all such packets or other vessels when arriving, and to be taken from a United States post office when departing, and the postage paid thereon justly chargeable by this act; and for refusing or failing to do so, or for conveying said letters or any letters intended to be conveyed in any ship or vessel of such foreign country over or across the United States, or any portion thereof, the party offending shall, on conviction, forfeit and pay not exceeding one thousand dollars for each offense.

Such mail-matter to be delivered to and taken from the United States post-office.

Penalty for failure of.

CHAPTER XI.

LETTER-CARRIERS AND BRANCH-OFFICES.

Letter-carriers
for free delivery
of mail-matter, in
what places;

SEC. 92. That letter-carriers shall be employed for the free delivery of mail-matter, as frequently as the public convenience may require, at every place containing a population of fifty thousand within the delivery of its post-office, and at such other places as the Postmaster-General may direct.

Their salary;

SEC. 93. That the salary of letter-carriers shall be fixed by the Postmaster-General, and shall not exceed eight hundred dollars per annum; but on satisfactory evidence of diligence, fidelity, and experience, he may increase their salary to any sum not exceeding one thousand dollars per annum; and in San Francisco, California, he may pay such additional salaries to carriers as will secure the services of competent persons.

In San Francisco.

Uniform to be
worn by letter-
carriers;

SEC. 94. That the Postmaster-General may prescribe a uniform dress to be worn by letter-carriers, and any person not connected with the letter-carrier branch of the postal service who shall wear the uniform which may be prescribed shall be deemed guilty of a misdemeanor, and, on conviction thereof, for every such offense shall be fined not more than one hundred dollars, or imprisoned not more than six months, or both, at the discretion of the court.

Penalty for
wearing it when
not authorized.

Receiving-boxes
for deposit of mail-
matter;

SEC. 95. That the Postmaster-General may establish, in places where letter-carriers are employed, and also in other places where, in his judgment, the public convenience requires it, receiving-boxes, for the deposit of mail-matter, and shall cause the matter deposited therein to be collected as often as public convenience may require.

Collections
therefrom.

SEC. 96. That any person who shall willfully and maliciously injure, tear down, or destroy, any letter-box, pillar-box, or other receptacle established by the Postmaster-General for the safe deposit of matter for the mail or for delivery, or who shall willfully and maliciously assault any letter-carrier, when in uniform, while engaged on his route in the discharge of his duty as a letter-carrier, and any person who shall willfully aid or assist therein, shall, on conviction thereof, for every such offense, forfeit and pay not less than one hundred nor more than one thousand dollars, or be imprisoned not less than one nor more than three years, according to the circumstances and aggravation of the offense.

Penalty for willfully, &c., injuring, &c., any receptacle for deposit of mail-matter;

For assaulting letter-carrier when in uniform.

SEC. 97. That each letter-carrier shall give bonds, with sureties, to be approved by the Postmaster-General, for the safe custody and delivery of all mail-matter, and the faithful account and payment of all money received by him.

Letter-carriers to give bond with sureties.

SEC. 98. That the Postmaster-General, when the public convenience requires it, may establish within any post-office delivery one or more branch offices, for the receipt and delivery of mail matter and the sale of stamps and envelopes; and he shall prescribe the rules and regulations for the government thereof. But no letter shall be sent for delivery to any branch office contrary to the request of the party to whom it is addressed.

Branch post-offices.

Letters not to be sent there for delivery, if, &c.

SEC. 99. That the rate of postage on newspapers, excepting weeklies, periodicals not exceeding two ounces in weight, and circulars when the same are deposited in a letter-carrier office for delivery by the office or its carriers, shall be uniform at one cent each; but periodicals weighing more than two ounces shall be subject to a postage of two cents each, and these rates shall be prepaid by stamps.

Postage on newspapers and periodicals.

SEC. 100. That no extra postage or carriers' fees shall be charged or collected upon any mail-matter collected or delivered by carriers.

No extra postage, &c., on matter by carriers.

SEC. 101. That all expenses of letter-carriers, branch offices, and receiving-boxes, or incident thereto, shall be kept and reported in a separate account, and shall be shown in comparison with the proceeds from postage on local mail-matter at each office, and the Postmaster-General shall be guided in the expenditures for this branch of the service by the income derived therefrom.

Expenses of letter-carriers, branch offices, and receiving-boxes, to be kept in separate accounts, &c.

SEC. 157. That letters commonly known as drop or local letters, delivered through the post-office or its carriers, shall be charged with postage at the rate of two cents where the system of free delivery is established, and one cent where such system is not established, for each half-ounce or fraction thereof.

Drop or local letters.

CHAPTER XII.

MAILABLE MATTER.

Printed, &c.,
matter remaining
in any post-office,
how disposed of.

SEC. 59. That the Postmaster-General may provide, by regulations, for the disposition of printed and mailable matter which may remain in any post-office, or in the Department, not called for by the party addressed; but if the publisher of any refused or uncalled-for newspaper or other periodical shall pay the postage due thereon, such newspaper or other periodical shall be excepted from the operation of this section.

Mailable matter
divided in three
classes.

SEC. 130. That mailable matter shall be divided into three classes: first, letters; second, regular printed matter; third, miscellaneous matter.

First class.

SEC. 131. That mailable matter of the first class shall embrace all correspondence, wholly or partly in writing, except book-manuscripts and corrected proof-sheets passing between authors and publishers.

Second class.

SEC. 132. That mailable matter of the second class shall embrace all matter exclusively in print, and regularly issued at stated periods from a known office of publication, without addition by writing, mark, or sign.

Third class.

SEC. 133. That mailable matter of the third class shall embrace all pamphlets, occasional publications, transient newspapers, magazines, handbills, posters, unsealed circulars, prospectuses, books, book-manuscripts, proof-sheets, corrected proof-sheets, maps, prints, engravings, blanks, flexible patterns, samples of merchandise not exceeding twelve ounces in weight, sample cards, phonographic paper, letter envelopes, postal envelopes and wrappers, cards, plain and ornamental paper, photographic representations of dif-

ferent types, seeds, cuttings, bulbs, roots, scions, and all other matter which may be declared mailable by law, and all other articles not above the weight prescribed by law, which are not, from their form or nature, liable to destroy, deface, or otherwise injure the contents of the mail-bag or the person of any one engaged in the postal service. All liquids, poisons, glass, explosive materials, and obscene books shall be excluded from the mails. All matter of the third class, excepting books and other printed matter, book-manuscripts, proof-sheets, and corrected proof-sheets, shall not exceed twelve ounces in weight, and all matter of the third class shall be subject to examination and to rates of postage as hereinafter provided. Samples of metals, ores, and mineralogical specimens shall not exceed twelve ounces in weight, and shall be subject to examination and to rates of postage as hereinafter provided.

Certain articles
to be excluded
from the mails.

Matter of third
class, except, &c.,
not to exceed what
weight.

Metals, ores, &c.

SEC. 134. That no package weighing more than four pounds shall be received for conveyance by mail, except books published or circulated by order of Congress.

Packages of
more than four
pounds, except,
&c., not to go by
mail.

SEC. 138. That no newspapers shall be received to be conveyed by mail unless they are sufficiently dried and inclosed in proper wrappers.

Newspapers not
to be carried, un-
less, &c.

SEC. 139. That where packages of newspapers or other periodicals are received at a post-office, directed to one address, and the names of the subscribers to whom they belong, with the postage for a quarter in advance, is handed to the postmaster, he shall deliver such papers or periodicals to their respective owners.

Newspapers,
&c., in packages,
when to be deliv-
ered to owners.

SEC. 141. That publishers of newspapers and periodicals may print or write, upon their publications sent to regular subscribers, the address of the subscriber, and the date when the subscription expires, and may inclose therein bills and receipts for subscription thereto, without subjecting such publications to extra postage.

Publishers may
write address of
regular subscri-
bers on paper, and
inclose bills.

SEC. 142. That any person who shall inclose or conceal any letter, memorandum, or other thing in any mail-matter not charged with letter-postage, or make any writing or memorandum thereon, and deposit, or cause the same to be deposited, for conveyance by mail at a less rate than letter-postage, shall, for every such offense, forfeit and pay five dollars, and such mail-matter or inclosure shall not be delivered until the postage is paid thereon at letter-rates; but no extra postage shall be charged for a card printed or impressed upon an envelope or wrapper.

Penalty for in-
closing letter in
mail-matter not
charged with let-
ter-postage, or
writing thereon.

No extra post-
age for card on
wrapper.

SEC. 143. That contractors or mail-carriers may convey, out of the mail, newspapers for sale or distribution to subscribers.

Mail-carriers
may carry news-
papers out of mail
for, &c.

Route-agents may receive packages of newspapers.

SEC. 144. That the Postmaster-General may provide by order the terms upon which route-agents may receive from publishers or any news agents in charge thereof, and deliver the same as directed, if presented and called for at the mail-car or steamer, packages of newspapers and other periodicals not received from or intended for delivery at any post-office.

Amended by act of March 3, 1873, see pp. 136-137.

SEC. 148. That no obscene book, pamphlet, picture, print, or other publication of a vulgar or indecent character, or any letter upon the envelope of which, or postal card upon which scurrilous epithets may have been written or printed, or disloyal devices printed or engraved, shall be carried in the mail; and any person who shall knowingly deposit, or cause to be deposited, for mailing or for delivery, any such obscene publication, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall, for every such offense, be fined not more than five hundred dollars, or imprisoned not more than one year, or both, according to the circumstances and aggravation of the offense.

Circulars for illegal lotteries, gift-concerts, &c., not to be carried by mail, or deposited in office.

SEC. 149. That it shall not be lawful to convey by mail, nor to deposit in a post-office to be sent by mail any letters, or circulars concerning illegal lotteries, so-called gift-concerts, or other similar enterprises offering prizes, or concerning schemes devised and intended to deceive and defraud the public for the purpose of obtaining money under false pretenses, and a penalty of not more than five hundred dollars nor less than one hundred dollars, with costs of prosecution, is hereby imposed upon conviction, in any Federal court, of the violation of this section.

Penalty.

Postage on all mail-matter must be prepaid, unless, &c.

SEC. 150. That postage on all mail-matter must be prepaid by stamps at the time of mailing, unless herein otherwise provided for.

Mail-matter to be forwarded if one full rate has been paid.

SEC. 151. That all mail-matter deposited for mailing, on which at least one full rate of postage has been paid as required by law, shall be forwarded to its destination, charged with the unpaid rate, to be collected on delivery.

Not prepaid, reaching its destination, to pay double rates.

SEC. 152. That if any mail-matter, on which by law the postage is required to be prepaid at the mailing office, shall by inadvertence reach its destination without such prepayment, double the prepaid rates shall be charged and collected on delivery.

Not delivered until postage due thereon paid.

SEC. 153. That no mail-matter shall be delivered until the postage due thereon has been paid.

Unpaid letters to soldiers, &c., may be sent.

SEC. 155. That the Postmaster-General may provide by regulation for transmitting unpaid and duly-certified letters of soldiers, sailors, and marines in the service of the United States, to their destination.

SEC. 156. That on all mail-matter which is wholly or partly in writing, except book-manuscripts and corrected proofs passing between authors and publishers, and local or drop letters; on all printed matter which is so marked as to convey any other or further information than is conveyed by the original print, except the correction of mere typographical errors; on all matter which is sent in violation of law or the regulations of the Department respecting inclosures; and on all matter to which no specific rate of postage is assigned, postage shall be charged at the rate of three cents for each half-ounce or fraction thereof.

Mail-matter wholly or partly in writing, except, &c., to pay letter-postage.

SEC. 157. That letters commonly known as drop or local letters, delivered through the post-office or its carriers, shall be charged with postage at the rate of two cents where the system of free delivery is established, and one cent where such system is not established, for each half-ounce or fraction thereof.

Drop or local letters.

SEC. 163. That on mailable matter of the third class, except as herein stated, postage shall be charged at the rate of one cent for each two ounces or fraction thereof. Double these rates shall be charged for books, samples of metals, ores, minerals, and merchandise.

Postage on mailable matter of third class;

On books, samples, &c.

SEC. 164. That packages of woolen, cotton, or linen clothing, not exceeding two pounds in weight, may be sent through the mail to any non-commissioned officer or private in the Army of the United States, if prepaid, at the rate of one cent for each one ounce or fraction thereof, subject to such regulation as the Postmaster-General may prescribe.

Packages of clothing to enlisted men of the Army, postage on, if prepaid.

SEC. 226. That every route-agent, postal clerk, or other carrier of the mail shall receive any mail-matter presented to him, if properly prepaid by stamps, and deliver the same for mailing at the next post-office at which he arrives; but no fees shall be allowed him therefor.

Route-agents, &c., to receive prepaid mail-matter, and deliver same, &c.

CHAPTER XIII.

RATES OF POSTAGE.

Postage on newspapers and periodicals.

SEC. 99. That the rate of postage on newspapers, excepting weeklies, periodicals not exceeding two ounces in weight, and circulars when the same are deposited in a letter-carrier office for delivery by the office or its carriers, shall be uniform at one cent each; but periodicals weighing more than two ounces shall be subject to a postage of two cents each, and these rates shall be prepaid by stamps.

No extra postage, &c., on matter delivered by letter-carriers.

SEC. 100. That no extra postage or carrier's fees shall be charged or collected upon any mail-matter collected or delivered by carriers.

Postage to be prepaid by stamp, unless, &c.

SEC. 150. That postage on all mail-matter must be prepaid by stamps at the time of mailing, unless herein otherwise provided for.

Mail-matter to be forwarded, if one full rate has been paid;

SEC. 151. That all mail-matter deposited for mailing, on which at least one full rate of postage has been paid as required by law, shall be forwarded to its destination, charged with the unpaid rate, to be collected on delivery.

Not prepaid, reaching its destination, to pay double rates.

SEC. 152. That if any mail-matter, on which by law the postage is required to be prepaid at the mailing office, shall by inadvertence reach its destination without such prepayment, double the prepaid rates shall be charged and collected on delivery.

Unpaid letters to soldiers, &c., to be sent.

SEC. 155. That the Postmaster-General may provide by regulation for transmitting unpaid and duly certified letters of soldiers, sailors, and marines in the service of the United States, to their destination.

Mail-matter wholly or in part in writing, except, &c., to pay letter-postage.

SEC. 156. That on all mail-matter which is wholly or partly in writing, except book-manuscripts and corrected proofs passing between authors and publishers, and local

or drop letters; on all printed matter which is so marked as to convey any other or further information than is conveyed by the original print, except the correction of mere typographical errors; on all matter which is sent in violation of law or the regulations of the Department respecting inclosures; and on all matter to which no specific rate of postage is assigned, postage shall be charged at the rate of three cents for each half-ounce or fraction thereof.

SEC. 157. That letters commonly known as drop or local letters, delivered through the post-office or its carriers, shall be charged with postage at the rate of two cents where the system of free delivery is established, and one cent where such system is not established, for each half-ounce or fraction thereof.

SEC. 158. That on newspapers and other periodical publications, not exceeding four ounces in weight, sent from a known office of publication to regular subscribers, postage shall be charged at the following rates per quarter, namely: on publications issued less frequently than once a week, at the rate of one cent for each issue; issued once a week, five cents; and five cents additional for each issue more frequent than once a week. And an additional rate shall be charged for each additional four ounces or fraction thereof in weight.

SEC. 160. That the Postmaster-General may provide by regulations for carrying small newspapers, issued less frequently than once a week, in packages to one address, from a known office of publication to regular subscribers, at the rate of one cent for each four ounces or fraction thereof.

SEC. 161. That persons known as regular dealers in newspapers and periodicals may receive and transmit by mail such quantities of either as they may require, and pay the postage thereon as received, at the same rates, pro rata, as regular subscribers to such publications who pay quarterly in advance.

SEC. 163. That on mailable matter of the third class, except as herein stated, postage shall be charged at the rate of one cent for each two ounces or fraction thereof. Double these rates shall be charged for books, samples of metals, ores, minerals, and merchandise.

SEC. 164. That packages of woolen, cotton, or linen clothing, not exceeding two pounds in weight, may be sent through the mail to any non-commissioned officer or private in the Army of the United States, if prepaid, at the rate of one cent for each one ounce or fraction thereof, subject to such regulation as the Postmaster-General may prescribe.

Drop or local letters.

Quarterly postage on newspapers, &c., to regular subscribers.

Small newspapers in packages to one address.

Regular dealers in newspapers, &c., may receive, &c. by mail, at quarterly rates.

Postage on mailable matter of third class.

On books, samples, &c.

Packages of clothing to enlisted men of the Army, postage on, if prepaid.

Rates of postage
on letters, news-
papers, &c.

SEC. 165. That the rate of United States postage on mail-matter sent to or received from foreign countries with which different rates have not been established by postal convention or other arrangement, when forwarded by vessels regularly employed in transporting the mail, shall be ten cents for each half-ounce or fraction thereof on letters, unless reduced by order of the Postmaster-General; two cents each on newspapers; and not exceeding two cents per each two ounces, or fraction thereof, on pamphlets, periodicals, books, and other printed matter, which postage shall be *prepared* [prepaid] on matter sent and collected on matter received; and to avoid loss to the United States in the payment of balances, the Postmaster-General may collect the unpaid postage on letters from foreign countries in coin or its equivalent.

Unpaid postage
on letters from for-
eign countries to
be collected in coin
or its equivalent.

Letters by ves-
sels not regularly
employed to pay
double postage.

SEC. 166. That all letters conveyed by vessels not regularly employed in carrying the mail shall, if for delivery within the United States, be rated with double postage, to cover the fee paid to the vessel.

CHAPTER XIV.

NEWSPAPERS AND PRINTED MATTER.

SEC. 59. That the Postmaster-General may provide, by regulations, for the disposition of printed and mailable matter which may remain in any post-office, or in the Department, not called for by the party addressed; but if the publisher of any refused or uncalled-for newspaper or other periodical shall pay the postage due thereon, such newspaper or other periodical shall be excepted from the operation of this section.

Printed and mailable matter remaining in any post-office, how disposed of.

SEC. 136. That the Postmaster-General may prescribe by regulation the manner of wrapping and securing for the mails all matter not charged with letter-postage nor lawfully franked, so that it may be conveniently examined by postmasters; and if not so wrapped and secured, it shall be subject to letter-postage.

Postmaster-General may prescribe manner of wrapping mail-matter not charged with letter-postage nor lawfully franked.

SEC. 137. That postmasters at the office of delivery may remove the wrappers and envelopes from mail-matter not charged with letter-postage nor lawfully franked, when it can be done without destroying them, for the purpose of ascertaining whether there is upon or connected with any such matter anything which would authorize or require the charge of a higher rate of postage thereon.

Wrappers and envelopes may be removed by postmasters from mail-matter not charged with letter-postage, &c.

SEC. 138. That no newspapers shall be received to be conveyed by mail unless they are sufficiently dried and inclosed in proper wrappers.

Newspapers not to be carried, unless sufficiently dried, &c.

SEC. 139. That where packages of newspapers or other periodicals are received at a post-office, directed to one address, and the names of the subscribers to whom they belong, with the postage for a quarter in advance, is handed

Newspapers, &c., in packages when to be delivered to owners.

to the postmaster, he shall deliver such papers or periodicals to their respective owners.

Notice that newspapers, &c., are not taken from office.

SEC. 140. That postmasters shall notify the publisher of any newspaper, or other periodical, when any subscriber shall refuse to take the same from the office, or neglect to call for it for the period of one month.

Publishers may write address of regular subscribers on papers, &c., and inclose bills.

SEC. 141. That publishers of newspapers and periodicals may print, or write, upon their publications sent to regular subscribers, the address of the subscriber, and the date when the subscription expires, and may inclose therein bills and receipts for subscription thereto, without subjecting such publications to extra postage.

Penalty for inclosing letter in mail-matter not charged with letter-postage, or writing thereon.

SEC. 142. That any person who shall inclose or conceal any letter, memorandum, or other thing in any mail-matter not charged with letter-postage, or make any writing or memorandum thereon, and deposit, or cause the same to be deposited, for conveyance by mail at a less rate than letter-postage, shall, for every such offense, forfeit and pay five dollars, and such mail-matter or inclosure shall not be delivered until the postage is paid thereon at letter-rates; but no extra postage shall be charged for a card printed or impressed upon an envelope or wrapper.

Mail-carriers may carry newspapers out of mails for, &c.

SEC. 143. That contractors or mail-carriers may convey, out of the mail, newspapers for sale or distribution to subscribers.

Route-agents may receive packages of newspapers from publishers, &c.

SEC. 144. That the Postmaster-General may provide by order the terms upon which route-agents may receive from publishers or any news-agents in charge thereof, and deliver the same as directed, if presented and called for at the mail-car or steamer, packages of newspapers and other periodicals not received from or intended for delivery at any post-office.

Quarterly postage on newspapers, &c., to regular subscribers;

SEC. 158. That on newspapers and other periodical publications, not exceeding four ounces in weight, sent from a known office of publication to regular subscribers, postage shall be charged at the following rates per quarter, namely: on publications issued less frequently than once a week, at the rate of one cent for each issue; issued once a week, five cents; and five cents additional for each issue more frequent than once a week. And an additional rate shall be charged for each additional four ounces or fraction thereof in weight.

To be paid before delivery.

SEC. 159. That on newspapers and other periodicals sent from a known office of publication to regular subscribers, the postage shall be paid before delivery, for not less than one quarter, nor more than one year; which payment may be made either at the office of mailing or delivery, commencing

at any time; and the postmaster shall account for said postage in the quarter in which it is received.

SEC. 160. That the Postmaster-General may provide by regulations for carrying small newspapers, issued less frequently than once a week, in packages to one address, from a known office of publication to regular subscribers, at the rate of one cent for each four ounces or fraction thereof.

Small newspapers in packages to one address, postage on.

SEC. 161. That persons known as regular dealers in newspapers and periodicals may receive and transmit by mail such quantities of either as they may require, and pay the postage thereon as received, at the same rates, pro rata, as regular subscribers to such publications who pay quarterly in advance.

Regular dealers in newspapers, &c., may receive, &c., by mail, at quarterly rates.

SEC. 162. That the Postmaster-General may prescribe, by regulation, an affidavit, in form, to be taken by the publisher, or by the clerk, agent, or servant of the publisher, of any newspaper or other periodical which may by law be sent to regular subscribers without prepayment of postage at the mailing office, to the effect that neither he nor any other proprietor, clerk, agent, or employee within his knowledge will send, cause or permit to be sent through the mail, without prepayment by postage-stamps, any copies of such newspaper or other periodical (naming it) except to bona-fide and regular subscribers thereto; and if any such newspaper or other periodical shall be thus unlawfully sent, with the knowledge or consent of such proprietor, or his agent, clerk, or servant in charge of such business, or if such affidavit shall, when required by the Postmaster-General or any special agent of the Post-Office Department, be refused, the person guilty of the offense, or refusing to make the affidavit, shall forfeit and pay fifty dollars in each case.

Form of affidavit by publisher of newspaper, &c.

[Repealed by acts of January 31 and March 3, 1873. See pp. 134 and 136.]

CHAPTER XV.

FREE MAIL-MATTER.

Franking privilege, who to have;

SEC. 180. That authority to frank mail-matter is conferred upon and limited to the following persons:

First. The President, by himself or his private secretary, to cover all mail-matter.

Second. The Vice President, to cover all mail-matter.

Third. The chiefs of the several Executive Departments.

Fourth. Senators, Representatives, and Delegates in Congress, and the Secretary of the Senate and Clerk of the House of Representatives, to cover their correspondence, all printed matter issued by the authority of Congress, and all speeches, proceedings, and debates in Congress.

Fifth. Such principal officers of the Executive Departments, being heads of Bureaus or chief clerks, as the Postmaster-General may by regulation prescribe, to cover official communications only.

Sixth. Postmasters, to cover official communications to other postmasters only.

Seventh. Assessors and collectors and their assistants and deputies, for the interchange of official communications only.

Not to be exercised otherwise than by written autograph signature;

And no person entitled by law to the franking privilege shall exercise said privilege otherwise than by his written autograph signature on the matter franked; and all mail-matter not thus franked shall be charged with the legal rate of postage thereon.

Of Senators, Representatives, &c., in Congress, when to begin and end.

SEC. 181. That the franking privilege of Senators, Representatives, and Delegates in Congress, and the Secretary of the Senate and Clerk of the House, shall commence with the

term for which they are elected, and expire with the first Monday of December following such term.

SEC. 182. That all books or publications which may be procured or published by order of Congress shall be considered as public documents, and may be franked as such. Public documents

SEC. 183. That the maximum weight for franked and free mail-matter shall be four ounces, except petitions to Congress, congressional and executive public documents, periodical publications interchanged between publishers, and packages of seeds, cuttings, roots, and scions, the weight of which latter may be fixed by regulation of the Postmaster-General. Maximum weight for franked matter, except, &c.

SEC. 184. That the following mail-matter shall be allowed to pass free in the mail: Free mail-matter:

First. All mail-matter sent to the President or Vice-President.

Second. Official communications addressed to chiefs, heads of bureaus, chief clerks, or franking officer of either of the Executive Departments.

Third. Letters and printed matter sent to Senators, Representatives, or Delegates in Congress, the Secretary of the Senate, or the Clerk of the House of Representatives.

Fourth. Petitions to Congress.

Fifth. Copyright matter to the Librarian of Congress, if marked on the package, "copyright matter."

Sixth. All publications sent or received by the Smithsonian Institution, marked on each package, "Smithsonian Exchange."

Seventh. Newspapers, periodicals, and magazines reciprocally interchanged between publishers, and not exceeding sixteen ounces in weight; to be confined to a single copy of each publication.

Eighth. Weekly newspapers, one copy to each actual subscriber within the county where the same is printed and published; but carriers shall not be required to distribute such papers unless postage is paid upon them at the usual rates.

Ninth. Notices to the publishers of the refusal or neglect of subscribers to take newspapers, magazines, or other periodicals from the post-office; to be sent under such regulations as the Postmaster-General may prescribe.

Tenth. Dead-letters returned to the writers thereof.

Eleventh. Medals, certificates of thanks, or other testimonials, which have been, or may be, awarded, by the legislatures of the several States and Territories, to the soldiers thereof; to be sent by the adjutant-generals of said States

and Territories, under such regulations as the Postmaster-General may prescribe.

To and from
Mary Lincoln.

SEC. 185. That all mail-matter to and from Mary Lincoln, widow of the late President Abraham Lincoln, shall be conveyed free during her natural life.

Mail-matter not
free to be prepaid
by stamps.

SEC. 186. That all mail-matter not hereinbefore specially made free must be prepaid by postage-stamps.

Letters inclosed
in free letters ad-
dressed to persons
not entitled, &c.,
to be returned,
&c.

SEC. 187. That if any person, having the right to receive letters free, shall receive, inclosed to him, any letter or packet addressed to a person not having that right, it shall be his duty to return such letter or packet to the post-office, marking thereon the place from whence it came, that it may be charged with postage.

CHAPTER XVI.

REGISTERED LETTERS.

SEC. 126. That for the greater security of valuable mail-matter, the Postmaster-General may establish a uniform system of registration. Registration of mail-matter.

SEC. 127. That mail-matter shall be registered only on the application of the party posting the same, and the fee therefor shall not exceed twenty cents in addition to the regular postage, to be, in all cases, prepaid; and all such fees shall be accounted for in such manner as the Postmaster-General shall direct: *Provided*, That letters upon the official business of the Post-Office Department which require registering shall be registered free of charge, and pass through the mails free of charge. Provisions for registering mail-matter and fees therefor. Certain official letters to be registered free of charge.

SEC. 128. That a receipt shall be taken upon the delivery of any registered mail-matter, showing to whom and when the same was delivered, which shall be returned to the sender, and be received in the courts as prima-facie evidence of such delivery. Receipts for registered letters to be evidence of delivery.

SEC. 129. That the Post-Office Department, or its revenue, shall not be liable for the loss of any registered mail-matter. Department not liable for loss of registered mail-matter.

SEC. 190. That, under such regulations as the Postmaster-General may prescribe, all postmasters are hereby authorized to register, in the manner prescribed by law, but without payment of any registration fee, all letters containing fractional or other currency of the United States, which shall be by them sent by mail to the Treasurer of the United States for redemption; and it shall be the duty of the post- Certain letters containing fractional currency to be registered without fee, &c.

master at the city of Washington, in the District of Columbia, to register, in like manner, without charge, all letters containing new currency returned for currency redeemed, which shall be received by him from the said Treasurer, in sealed packages, marked with the word "register" over the official signature of the said Treasurer.

CHAPTER XVII.

POSTAGE-STAMPS, STAMPED ENVELOPES, NEWSPAPER-WRAPPERS, AND POSTAL CARDS.

SEC. 168. That the Postmaster-General shall prepare postage-stamps of suitable denominations, which, when attached to mail-matter, shall be evidence of the payment of the postage thereon.

Postmaster-General to prepare postage-stamps;

SEC. 169. That the Postmaster-General shall provide suitable letter and newspaper envelopes, with such water-marks or other guards against counterfeits as he may deem expedient, and with postage-stamps with such device and of such suitable denominations as he may direct, impressed thereon; and the said envelopes shall be known as "stamped envelopes," and shall be sold, as nearly as may be, at the cost of procuring them, with the addition of the value of the postage-stamps impressed thereon; but no stamped envelope furnished by the Government shall contain any lithographing or engraving, and no printing except a printed request to return the letter to the writer; and letters and papers inclosed in them (the postage-stamp in every case being of a denomination sufficient to cover the postage properly chargeable thereon) shall pass in the mail as pre-paid matter.

To provide letter and newspaper envelopes;

How to be sold.

Stamped envelopes not to contain lithographing or engraving, and no printing except, &c.

SEC. 170. That to facilitate letter correspondence and provide for the transmission by the mails, at a reduced rate of postage, of messages, orders, notices, and other short communications, either printed or written in pencil or ink, the Postmaster-General shall be, and he is hereby, authorized and directed to furnish and issue to the public, with postage-stamps impressed upon them, "postal cards," manufactured of good stiff paper, of such quality, form, and size

Postmaster-General to furnish postal cards;

as he shall deem best adapted for general use; which cards shall be used as a means of postal intercourse, under rules and regulations to be prescribed by the Postmaster-General, and when so used shall be transmitted through the mails at a postage charge of one cent each, including the cost of their manufacture.

Postage thereon.

Postmaster-General may adopt improvements in stamps and envelopes.

SEC. 171. That the Postmaster-General may, from time to time, adopt such improvements in postage-stamps and stamped envelopes as he may deem advisable; and when any such improvement is adopted it shall be subject to all the provisions herein respecting postage-stamps or stamped envelopes.

Postage-stamps and stamped envelopes to be furnished to postmasters, who shall be accountable therefor.

SEC. 172. That postage-stamps and stamped envelopes shall be furnished by the Postmaster-General to all postmasters, and shall be kept for sale at all post-offices; and each postmaster shall be held accountable for all such stamps and envelopes furnished to him.

Discount on postage-stamps and stamped envelopes.

SEC. 173. That postage-stamps and stamped envelopes may be sold at a discount to certain designated agents, who will agree to sell again without discount, under rules to be prescribed by the Postmaster-General; but the quantities of each sold to any one agent at one time shall not exceed one hundred dollars in value, and the discount shall not exceed five per centum on the face value of the stamps, nor the same per centum on the current price of the envelopes when sold in less quantities.

Discount not to exceed, &c.

Postage-stamps, &c., not to be sold for larger sum than, &c.

SEC. 174. That postage-stamps shall not be sold for any larger sum than the value indicated on their face, nor stamped envelopes for more than is charged therefor by the Post-Office Department for like quantities; and any person connected with the postal service who shall violate this provision shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined in any sum not less than ten nor more than five hundred dollars.

Penalty.

When affixed to mail-matter to be defaced;

SEC. 175. That postage-stamps affixed to all mail-matter or the stamped envelopes in which the same is inclosed, when depositing for mailing or delivery, shall be defaced by the postmaster at the mailing office in such manner as the Postmaster-General may direct; and if any mail-matter shall be forwarded without the stamps or envelopes being so defaced, the postmaster at the office of delivery shall deface them, and report the delinquent postmaster to the Postmaster-General.

SEC. 176. That any person employed in any branch of the postal service who shall willfully and unlawfully remove from any mail-matter any postage-stamp affixed thereto in payment of the postage, shall, on conviction thereof, for every such offense, be fined not more than one hundred dollars, or be imprisoned not more than six months, at the discretion of the court.

Penalty upon employes, &c., for willfully, &c., removing postage-stamps affixed to mail-matter;

SEC. 177. That any person who shall use or attempt to use, in payment of the postage on any mail-matter conveyed, by mail or otherwise, any postage-stamp or stamped envelope, or any stamp cut from any such stamped envelope, which has been before used for a like purpose, shall forfeit and pay fifty dollars. And any person who shall counterfeit the frank of any person entitled to the franking privilege, or willfully utter or use any counterfeit frank with the intent to avoid the payment of postage, shall, on conviction thereof, be deemed guilty of a misdemeanor, and be punished by a fine not less than fifty dollars nor more than five hundred dollars, or by imprisonment not less than three months nor more than twelve months, or by both fine and imprisonment, in the discretion of the court.

Upon any person for using, &c., stamps, &c., once used;

For counterfeiting frank, with intent, &c.

SEC. 178. That any person who shall forge or counterfeit any postage-stamp, or any stamp printed upon any stamped envelope, postal card, or any die, plate, or engraving therefor; any person who shall make, or print, or knowingly use or sell, or have in possession, with intent to use or sell, any such forged or counterfeited postage-stamp, stamped envelope, postal card, die, plate, or engraving; any person who shall make, or knowingly use or sell, or have in possession, with intent to use or sell, any paper bearing the water-mark of any stamped envelope, postal card, or any fraudulent imitation thereof; any person who shall make or print, or authorize or procure to be made or printed, any postage-stamp, stamped envelope, or postal card, of the kind authorized and provided by the Post-Office Department, without the special authority and direction of said Department; any person who shall, after such postage-stamps, stamped envelopes, or postal card, have been printed, and with intent to defraud the postal revenue, deliver the same to any person not authorized by an instrument of writing duly executed under the hand of the Postmaster-General and the seal of the Post-Office Department to receive them, every such person shall, on conviction thereof, be deemed guilty of a felony, and be punished by a fine not exceeding five hundred dollars, or by imprisonment not exceeding five years, or by both fine and imprisonment, in the discretion of the court.

For forging, &c., postage-stamps, &c.;

For knowingly using, &c., or having in possession with intent, &c.;

For making, &c., stamps without authority.

Penalty for delivering stamps to unauthorized persons with intent, &c.;

For forging, or
using forged
stamp of foreign
government;

SEC. 179. That any person who shall forge or counterfeit, or knowingly utter or use any forged or counterfeited postage-stamp of any foreign government, shall be deemed guilty of a felony, and, on conviction thereof, shall be punished by imprisonment of not less than two nor more than ten years, at the discretion of the court.

SEC. 45. * * * * *

For neglecting,
&c., to account for
postage-stamps
and stamped en-
velopes, or unlaw-
fully disposing of
them.

And any person intrusted by law with the sale of postage-stamps or stamped envelopes, who shall refuse or neglect to account for the same, or who shall pledge or hypothecate or unlawfully dispose of them, for any purpose whatever, shall be deemed guilty of embezzlement, and shall be subject to the same penalty and punishment as are provided in this section for the embezzlement of money.

CHAPTER XVIII.

DEAD AND UNCLAIMED LETTERS.

SEC. 42. That unclaimed money in dead-letters, for which no owner can be found; all money taken from the mail by robbery, theft, or otherwise, which may come into the hands of any agent or employee of the United States, or any other person whatever; all fines and penalties imposed for any violation of the postal laws, except such part as may by law belong to the informer or party prosecuting for the same; and all money derived from the sale of waste paper or other public property of the Post-Office Department, shall be deposited in the Treasury, under the direction of the Postmaster-General, as part of the postal revenue. And the Postmaster-General is hereby directed to cause to be placed to the credit of the Treasurer of the United States for the service of the Post-Office Department, the net proceeds of the money-order business; and the receipts of the Post-Office Department derived from this source during each quarter shall be entered by the Auditor of the Treasury for the Post-Office Department, in the accounts of said Department, under the head of "revenue from money-order business."

Unclaimed money from dead-letters and other moneys to be deposited as part of postal revenue.

SEC. 188. That the Postmaster-General may direct the publication of the list of non-delivered letters at any post-office by a written list posted in some public place, or, when he shall deem it for the public interest, he may direct the publication of such list in the daily or weekly newspaper regularly published within the post-office delivery which has the largest circulation within such delivery; and where no daily paper is published within the post-office delivery,

List of non-delivered letters may be posted or published.

In what newspapers.

such list may be published in the daily newspaper of any adjoining delivery having the largest circulation within the delivery of the post-office publishing the list; and in case of dispute as to the circulation of competing newspapers, the postmaster shall receive evidence and decide upon the fact. Such list shall be published as frequently as the Postmaster-General may deem proper, but not oftener than once a week.

Addressed to persons foreign-born, to be published in what newspaper.

SEC. 189. That the list of non-delivered letters addressed to persons foreign-born may be published in a newspaper printed in the language most used by them, which shall be selected in the manner prescribed in the preceding section.

List of non-delivered letters to be posted, &c.

SEC. 191. That every postmaster shall post, in a conspicuous place in his office, a copy of each list of non-delivered letters immediately after its publication.

Pay for publishing not to exceed one cent each.

SEC. 192. That the compensation for publishing the list of non-delivered letters shall in no case exceed one cent for each letter so published.

Additional charge of one cent on advertised letters.

SEC. 193. That all letters published as non-delivered shall be charged with one cent in addition to the regular postage, to be accounted for as part of the postal revenue.

Return of undelivered letters to dead-letter office, and from thence to writers.

SEC. 194. That the Postmaster-General may regulate the period during which undelivered letters shall remain in any post-office, and when they shall be returned to the dead-letter office; and he may make regulations for their return from the dead-letter office to the writers, when they cannot be delivered to the parties addressed.

Domestic letters, &c., except, &c., insufficiently paid, to be sent to dead-letter office.

SEC. 195. That all domestic letters, deposited in any post-office for mailing, on which the postage is wholly unpaid or paid less than one full rate as required by law, except letters lawfully free, and duly certified letters of soldiers, sailors, and marines in the service of the United States, shall be sent by the postmaster to the dead-letter office in Washington: *Provided*, That in large cities and adjacent districts of dense population having two or more post-offices within a distance of three miles of each other, any letter mailed at one of such offices and addressed to a locality within the delivery of another of such offices, which shall have been inadvertently prepaid at the drop or local letter rate of postage only, may be forwarded to its destination through the proper office, charged with the amount of the deficient postage, to be collected on delivery.

Local letters in large cities of dense population insufficiently paid, &c., may be forwarded, &c.

SEC. 196. That dead-letters containing valuable inclosures shall be registered in the dead-letter office; and when they cannot be delivered to the party addressed nor to the

Dead-letters containing valuables to be registered in, &c.

writer, the contents thereof shall be disposed of, and a careful account shall be kept of the amount realized in each case, which shall be subject to reclamation by either the party addressed or the sender, for four years from the registry thereof; and all other letters of value or of importance to the party addressed or to the writer, and which cannot be returned to either, shall be disposed of as the Postmaster-General may direct.

Contents, how disposed of.

SEC. 197. That the action of the Post-Office Department respecting foreign dead-letters shall be subject to conventional stipulations with the respective foreign administrations.

Foreign dead-letters.

SEC. 198. That when the writer of any letter on which the postage is prepaid shall indorse upon the outside thereof his name and address, such letter shall not be advertised, but after remaining uncalled for at the office to which it is directed thirty days, or the time the writer may direct, shall be returned to him without additional charge for postage, and if not then delivered shall be treated as a dead-letter.

Letters, if prepaid, not called for, &c., to be returned to writer, &c.

SEC. 199. That prepaid and free letters shall be forwarded from one post office to another, at the request of the party addressed, without additional charge for postage.

Prepaid, &c., letters to be forwarded without extra charge.

SEC. 302. That all letters, packets, or other matter which may be seized or detained for violation of law shall be returned to the owner or sender of the same, or otherwise disposed of as the Postmaster General may direct.

Letters, &c., detained for violation of law, how disposed of.

CHAPTER XIX.

POSTAL CLERKS AND ROUTE AGENTS.

Route-agents
and their pay.

SEC. 39. That the Postmaster-General may employ as many route-agents as may be necessary for the prompt and safe transportation of the mail, who shall be paid out of the appropriation for transportation of the mail, at the rate of not less than nine hundred nor more than one thousand two hundred dollars per annum.

Railway postal
clerks and their
pay.

SEC. 40. That the Postmaster-General may appoint clerks for the purpose of assorting and distributing the mail in railway post-offices, who shall be paid out of the appropriation for transportation of the mail, at the rate of not more than one thousand four hundred dollars per annum to the head clerks, nor more than one thousand two hundred dollars per annum to the other clerks.

Route-agents
may receive pack-
ages of newspa-
pers from publish-
ers, &c.

SEC. 144. That the Postmaster-General may provide by order the terms upon which route-agents may receive from publishers or any news agents in charge thereof, and deliver the same as directed, if presented and called for at the mail-car or steamer, packages of newspapers and other periodicals not received from or intended for delivery at any post-office.

Railway postal
clerks and route-
agents to receive
prepaid mail-mat-
ter and deliver
same.

SEC. 226. That every route-agent, postal clerk, or other carrier of the mail shall receive any mail-matter presented to him, if properly prepaid by stamps, and deliver the same for mailing at the next post-office at which he arrives; but no fees shall be allowed him therefor.

CHAPTER XX.

SPECIAL AGENTS.

SEC. 31. That the Postmaster-General may employ two special agents for the Pacific coast, and such number of other special agents as the good of the service and the safety of the mail may require.

Special agents for Pacific coast and elsewhere.

SEC. 32. That the salary of the special agents of the Post-Office Department shall be at the rate of not more than one thousand six hundred dollars per annum; and they shall be allowed for traveling and incidental expenses, while actually employed in the service, a sum not exceeding five dollars a day.

Their salaries and expenses.

SEC. 33. That whenever a special agent is required to collect or disburse any public money, he shall, before entering upon such duty, give bond in such sum and form, and with such security, as the Postmaster-General may approve.

Bond, if required to collect, &c., public money.

SEC. 34. That the Postmaster-General may employ, when the service requires it, the Assistant Postmasters-General and superintendents in his Department as special agents; and he may allow them therefor not exceeding the amount expended by them as necessary traveling expenses while so employed.

Assistant Postmasters-General, &c., may not be special agents.

Allowance for traveling expenses.

SEC. 35. That the Postmaster-General may appoint two agents to superintend the railway postal service, who shall be paid out of the appropriation for the transportation of the mail, at the rate of two thousand five hundred dollars per annum salary, with an allowance for traveling and incidental expenses, while actively employed in the service, of not more than five dollars a day; and the Auditor of the Treasury for the Post-Office Department shall charge to the

Two agents as superintendents of railway postal service, their salaries and expenses.

Auditor to charge to what appropriation.

appropriation for mail transportation the salary and per diem of the assistant superintendents of the postal railway service; and to the appropriation for the free-delivery system, the salary and per diem of the special agent detailed for that service; and the salary and per diem of the special agents employed in the money-order service shall be paid out of the proceeds of that service.

Advances to special agents, how made and how charged.

SEC. 48. That all payments on account of the postal service shall be made to persons to whom the same shall be certified to be due by the Auditor; but advances of necessary sums to defray expenses may be made by the Postmaster-General to agents employed to investigate mail depredations, examine post-routes and offices, and on other like services, to be charged to them by the Auditor, and to be accounted for in the settlement of their accounts.

Special agents, when instructed, to search vessels for letters, &c.;

SEC. 235. That any special agent of the Post-Office Department, when instructed by the Postmaster-General to make examinations and seizures, and the collector or other customs-officer of any port, without special instructions, shall carefully search all vessels for letters which may be on board or which have been conveyed contrary to law.

May seize letters, bags, &c., carried contrary to law on any vessel or post-route.

SEC. 236. That any special agent of the Post-Office Department, collector, or other customs-officer, or United States marshal or his deputy, may at all times seize all letters and bags, packets or parcels, containing letters which are being carried contrary to law on board any vessel or on any post-route, and convey the same to the nearest post-office, or may, by the direction of the Postmaster-General or the Secretary of the Treasury, detain them until two months after the final determination of all suits and proceedings, which may, at any time within six months after such seizure, be brought against any person for sending or carrying such letters.

Packages, &c., seized by special agents to be forfeited.

SEC. 237. That every package or parcel seized by any special agent of the Post-Office Department, collector, or other customs-officer, or United States marshal or his deputies, in which any letter is unlawfully concealed, shall be forfeited to the United States, and the same proceedings may be had to enforce the forfeiture as are authorized in respect to goods, wares, and merchandise forfeited for violation of the revenue laws; and all laws for the benefit and protection of customs-officers making seizures for violating said revenue laws shall apply to officers making seizures for violating the postal laws.

Proceedings to enforce forfeiture.

SEC. 239. That the Postmaster-General of the United States may empower, by a letter of authorization under his

Special agents, &c., to search for mailable matter unlawfully transported.

hand, to be filed among the records of his Department, any special agent or other officer of the post-office establishment to make searches for mailable matter transported in violation of law; and that the agent or officer so authorized may open and search any car or vehicle passing, or lately before having passed, from any place at which there is a post-office of the United States to any other such place, and any box, package, or packet, being, or lately before having been, in such car or vehicle, and any store or house (other than a dwelling house) used or occupied by any common carrier or transportation company in which such box, package, or packet may be contained, whenever said agent or officer has reason to believe that mailable matter, transported contrary to law, may therein be found.

Power of such
agents or officers.

CHAPTER XXI.

ADVERTISING.

Postmaster-General may direct the publication of the lists of non-delivered letters;

In what newspapers.

Publication of lists of non-delivered letters addressed to persons foreign-born.

Published list of non-delivered letters to be posted in a conspicuous place.

Compensation for publishing lists.

Proposals for conveying the mails to be advertised before contracts are made;

SEC. 188. That the Postmaster-General may direct the publication of the list of non-delivered letters at any post-office by a written list posted in some public place, or, when he shall deem it for the public interest, he may direct the publication of such list in the daily or weekly newspaper regularly published within the post-office delivery which has the largest circulation within such delivery; and where no daily paper is published within the post-office delivery, such list may be published in the daily newspaper of any adjoining delivery having the largest circulation within the delivery of the post-office publishing the list; and in case of dispute as to the circulation of competing newspapers, the postmaster shall receive evidence and decide upon the fact. Such list shall be published as frequently as the Postmaster-General may deem proper, but not oftener than once a week.

SEC. 189. That the list of non-delivered letters addressed to persons foreign born may be published in a newspaper printed in the language most used by them, which shall be selected in the manner prescribed in the preceding section.

SEC. 191. That every postmaster shall post, in a conspicuous place in his office, a copy of each list of non-delivered letters immediately after its publication.

SEC. 192. That the compensation for publishing the list of non-delivered letters shall in no case exceed one cent for each letter so published.

SEC. 243. That before making any contract for carrying the mail, other than those hereinafter excepted, the Post-

master-General shall give public notice by advertising once a week for six weeks in one or more, not exceeding five, newspapers published in the State or Territory where the service is to be performed, one of which shall be published at the seat of government of such State or Territory; and such notice shall describe the route, the time at which the mail is to be made up, the time at which it is to be delivered, and the frequency of the service; and the Postmaster-General shall direct, by special order in each case, the newspapers in which mail-lettings, or other proposals relative to the business of his Department, shall be advertised, and no publisher shall be paid for such advertisements without having been requested by the Postmaster-General to publish the same.

Advertisements
to state what.

Newspapers, how
selected, &c.

CHAPTER XXII.

LOTTERIES, GIFT ENTERPRISES, ETC.

Postmaster-General may forbid the payment of postal money-orders to persons, &c., engaged in fraudulent lotteries, gift enterprises, &c., and return to remitters the amount of such orders.

SEC. 300. That the Postmaster-General may, upon evidence satisfactory to him that any person, firm, or corporation is engaged in conducting any fraudulent lottery, gift-enterprise, or scheme for the distribution of money, or of any real or personal property, by lot, chance, or drawing of any kind, or in conducting any other scheme or device for obtaining money through the mails by means of false or fraudulent pretenses, representations, or promises, forbid the payment by any postmaster to any such person, firm, or corporation of any postal money-order drawn to the order or in favor of him or of them, and may provide by regulations for the return to the remitters of the sums named in

Postmaster-General may direct that registered letters addressed to such persons, &c., be marked "fraudulent," and returned to senders.

such money-orders. And the Postmaster-General may also, upon like evidence, instruct postmasters at any post-offices at which registered letters shall arrive directed to any such person, firm, or corporation, to return all such registered letters to the postmasters at the offices at which they were originally mailed, with the word "fraudulent" plainly written or stamped upon the outside of said letters; and all such letters so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the Postmaster-General may prescribe: *Provided*, That nothing in this act contained shall be so construed as to authorize any postmaster or other person to open any letter not addressed to himself.

No person authorized to open a letter not addressed to himself.

Penalty for misusing the post-office establishment by opening correspondence,

SEC. 301. That if any person having devised or intending to devise any scheme or artifice to defraud, or be effected by either opening or intending to open correspondence or

communication with any other person, (whether resident within or outside of the United States,) by means of the post-office establishment of the United States, or by inciting such other person to open communication with the person so devising or intending, shall, in and for executing such scheme or artifice, (or attempting so to do,) place any letter or packet in any post-office of the United States, or take or receive any therefrom, such person, so misusing the post-office establishment, shall be guilty of a misdemeanor, and shall be punished with a fine of not more than five hundred dollars, with or without such imprisonment, as the court shall direct, not exceeding eighteen calendar months. The indictment, information, or complaint may severally charge offenses to the number of three when committed within the same six calendar months; but the court thereupon shall give a single sentence, and shall proportion the punishment especially to the degree in which the abuse of the post-office establishment enters as an instrument into such fraudulent scheme and device.

&c., with intent to defraud, and placing, &c., letters in post-office.

Proceedings for trial, conviction, &c.

SEC. 302. That all letters, packets, or other matter which may be seized or detained for violation of law shall be returned to the owner or sender of the same, or otherwise disposed of as the Postmaster-General may direct.

Letters, &c., detained for violation of law how disposed of.

CHAPTER XXIII.

CRIMES, MISDEMEANORS, AND PENALTIES.

No employe to be interested in any contract for carrying the mails or act as agent for contractor, &c.

Penalty.

Penalty for knowingly swearing falsely as to any expenditure, &c.

Penalty for willfully neglecting to deposit any money which is part of the postal revenues;

SEC. 12. That no person employed in the Post-Office Department shall become interested in any contract for carrying the mail, or act as agent, with or without compensation, for any contractor or person offering to become a contractor, in any business before the Department; and any person so offending shall be immediately dismissed from office, and shall be liable to pay so much money as would have been realized from said contract, to be recovered in an action of debt, for the use of the Post-Office Department.

SEC. 24. That the Auditor for the Post-Office Department, or the mayor of any city, any justice of the peace, or the judge of any court of record may administer oaths or affirmations in relation to the examination and settlement of the accounts committed to the charge of said Auditor; and if any person shall knowingly swear or affirm falsely touching any expenditure on account of, or claim in favor of or against, said Department, he shall, on conviction thereof, for every such offense, forfeit and pay not exceeding two thousand dollars, and be imprisoned at hard labor not exceeding five years, according to the aggravation of the offense.

SEC. 45. That any officer, agent, postmaster, clerk, or other person employed in any branch of the postal service having temporary custody of any money taken from dead-letters; any money derived from the sale of waste paper or other public property of the Post-Office Department; or any money derived from any other source which by law is part of the postal revenues, who shall willfully neglect to deposit the same in the Treasury of the United States, or in some other depository authorized to receive the same,

shall be deemed guilty of embezzlement, and be subject to a fine not exceeding double the sum so retained, or to imprisonment not exceeding three years, or both, at the discretion of the court. And any person intrusted by law with the sale of postage-stamps or stamped envelopes, who shall refuse or neglect to account for the same, or who shall pledge or hypothecate or unlawfully dispose of them, for any purpose whatever, shall be deemed guilty of embezzlement, and shall be subject to the same penalty and punishment as are provided in this section for the embezzlement of money.

For neglecting, &c., to account for postage-stamps and stamped envelopes, or unlawfully disposing of them.

SEC. 62. That any person who shall, without authority from the Postmaster-General, set up or profess to keep any office or place of business bearing the sign, name, or title of post-office, shall forfeit and pay, for every such offense, not more than five hundred dollars.

For professing to keep a post-office without authority.

SEC. 73. That the Postmaster-General may require a sworn statement to accompany each quarterly account of a postmaster, to the effect that such account contains a true statement of the entire amount of postage, box-rents, charges, and moneys collected or received at his office during the quarter; that he has not knowingly delivered, or permitted to be delivered, any mail-matter on which the postage was not at the time paid; that such account exhibits truly and faithfully the entire receipts collected at his office, and which, by due diligence, could have been collected; and that the credits he claims are just and right. And any false swearing therein shall render him liable to the pains and penalties of perjury.

False swearing to quarterly account current of receipts and expenditures to be perjury.

SEC. 79. That no postmaster shall act as agent for any lottery-office, or under any color of purchase, or otherwise, vend lottery tickets; nor shall he receive or send any lottery scheme, circular, or ticket free of postage; and for any violation of the provisions of this section the person offending shall forfeit and pay fifty dollars.

Penalty for postmaster acting as agent for lottery, &c.

SEC. 96. That any person who shall willfully and maliciously injure, tear down, or destroy, any letter-box, pillar-box, or other receptacle established by the Postmaster-General for the safe deposit of matter for the mail or for delivery, or who shall willfully and maliciously assault any letter-carrier, when in uniform, while engaged on his route in the discharge of his duty as a letter-carrier, and any person who shall willfully aid or assist therein, shall, on conviction thereof, for every such offense, forfeit and pay not less than one hundred nor more than one thousand dollars, or be imprisoned not less than one nor more than three

For willfully, &c., injuring, &c., any receptacle for deposit of mail-matter.

For assaulting letter-carrier when in uniform.

years, according to the circumstances and aggravation of the offense.

For issuing a money-order without first receiving the money therefor.

SEC. 105. That any postmaster who shall issue a money-order without having previously received the money therefor shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined not less than fifty nor more than five hundred dollars.

Penalty for forging, &c., a money-order;

SEC. 116. That any person who shall, with intent to defraud, falsely make, forge, counterfeit, engrave, or print, or cause or procure to be falsely made, forged, counterfeited, engraved, or printed, or willingly aid or assist in falsely making, forging, counterfeiting, engraving, or printing, any order in imitation of or purporting to be a money-order issued by the Post-Office Department, or any of its postmasters or agents, or any material signature or indorsement thereon; any person who shall falsely alter, or cause or procure to be altered, or willingly aid or assist in falsely altering any such money-order; any person who shall, with intent to defraud, pass, utter, or publish, or attempt to pass, utter, or publish, as true, any such false, forged, counterfeited, or altered money-order, knowing the same, or any signature or indorsement thereon, to be false, forged, counterfeited, or altered, every such person shall be deemed guilty of felony, and on conviction thereof shall be imprisoned at hard labor for not less than two nor more than five years, and be fined not exceeding five thousand dollars.

For falsely altering or passing, &c., a money-order with intent to defraud.

Penalty for misusing, &c., any money-order funds, or aiding therein.

SEC. 122. That any postmaster, assistant, clerk, or other person employed in or connected with the business or operations of any money-order office who shall convert to his own use, in any way whatever, or loan, or deposit in any bank, or exchange for other funds, any portion of the money-order funds, shall be deemed guilty of embezzlement; and any such person, as well as every other person advising or participating therein, shall, on conviction thereof, for every such offense, be imprisoned for not less than six months nor more than ten years, and be fined in a sum equal to the amount embezzled; and any failure to pay over or produce any money-order funds intrusted to such person shall be taken to be prima-facie evidence of embezzlement; and upon the trial of any indictment against any person for such embezzlement, it shall be prima-facie evidence of a balance against him to produce a transcript from the money-order account-books of the Auditor for the Post-Office Department. But nothing herein contained shall be construed to prohibit any postmaster depositing, under the direction of the Postmaster-General, in a national bank designated by

Failure to pay over, &c., to be prima-facie evidence of embezzlement.

In trials for, &c., transcript from, &c., to be prima-facie evidence of balance against.

the Secretary of the Treasury for that purpose, to his own credit as postmaster, any money-order or other funds in his charge, nor prevent his negotiating drafts or other evidences of debt through such bank, or through United States disbursing officers, or otherwise, when instructed or required to do so by the Postmaster-General, for the purpose of remitting surplus money-order funds from one post-office to another, to be used in payment of money-orders. That disbursing officers of the United States shall be required to issue, under regulations to be prescribed by the Secretary of the Treasury, duplicates of lost checks drawn by them in favor of any postmaster on account of money-order or other public funds received by them from some other postmaster.

SEC. 142. That any person who shall inclose or conceal any letter, memorandum, or other thing in any mail-matter not charged with letter-postage, or make any writing or memorandum thereon, and deposit, or cause the same to be deposited, for conveyance by mail at a less rate than letter-postage, shall, for every such offense, forfeit and pay five dollars, and such mail-matter or inclosure shall not be delivered until the postage is paid thereon at letter-rates; but no extra postage shall be charged for a card printed or impressed upon an envelope or wrapper.

Penalty for inclosing letter in mail-matter not charged with letter-postage, or writing thereon.

SEC. 145. That any postmaster who shall unlawfully detain in his office any letter or other mail-matter, the posting of which is not prohibited by law, with intent to prevent the arrival and delivery of the same to the person to whom it is addressed, shall, on conviction thereof, forfeit and pay not exceeding five hundred dollars, and be imprisoned not exceeding six months, and he shall be forever thereafter incapable of holding the office of postmaster.

Upon postmasters for unlawfully detaining letters with intent, &c.

SEC. 146. That any person employed in any department of the postal service, who shall unlawfully detain, delay, or open any letter, packet, bag, or mail of letters intrusted to him, or which shall have come into his possession, and which was intended to be conveyed by mail, or carried or delivered by any mail-carrier, mail-messenger, route-agent, letter-carrier, or other person employed in any department of the postal service, or forwarded through or delivered from any post-office or branch post-office established by authority of the Postmaster-General; any such person who shall secrete, embezzle, or destroy any such letter, packet, bag, or mail of letters, as aforesaid, which shall not contain any security for or assurance relating to money or other thing of value, every such person shall, on conviction thereof, for every

Upon any employe in the postal service for unlawfully detaining letters, &c.

For secreting or destroying, &c., letters, &c., not containing, &c.

such offense, forfeit and pay a penalty of not exceeding five hundred dollars, or be imprisoned not more than one year, or both, at the discretion of the court.

For taking any letter, &c., not containing, &c., from post-office, &c., with intent, &c.;

SEC. 147. That any person who shall take any letter, postal card, or packet which shall not contain any article of value or evidence thereof out of a post-office or branch post-office, or from a letter or mail carrier, or which has been in any post-office or branch post-office, or in the custody of any letter or mail carrier, before it shall have been delivered to the person to whom it was directed, with a design to obstruct the correspondence, or pry into the business or secrets of another, or shall secrete, embezzle, or destroy the same, shall, on conviction thereof, for every such offense, forfeit and pay a penalty not exceeding five hundred dollars, or be imprisoned at hard labor not exceeding one year, or both, at the discretion of the court.

For knowingly depositing obscene, &c., books, envelopes, postal cards, &c., in the mails, for mailing or for delivery;

SEC. 148. That no obscene book, pamphlet, picture, print, or other publication of a vulgar or indecent character, or any letter upon the envelope of which, or postal card upon which scurrilous epithets may have been written or printed, or disloyal devices printed or engraved, shall be carried in the mail; and any person who shall knowingly deposit, or cause to be deposited, for mailing or for delivery, any such obscene publication, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall, for every such offense, be fined not more than five hundred dollars, or imprisoned not more than one year, or both, according to the circumstances and aggravation of the offense.

For knowingly depositing in a post-office to be sent by mail, letters, &c., concerning lotteries, &c.

SEC. 149. That it shall not be lawful to convey by mail, nor to deposit in a post-office to be sent by mail, any letters or circulars concerning illegal lotteries, so-called gift-concerts, or other similar enterprises offering prizes, or concerning schemes devised and intended to deceive and defraud the public for the purpose of obtaining money under false pretenses, and a penalty of not more than five hundred dollars nor less than one hundred dollars, with costs of prosecution, is hereby imposed upon conviction, in any Federal court, of the violation of this section.

Penalty for unlawfully sending newspapers, &c., to other than regular subscribers, &c., or refusing affidavit required, &c.

SEC. 162. That the Postmaster-General may prescribe, by regulation, an affidavit, in form, to be taken by the publisher, or by the clerk, agent, or servant of the publisher, of any newspaper or other periodical which may by law be sent to regular subscribers without prepayment of postage at the mailing office, to the effect that neither he nor any other proprietor, clerk, agent, or employee within his knowledge will send, cause or permit to be sent through the mail,

without prepayment by postage-stamps, any copies of such newspaper or other periodical (naming it) except to bona-fide and regular subscribers thereto; and if any such newspaper or other periodical shall be thus unlawfully sent, with the knowledge or consent of such proprietor, or his agent, clerk, servant in charge of such business, or if such affidavit shall, when required by the Postmaster-General or any special agent of the Post-Office Department, be refused, the person guilty of the offense, or refusing to make the affidavit, shall forfeit and pay fifty dollars in each case.

SEC. 174. That postage-stamps shall not be sold for any larger sum than the value indicated on their face, nor stamped envelopes for more than is charged therefor by the Post-Office Department for like quantities; and any person connected with the postal service who shall violate this provision shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined in any sum not less than ten nor more than five hundred dollars.

For selling postage-stamps for more than value, &c., or stamped envelopes for more than charged by Department;

SEC. 176. That any person employed in any branch of the postal service who shall willfully and unlawfully remove from any mail-matter any postage-stamp affixed thereto in payment of the postage, shall, on conviction thereof, for every such offense, be fined not more than one hundred dollars, or be imprisoned not more than six months, at the discretion of the court.

Upon employes, &c., for willfully, &c., removing postage-stamps affixed to mailable matter;

SEC. 177. That any person who shall use or attempt to use, in payment of the postage on any mail-matter conveyed by mail or otherwise, any postage-stamp or stamped envelope, or any stamp cut from any such stamped envelope, which has been before used for a like purpose, shall forfeit and pay fifty dollars. And any person who shall counterfeit the frank of any person entitled to the franking privilege, or willfully utter or use any counterfeit frank with the intent to avoid the payment of postage, shall, on conviction thereof, be deemed guilty of a misdemeanor, and be punished by a fine not less than fifty dollars nor more than five hundred dollars, or by imprisonment not less than three months nor more than twelve months, or by both fine and imprisonment, in the discretion of the court.

Upon any person for using, &c., stamp, &c., once used;

For counterfeiting frank, with intent, &c.;

SEC. 178. That any person who shall forge or counterfeit any postage-stamp, or any stamp printed upon any stamped envelope, postal card, or any die, plate, or engraving therefor; any person who shall make, or print, or knowingly use or sell, or have in possession, with intent to use or sell, any such forged or counterfeited postage-stamp, stamped envelope, postal card, die, plate, or engraving; any person who

For forging, &c., postage-stamp, &c.;

For knowingly using, &c., or having in possession with intent, &c.; shall make, or knowingly use or sell, or have in possession, with intent to use or sell, any paper bearing the water-mark of any stamped envelope, postal card, or any fraudulent im-

For making, &c., stamps without authority; imitation thereof; any person who shall make or print, or authorize or procure to be made or printed, any postage-stamp, stamped envelope, or postal card, of the kind authorized and provided by the Post-Office Department, without the special authority and direction of said Depart-

For delivering stamps to unauthorized persons with intent, &c.; ment; any person who shall, after such postage-stamps, stamped envelopes, or postal card, have been printed, and with intent to defraud the postal revenue, deliver the same to any person not authorized by an instrument of writing duly executed under the hand of the Postmaster-General and the seal of the Post-Office Department to receive them, every such person shall, on conviction thereof, be deemed guilty of a felony, and be punished by a fine not exceeding five hundred dollars, or by imprisonment not exceeding five years, or by both fine and imprisonment, in the discretion of the court.

For forging or using forged stamps of foreign government; SEC. 179. That any person who shall forge or counterfeit or knowingly utter or use any forged or counterfeited postage-stamp of any foreign government, shall be deemed guilty of a felony, and, on conviction thereof, shall be punished by imprisonment of not less than two nor more than ten years, at the discretion of the court.

For failure of master of any United States vessel to make oath that he has promptly delivered all mail, &c.; SEC. 222. That the master of any vessel of the United States, bound from any port therein to any foreign port, or from any foreign port to any port of the United States, shall, before clearance, receive on board and securely convey all such mails as the Post-Office Department, or any diplomatic or consular officer of the United States abroad, shall offer; and he shall promptly deliver the same, on arriving at the port of destination, to the proper officer, for which he shall receive two cents for every letter so delivered; and upon the entry of every such vessel returning from any foreign port, the master thereof shall make oath or affirmation that he has promptly delivered all the mail placed on board said vessel before clearance from the United States; and if he shall fail to make such oath or affirmation, the said vessel shall not be entitled to the privileges of a vessel of the United States.

For failure of master of any steamboat passing, &c., to deliver at post-office all letters, &c., within certain time, &c.; SEC. 223. That the master of any steamboat passing between ports or places in the United States, and arriving at any such port or place where there is a post-office, shall deliver to the postmaster, within three hours after his arrival, if in the day-time, and if at night, within two hours after

the next sunrise, all letters and packets brought by him, or within his power or control and not relating to the cargo, addressed to or destined for such port, or place, for which he shall receive from the postmaster two cents for each letter or packet so delivered, unless the same is carried under a contract for carrying the mail; and for every failure to so deliver such letters and packets, the master or owner of said steamboat shall forfeit and pay one hundred and fifty dollars.

SEC. 225. That any person who shall paint, print, or in any manner place upon or attach to any steamboat or other vessel, or any stage-coach or other vehicle, not actually used in carrying the mail, the words "United States mail," or any words, letters, or characters of like import; any person who shall give notice, by publishing in any newspaper or otherwise, that any steamboat or other vessel, or any stage-coach or other vehicle, is used in carrying the mail, when the same is not actually so used, every person so offending, or willfully aiding or abetting therein, shall, on conviction thereof, for every such offense, forfeit and pay not less than one hundred dollars nor more than five hundred dollars.

SEC. 227. That any person concerned in carrying the mail, who shall collect, receive, or carry any letter or packet, or cause or procure the same to be done, contrary to law, shall, on conviction thereof, for every such offense, forfeit and pay not exceeding fifty dollars.

SEC. 228. That no person shall establish any private express for the conveyance of letters or packets, or in any manner cause or provide for the conveyance of the same by regular trips or at stated periods, over any post-route which is or may be established by law, or from any city, town, or place to any other city, town, or place between which the mail is regularly carried; and every person so offending, or aiding or assisting therein, shall, for each offense, forfeit and pay one hundred and fifty dollars.

SEC. 229. That the owner of every stage-coach, railway-car, steamboat, or other vehicle or vessel, which shall, with the knowledge of any owner, in whole or in part, or with the knowledge or connivance of the driver, conductor, master, or other person having charge of the same, convey any person, acting or employed as a private express for the conveyance of letters or packets, and actually in possession of the same for the purpose of conveying them contrary to the spirit, true intent, and meaning of this law, shall, for every such offense, forfeit and pay one hundred and fifty dollars.

SEC. 230. That no person shall transmit by private ex-

Penalty for painting, &c., upon vessel, &c., the words "United States mail," &c.

For receiving, &c., any letter contrary to law;

For establishing a private express for carrying letters, &c.;

Upon owners of vehicles, &c., for knowingly conveying any person acting as a private express for, &c.;

For sending letters, &c., by private express;

press or other unlawful means, or deliver to any agent of such unlawful express, or deposit, or cause to be deposited, at any appointed place, for the purpose of being transmitted, any letter or packet, and for every such offense the party so offending shall forfeit and pay fifty dollars.

Upon owners of certain vehicles for carrying otherwise than in the mail any letter, &c.;

SEC. 231. That no stage-coach, railway-car, steamboat, or other vehicle or vessel which regularly performs trips at stated periods on any post-route, or from any city, town, or place to any other city, town or place between which the mail is regularly carried, shall carry, otherwise than in the mail, any letters or packets, except such as relate to some part of the cargo of such steamboat or other vessel, or to some article carried at the same time by the same stage-coach, railway-car, or other vehicle, except as provided in section two hundred and thirty-nine; and for every such offense the owner of the stage-coach, railway-car, steamboat, or other vehicle or vessel shall forfeit and pay one hundred dollars; and the driver, conductor, master, or other person having charge thereof, and not at the time owner of the whole or any part thereof, shall in like manner forfeit and pay for every such offense fifty dollars.

For carrying any letter except in the mail on any vessel that carries the mail;

SEC. 232. That no person shall carry any letter or packet on board any vessel which carries the mail otherwise than in such mail, except as provided in section two hundred and thirty-nine; and for every such offense the party offending shall forfeit and pay fifty dollars.

SEC. 234. That no vessel arriving within any port or collection district of the United States shall be allowed to make entry or break bulk until all letters on board are delivered at the nearest post-office, and the master thereof has signed and sworn to the following declaration, before the collector or other proper customs officer:

"I, A. B., master of the ———, arriving from ———, and now lying in the port of ———, do solemnly swear (or affirm) that I have, to the best of my knowledge and belief, delivered, at the post-office at ———, every letter and every bag, packet, or parcel of letters, which were on board the said vessel during her last voyage, or which were in my possession or under my power or control."

Upon master of any vessel arriving, &c., who shall break bulk before he has delivered letters, &c.;

And any master who shall break bulk before he has delivered such letters shall, on conviction thereof, forfeit not exceeding one hundred dollars for every such offense, one-half to the officer making the seizure, and the other to the use of the United States.

For knowingly, &c., obstructing the mail, &c.;

SEC. 241. That any person who shall knowingly and willfully obstruct or retard the passage of the mail, or any carriage, horse, driver, or carrier carrying the same, shall,

on conviction thereof, for every such offense, forfeit and pay not exceeding one hundred dollars.

SEC. 242. That any ferryman who shall delay the passage of the mail by willful neglect or refusal to transport the same across any ferry shall, for every ten minutes such mail may be so delayed, forfeit and pay ten dollars.

Upon ferryman for delaying passage of the mail, &c.

SEC. 247. That any postmaster or other officer of the Post-Office Department who shall affix his signature to the certificate of sufficiency of guarantors or sureties before the guaranty or contract is signed by the guarantors or sureties, or shall knowingly make any false or illusory certificate, shall be forthwith dismissed from office, and shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding one thousand dollars, or by imprisonment not exceeding one year, or both.

Upon postmaster, &c., for certifying to sufficiency of guarantors, &c., before guaranty or contract is signed, &c.

SEC. 250. That no contract for carrying the mail shall be made with any person who has entered, or proposed to enter, into any combination to prevent the making of any bid for carrying the mail, or who has made any agreement, or given or performed, or promised to give or perform, any consideration whatever to induce any other person not to bid for any such contract; and if any person so offending is a contractor for carrying the mail, his contract may be annulled; and for the first offense the person so offending shall be disqualified to contract for carrying the mail for five years, and for the second offense shall be forever disqualified.

Penalty for entering, &c., into combination for preventing bids for carrying the mail, or for making agreement, &c., to induce any person not to bid, &c.

SEC. 254. That any person or persons bidding for the transportation of the mails upon any route which may be advertised to be let, and receiving an award of the contract for such service, who shall wrongfully refuse or fail to enter into a contract with the Postmaster-General in due form, and perform the service described in his or their bid or proposal, shall be deemed guilty of a misdemeanor, and, on conviction thereof, be punished by a fine not exceeding five thousand dollars and by imprisonment for a term not exceeding twelve months.

Upon bidders wrongfully refusing to enter into contract after receiving award of same;

SEC. 277. That all letters or other mailable matter conveyed to or from any part of the United States by any foreign packet or ship, except such sealed letters relating to said ship or vessel, or any part of the cargo thereof as may be directed to the owner or owners, consignee or consignees, of said ship or other vessel, shall be so subject to postage charge as aforesaid, whether addressed to any person in the United States or elsewhere, provided it is done by the packet or other ship of a foreign country imposing postage

Penalty for refusing, &c., to convey certain letters by foreign packets, &c.

on letters or mailable matter conveyed to or from such country by any packet or other ship of the United States; and such letters or other mailable matter carried in foreign packet-ships or other vessels, except such unsealed letters relating to the ship or vessel, or any part of the cargo thereof, as may be directed to the owner or owners, consignee or consignees, as aforesaid, are hereby required to be delivered into the United States post-office by the master or commanders of all such packets or other vessels when arriving, and to be taken from a United States post-office when departing, and the postage paid thereon justly chargeable by this act; and for refusing or failing to do so, or for conveying said letters or any letters intended to be conveyed in any ship or vessel of such foreign country over or across the United States, or any portion thereof, the party offending shall, on conviction, forfeit and pay not exceeding one thousand dollars for each offense.

For willfully, &c.,
injuring mail-matter
in letter-box,
&c., or for aiding
therein;

SEC. 278. That any person who shall wilfully or maliciously injure, deface, or destroy any mail-matter, deposited in any letter-box, pillar-box, or other receptacle established by authority of the Postmaster-General for the safe deposit of matter for the mail or for delivery, or who shall willfully aid or assist in injuring such mail-matter, shall, on conviction thereof, for every such offense, forfeit and pay not more than five hundred dollars, or be imprisoned not more than three years, at the discretion of the court.

Upon employes
in the service for
secretory or de-
stroying, &c., let-
ters &c., in their
possession to be
carried by mail,
&c., containing
any article of
value;

SEC. 279. That any person employed in any department of the postal service who shall secrete, embezzle, or destroy any letter, packet, bag, or mail of letters intrusted to him, or which shall come into his possession, and which was intended to be conveyed by mail, or carried or delivered by any mail-carrier, mail-messenger, route-agent, letter-carrier, or other person employed in any department of the postal service, or forwarded through or delivered from any post-office or branch post-office established by authority of the Postmaster-General, and which shall contain any note, bond, draft, check, warrant, revenue-stamp, postage-stamp, stamped envelope, postal card, money-order, certificate of stock, or other pecuniary obligation or security of the government, or of any officer or fiscal agent thereof, of any description whatever; any bank-note, bank post-bill, bill of exchange, or note of assignment of stock in the funds; any letter of attorney for receiving annuities or dividends, selling stock in the funds, or collecting the interest thereof; any letter of credit, note, bond, warrant, draft, bill, promissory note, covenant, contract, or agreement, whatsoever, for

or relating to the payment of money, or the delivery of any article of value, or the performance of any act, matter, or thing; any receipt, release, acquittance, or discharge of or from any debt, covenant, or demand, or any part thereof; any copy of the record of any judgment or decree in any court of law or chancery, or any execution which may have issued thereon; any copy of any other record, or any other article of value, or writing representing the same; any such person who shall steal or take any of the things aforesaid out of any letter, packet, bag, or mail of letters which shall have come into his possession, either in the regular course of his official duties, or in any other manner whatever, and provided the same shall not have been delivered to the party to whom it is directed, every such person shall, on conviction thereof, for every such offense, be imprisoned at hard labor not less than one nor more than five years.

For taking, &c., any such article out of such letters.

SEC. 280. That the fact that any letter, packet, bag, or mail of letters shall have been deposited in any post-office or branch post-office established by authority of the Postmaster-General, or in any other authorized depository for mail-matter, or in charge of any postmaster, assistant, clerk, carrier, agent, or messenger employed in any department of the postal service, shall be taken and held to be evidence that the same was "intended to be conveyed by mail" within the meaning of this statute.

The depositing such letter in any office, &c., to be evidence that it was intended to be conveyed by mail.

SEC. 281. That any person who shall steal the mail, or steal or take from or out of any mail, or post-office, branch post-office, or other authorized depository for mail-matter, any letter or packet; any person who shall take the mail, or any letter or packet therefrom, or from any post-office, branch post-office, or other authorized depository for mail-matter, with or without the consent of the person having custody thereof, and open, embezzle or destroy, any such mail, letter, or package which shall contain any note, bond, draft, check, warrant, revenue-stamp, postage-stamp, stamped envelope, money-order, certificate of stock, or other pecuniary obligation or security of the government, or of any officer or fiscal agent thereof, of any description whatever; any bank-note, bank post-bill, bill of exchange, or note of assignment of stock in the funds; any letter of attorney for receiving annuities or dividends, selling stock in the funds, or collecting the interest thereof; any letter of credit, note, bond, warrant, draft, bill, promissory note, covenant, contract, or agreement whatsoever for or relating to the payment or the delivery of any article of value, or the performance of any act, matter, or thing; any receipt,

Penalty upon persons not employed in the service, for stealing the mail or any letter from the mail.

For opening, &c., such mail or letter, &c., containing any article of value.

release, acquittance, or discharge of or from any debt, covenant, or demand, or any part thereof; any copy of the record of any judgment or decree in any court of law or chancery, or any execution which may have issued thereon; any copy of any other record, or any other article of value, or any writing representing the same; any person who shall, by fraud or deception, obtain from any person having custody thereof any such mail, letter or packet containing any such article of value aforesaid, every such person, not being employed in any department of the postal service, shall, on conviction thereof, for every such offense, be imprisoned at hard labor not less than one nor more than five years.

For obtaining
by fraud such mail,
letters, &c.

Penalty for be-
ing accessory af-
ter the fact to any
offense against the
postal laws.

SEC. 282. That any person who shall be accessory after the fact to the offense of stealing or taking any letter, postal card, or other mail-matter, or any inclosure therein, or to any other offense against the postal laws, shall, on conviction thereof, forfeit and pay not exceeding one thousand dollars, and be imprisoned not exceeding five years; and any such accessory after the fact may be tried, convicted, and punished in the district in which his offense was committed, though the principal offense may have been committed in another district; and such trial, conviction, and punishment may be before that of the principal offender, when such principal offender has fled from justice or cannot be arrested to be put on trial.

Proceedings ²⁸²
to trial, &c.

Penalty for
knowingly receiv-
ing, &c., any arti-
cle of value stolen
from the mail, or
aiding therein.

SEC. 283. That any person who shall buy, receive, or conceal, or aid in buying, receiving, or concealing any note, bond, draft, check, warrant, revenue-stamp, postage-stamp, stamped envelope, postal card, money-order, certificate of stock, or other pecuniary obligation or security of the government, or of any officer or fiscal agent thereof, of any description whatever; any bank-note, bank post-bill, bill of exchange, or note of assignment of stock in the funds; any letter of attorney for receiving annuities or dividends, selling stock in the funds, or collecting the interest thereof; any letter of credit, note, bond, warrant, draft, bill, promissory note, covenant, contract, or agreement whatsoever, for or relating to the payment of money or the delivery of any article of value, or the performance of any act, matter, or thing; any receipt, release, acquittance, or discharge of or from any debt, covenant, or demand or any part thereof; any copy of the record of any judgment or decree in any court of law or chancery, or any execution which may have issued thereon; any copy of any other record, or any other article of value or writing representing the same, knowing any

such article or thing to have been stolen or embezzled from the mail, or out of any post-office, branch post-office, or other authorized depository for mail-matter, or from any person having custody thereof, every such person shall, on conviction thereof, for every such offense, forfeit and pay not exceeding two thousand dollars, and be confined at hard labor not exceeding five years; and such offender may be tried, convicted, and punished without the principal offender being first tried, when said principal offender has fled from justice, or cannot be found to be put on trial.

Receiver may be tried before the thief.

SEC. 284. That any person employed in any department of the postal service who shall improperly detain, delay, embezzle, or destroy any newspaper, or permit any other person to detain, delay, embezzle, or destroy the same, or open, or permit any other person to open, any mail or package of newspapers not directed to the office where he is employed, shall, on conviction thereof, for every such offense, forfeit and pay not exceeding fifty dollars. And if any other person shall open, embezzle, or destroy any mail or package of newspapers not being directed to him, and not being authorized to open or receive the same, every such person shall, on conviction thereof, for every such offense, forfeit and pay not exceeding twenty dollars. And any person who shall take or steal any mail or package of newspapers from any post-office, or from any person having custody thereof, every such person shall, on conviction thereof, for every such offense, be imprisoned at hard labor not exceeding three months.

Penalty for detaining improperly or destroying, &c., any newspaper, &c.;

For opening, &c., any mail or package of newspapers not addressed, &c.;

For stealing newspapers from any mail or post-office.

SEC. 285. That any person who shall rob any carrier, agent, or other person intrusted with the mail, of such mail, or any part thereof, shall, on conviction thereof, be imprisoned at hard labor not less than five nor more than ten years; and if convicted a second time of a like offense, or if, in effecting such robbery the first time, the robber shall wound the person having custody of the mail, or put his life in jeopardy by the use of dangerous weapons, such offender shall be imprisoned, at hard labor, for the term of his natural life.

For robbing any carrier, &c., of the mail or any part thereof;

Second conviction, or wounding, &c., the carrier.

SEC. 286. That any person who shall be accessory after the fact to any robbery of the carrier, agent, or other person intrusted with the mail, of such mail, or any part thereof, shall, on conviction thereof, for every such offense, forfeit and pay not exceeding two thousand dollars, and be imprisoned at hard labor not exceeding ten years; and such accessory after the fact may be tried, convicted, and punished without the principal offender being first tried, when said principal offender has fled from justice, or cannot be found to be put on trial.

For being accessory after the fact to robbing a carrier, &c.

For attempting to rob the mail by assaulting, &c. ;

SEC. 287. That any person who shall attempt to rob the mail by assaulting the person having custody thereof, shooting at him or his horse, or threatening him with dangerous weapons, and shall not effect such robbery, shall, on conviction thereof, be imprisoned at hard labor not less than two nor more than ten years.

Upon any person who has charge of the mail, for voluntarily quitting it before delivery at post-office, &c.

SEC. 288. That any person who shall have taken charge of the mail and shall voluntarily quit or desert the same before he has delivered it into the post-office at the termination of the route, or to some known mail carrier, messenger, agent, or other employee of the Post-Office Department authorized to receive the same, shall, on conviction thereof, for every such offense, forfeit and pay not exceeding five hundred dollars, and be imprisoned not less than three months nor more than one year.

Laws for depredations on mails to extend to Indian country.

SEC. 289. That all laws defining punishment for depredations committed upon the mail shall extend to and have full force in the Indian country.

Penalty for stealing, &c., any property belonging to the Post-Office Department, or aiding therein ;

SEC. 290. That any person who shall steal, purloin, or embezzle any mail-bag or other property in use by or belonging to the Post-Office Department, or who shall, for any lucre, gain, or convenience, appropriate any such property to his own or any other than its proper use, or who shall, for any lucre or gain, convey away any such property to the hinderance or detriment of the public service ; every such person, his aiders, abettors, and counselors, shall, if the value of the property be twenty-five dollars or more, be deemed guilty of felony, and, on conviction thereof, for every such offense, shall be imprisoned not exceeding three years ; and if the value of the property be less than twenty-five dollars, the party offending shall be imprisoned not more than one year, or be fined not less than ten nor more than two hundred dollars.

If value of property is \$25 or more ;

If less than \$25 ;

For injuring, &c., mail-bag, &c., or lock, &c., with intent to steal mail, &c. ;

SEC. 291. That any person who shall tear, cut, or otherwise injure any mail-bag, pouch, or other thing used or designed for use in the conveyance of the mail, or who shall draw or break any staple, or loosen any part of any lock, chain, or strap attached thereto, with intent to rob or steal any such mail, or to render the same insecure, shall, on conviction thereof, for every such offense, forfeit and pay not less than one hundred nor more than five hundred dollars, or be imprisoned at hard labor not less than one nor more than three years, at the discretion of the court.

For stealing, &c., any key to mail-lock in use, or aiding therein ;

SEC. 292. That any person who shall steal, purloin, embezzle, or obtain by any false pretense, or shall aid or assist in stealing, purloining, embezzling, or obtaining by any

false pretense, any key suited to any lock adopted by the Post-Office Department, and in use on any of the mails or bags thereof; any person who shall knowingly and unlawfully make, forge, or counterfeit, or cause to be unlawfully made, forged, or counterfeited, or knowingly aid or assist in making, forging, or counterfeiting, any such key; any person who shall have in his possession any such mail lock or key, with the intent unlawfully or improperly to use, sell, or otherwise dispose of the same, or to cause the same to be unlawfully or improperly used, sold, or otherwise disposed of; any person engaged as contractor or otherwise in the manufacture of any such mail locks or keys who shall deliver, or cause to be delivered, any finished or unfinished lock or key used or designed for use by said Department, or the interior part of any such lock, to any person not duly authorized, under the hand of the Postmaster-General and the seal of the Post-Office Department, to receive the same, (unless the person receiving is the contractor for furnishing the same, or engaged in the manufacture thereof in the manner authorized by the contract, or the agent for such manufacturer,) every such person shall be deemed guilty of felony, and, on conviction thereof, shall be imprisoned not exceeding ten years.

For forging &c., such key.

For having such key in possession with unlawful intent;

For delivering any lock or key to persons unauthorized to receive them;

SEC. 293. That any person who shall forcibly break into, or attempt to break into, any post-office, or any building used in whole or in part as a post-office, with intent to commit therein larceny or other depredation, shall, on conviction thereof, be fined not more than one thousand dollars, and imprisoned at hard labor not more than five years, according to the circumstances and aggravation of the case, in the discretion of the court.

For forcibly breaking into any post-office with intent, &c., or attempting to do so.

SEC. 294. That if any person or persons shall falsely make, alter, forge, or counterfeit, or cause or procure to be falsely made, altered, forged, or counterfeited, or willingly aid or assist in the false making, altering, forging, or counterfeiting, any bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing for the purpose of defrauding the United States; or shall utter or publish as true, or cause to be uttered or published as true, any such false, forged, altered or counterfeited bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing, for the purpose of defrauding the United States, knowing the same to be false, forged, altered, or counterfeited; or shall transmit to, or present at, or cause to procure to be transmitted to, or presented at, the office of any officer of the United States any such

For forging &c., any bond, bid, or writing, with intent to defraud:

For knowingly uttering such forged writing:

For attempting to rob the mail by assaulting, &c.:

SEC. 287. That any person who shall attempt to rob the mail by assaulting the person having custody thereof, shooting at him or his horse, or threatening him with dangerous weapons, and shall not effect such robbery, shall, on conviction thereof, be imprisoned at hard labor not less than two nor more than ten years.

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For forcibly
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SEC. 294. That if any person or persons shall falsely make, alter, forge, or counterfeit, or cause or procure to be falsely made, altered, forged, or counterfeited, or willingly aid or assist in the false making, altering, forging, or counterfeiting, any bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing for the purpose of defrauding the United States; or shall utter or publish as true, or cause to be uttered or published as true, any such false, forged, altered or counterfeited bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing, for the purpose of defrauding the United States, knowing the same to be false, forged, altered, or counterfeited; or shall transmit to, or present at, or cause to procure to be transmitted to, or presented at, the office of any officer of the United States any such

For forging, &c.,
any bond, bid, or
writing, with in-
tent to defraud;

For knowingly
uttering such
forged writing;

false, forged, altered, or counterfeited bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing, knowing the same to be false, forged, altered, or counterfeited, for the purpose of defrauding the United States, every such person shall be deemed and adjudged guilty of felony, and, being thereof duly convicted, shall be sentenced to be imprisoned, and kept at hard labor, for a period not exceeding ten years, or be fined not exceeding one thousand dollars, or both of said punishments, in the discretion of the court.

Offenses committed in places under the jurisdiction of the United States, and punishable by the laws of the State, though not prohibited by any United States law, how to be tried and punished.

SEC. 295. That if any offense shall be committed in any place which has been, or shall hereafter be, ceded to and under the jurisdiction of the United States, which offense is not prohibited, or the punishment thereof is not specially provided for by any law of the United States, such offense shall, upon conviction in any court of the United States having cognizance thereof, be liable to, and receive the same punishment as the laws of the State in which such place is or may be situated, now in force, provided for the like offense when committed within the jurisdiction of such State; and no subsequent repeal of any such State law shall affect any prosecution for such offense in any of the courts of the United States.

Subsequent repeal, &c., not to affect prosecution.

Penalty for demanding, &c., any postage other than, &c.

SEC. 296. That if any postmaster, or other person authorized by the Postmaster-General to receive the postage of letters, shall fraudulently demand or receive any rate of postage, or gratuity, or reward, other than is provided by this act, for the postage of letters or packets, on conviction thereof, he shall forfeit, for every such offense, one hundred dollars.

Penalty upon employes in the postal service for knowingly using in prepayment of postage any postage-stamps before so used;

SEC. 297. That if any person employed in any department of the post-office establishment of the United States shall, willfully and knowingly, use, or cause to be used, in prepayment of postage any postage-stamp, postal card, or stamped envelope issued, or which may hereafter be issued, by authority of any act of Congress or of the Postmaster-General, which has already been once used for a like purpose, or shall remove, or attempt to remove, the canceling or defacing marks from any such postage-stamp, or stamped envelope, or postal card, with intent to use, or cause the use of the same, a second time, or to sell, or offer to sell, the same, or shall remove from letters or other mail-matter deposited in or received at a post-office the stamps attached to the same in payment of postage, with intent to use the same a second time for a like purpose, or to sell, or offer to sell, the same, every such offender shall, upon conviction thereof,

For removing defacing marks from stamps, &c., with intent, &c.;

be deemed guilty of felony, and shall be imprisoned for not less than one year nor more than three years.

SEC. 298. That if any person not employed in any department of the post-office establishment of the United States shall commit any of the offenses described in the preceding section, every such person shall, on conviction thereof, be deemed guilty of a misdemeanor, and be punished by imprisonment for not less than six months nor more than one year, or by a fine of not less than one hundred dollars nor more than five hundred dollars, for each offense, or by both such fine and imprisonment, in the discretion of the court.

Upon persons not employed in the postal service for like offenses;

SEC. 301. That if any person having devised or intending to devise any scheme or artifice to defraud, or be effected by either opening or intending to open correspondence or communication with any other person, (whether resident within or outside of the United States,) by means of the post-office establishment of the United States, or by inciting such other person to open communication with the person so devising or intending, shall, in and for executing such scheme or artifice, (or attempting so to do,) place any letter or packet in any post-office of the United States, or take or receive any therefrom, such person so misusing the post-office establishment, shall be guilty of a misdemeanor, and shall be punished with a fine of not more than five hundred dollars, with or without such imprisonment, as the court shall direct, not exceeding eighteen calendar months. The indictment, information, or complaint may severally charge offenses to the number of three when committed within the same six calendar months; but the court thereupon shall give a single sentence, and shall proportion the punishment especially to the degree in which the abuse of the post-office establishment enters as an instrument into such fraudulent scheme and device.

For misusing the post-office establishment, by opening, &c., correspondence with intent to defraud, and placing, &c., letters in post-office;

Proceedings for trial, conviction, &c.

SEC. 327. That the following acts and parts of acts and resolutions and parts of resolutions are hereby repealed, but such repeal shall not be construed to affect or extend to any crimes or offenses heretofore committed, and which are punishable under any law hereby repealed; but all such crimes and offenses shall be prosecuted, determined, and punished according to the said laws, the same as if this act had not passed; nor shall such repeal be construed to affect any appointment to office, or any contract, debt, or demand under or by virtue of the said laws, but all such appointments, contracts, debts, and demands shall have full force and effect, the same as if this act had not passed. That the references to the said acts hereby repealed are to the same as

Saving clause.

contained in the edition of the Statutes at Large, published by Little, Brown and Company, under and by virtue of the resolution of March three, eighteen hundred and forty-five, and the continuation thereof.

CHAPTER XXIV.

SUITS.

SEC. 12. That no person employed in the Post-Office Department shall become interested in any contract for carrying the mail, or act as agent, with or without compensation, for any contractor or person offering to become a contractor, in any business before the Department; and any person so offending shall be immediately dismissed from office, and shall be liable to pay so much money as would have been realized from said contract, to be recovered in an action of debt, for the use of the Post-Office Department.

No employee to be interested in any contract for carrying the mail, or act as agent for contractor, &c.

Penalty.

SEC. 50. That in all cases where money has been paid out of the funds of the Post-Office Department under the pretense that service has been performed therefor, when, in fact, such service has not been performed, or as additional allowance for increased service actually rendered, when the additional allowance exceeds the sum which, according to law, might rightfully have been allowed therefor, and in all other cases where money of the Department has been paid to any person in consequence of fraudulent representations, or by the mistake, collusion, or misconduct of any officer or other employee in the postal service, the Postmaster-General shall cause suit to be brought to recover such wrong or fraudulent payment or excess, with interest thereon.

Suits to be brought to recover money paid by the Department, by mistake or through fraud.

SEC. 67. That if on the settlement of the account of any postmaster it shall appear that he is indebted to the United States, and suit therefor shall not be instituted within three years after the close of such account, the sureties on his bond shall not be liable for such indebtedness.

Suit for indebtedness must be brought within, &c., or sureties on bond released.

Penalty for neglect to render account for one month after the time, &c.;

SEC. 74. That if any postmaster shall neglect to render his accounts, for one month after the time, and in the form and manner prescribed by law and the regulations of the Postmaster-General, such postmaster and his sureties shall forfeit and pay double the amount of the gross receipts at said office during any previous or subsequent equal period of time; and if, at the time of trial, no account shall have been rendered, they shall forfeit and pay such sum as the court and jury shall estimate to be equivalent thereto, to be recovered in an action of debt on the bond.

If no account has been rendered at time of trial.

Suit to be brought to recover difference between contract of failing bidder, &c.;

SEC. 251. That after any regular bidder or contractor for the transportation of the mail upon any route shall have failed to enter into contract, and commence the performance thereof as herein provided, the Postmaster-General shall proceed to contract with the next lowest bidder for such service, who will enter into a contract and perform the same, unless the Postmaster-General shall consider such bid too high, in which case he shall re-advertise such service. And in all cases of regular contracts hereafter made, the contract may, in the discretion of the Postmaster-General, be continued in force, beyond its express terms, for a period not exceeding six months, until a new contract with the same or other contractors shall be made by the Postmaster-General. The Postmaster-General may contract, without advertisement, for a period not to exceed twelve months, for the carriage of the mail on such route, during the time that shall necessarily elapse between the failure of either of the accepted bidders to enter into a contract and the time when the next accepted bidder under the old or a new advertisement shall enter upon his contract; and the difference between the price proposed in the accepted bid and that paid for intermediate service shall be charged to the failing bidder or bidders, and may be recovered in the name of the United States for the use of the Post-Office Department, in an action on the case. And when the contract shall be made and concluded, the difference between the accepted bid of the failing bidders and the amount payable under the contract for the service of two years, shall be forthwith charged against the failing bidder or bidders; and an action for such sum in the nature of liquidated damages shall accrue to the United States for the use of the Post-Office Department immediately upon the execution of the final contract. And both causes of action mentioned in this section may be joined in one suit.

Action to accrue to the United States.

Suits under postal laws to be in what name, and demands to have priority.

SEC. 303. That all suits arising under the postal laws, or the regulations of the Postmaster-General pursuant thereto, shall be instituted in the name of the United States of

America, and the demands in such suits shall have all the privileges and priorities in adjudication and payment secured by law to other claims of the United States.

SEC. 304. That all causes of action arising under the postal laws may be sued, and all offenders against the same may be prosecuted, before the circuit or district courts of the United States.

Suits and prosecutions to be in the circuit and district courts;

SEC. 305. That all causes of action arising under the postal laws may be sued, and all offenders against the same may be prosecuted, before the justices of the peace, magistrates, or other judicial courts of the several States and Territories having competent jurisdiction by the laws thereof, to the trial of claims and demands of as great value, and of prosecutions where the punishments are of as great extent; and such justices, magistrates, or judiciary shall take cognizance thereof, and proceed to judgment and execution as in other cases.

And before local magistrates and courts;

SEC. 306. That in all suits or causes arising under the postal laws the court shall proceed to trial and render judgment the first term after commencement of suit; but whenever service of process shall not be made at least twenty days previous to the return-day of such term, the defendant shall be entitled to one continuance, if on his statement the court shall deem it expedient; and if said defendant shall make affidavit that he has a claim against the Post-Office Department, which has been submitted to and disallowed by the Auditor for said Department, and shall specify such claim in his affidavit, and that he could not be prepared for trial at such term for want of evidence, the court, being satisfied in these respects, may grant a continuance until the next succeeding term.

Suits, &c., under postal laws to be carried to judgment at the first term;

Defendant entitled to one continuance, if, &c.

SEC. 307. That no claim for a credit shall be allowed upon the trial of any suit for delinquency against a postmaster, contractor, or other officer, agent, or employee of the Post-Office Department, unless the same shall have been presented to the Auditor for said Department and by him disallowed, in whole or in part, unless it shall be proved, to the satisfaction of the court, that the defendant is, at the time of trial, in possession of vouchers not before in his power to procure, and that he was prevented from exhibiting to the said Auditor a claim for such credit by some unavoidable accident.

Upon trials of suits against postmasters, &c., for delinquency, no claim for credit to be allowed unless, &c.

SEC. 308. That in all suits for balances due the Post-Office Department, interest thereon shall be recovered from the time of the default until payment at the rate of six per centum per annum.

In suits for balances, what interest to be recovered.

United States attorney, in prosecuting suit for money due the Post-Office Department, to obey what directions, and do what.

SEC. 309. That in the prosecution of any suit for money due the Post-Office Department, the United States attorney shall obey the directions which may be given him by the Department of Justice; and immediately after the end of every term of any court in which any suit has been pending, said attorney shall forward to the Department of Justice a statement of any judgment or order made, or step taken in the same, during such term, accompanied by a certificate of the clerk, showing the parties to and amount of every such judgment, with such other information as the Department of Justice may require. And the said attorney shall direct speedy and effectual execution upon said judgment, and the United States marshal to whom the same is directed shall make returns of the proceedings thereon to the Department of Justice at such times as it may direct.

When proceedings at law for money due, &c., are fruitless, suits in chancery may be instituted, &c.

SEC. 310. That when proceedings at law for money due the Post-Office Department shall be fruitless, the said Department of Justice may direct the institution of a suit in chancery in any United States district or circuit court, to set aside fraudulent conveyances or trusts, or attach debts due the defendant, or obtain any other proper exercise of the powers of equity to have satisfaction of any judgment against such defendant.

In suits against postmasters, &c., certified copies of papers to be sent, &c.

SEC. 311. That in case of delinquency of any postmaster, contractor, or other officer, agent, or employee of the Post-Office Department, in which suit may be brought, the Auditor for said Department shall forward to the Department of Justice certified copies of all papers in his office tending to sustain the claim.

Copies of quarterly returns of postmasters, &c., certified under seal, to be evidence in, &c.

SEC. 312. That copies of the quarterly returns of postmasters, and of any papers pertaining to the accounts, in the office of the Auditor for the Post-Office Department, and transcripts from the money-order account-books of said office, when certified by the Auditor under the seal of his office, shall be admitted as evidence in the courts of the United States both in criminal and civil cases.

In suits to recover balances due from delinquent postmasters, what to be evidence of a demand.

SEC. 313. That in all suits for the recovery of balances due from postmasters, a copy, duly certified under the seal of the Auditor for the Post-Office Department, of the statement of any postmaster, special agent, or other person employed by the Postmaster-General or the Auditor for that purpose, that he has mailed a letter to such delinquent postmaster at the post-office where the indebtedness accrued, or at his last usual place of abode; that a sufficient time has elapsed for said letter to have reached its destination in the ordinary course of the mail; and that payment of such bal-

ance has not been received within the time designated in his instructions, shall be received as sufficient evidence in the courts of the United States, or other courts, that a demand has been made upon the delinquent postmaster; but when the account of a late postmaster has been once adjusted and settled, and a demand has been made for the balance appearing to be due, and afterward allowances are made or credits entered, it shall not be necessary to make a further demand for the new balance found to be due.

Further demand for new balance not necessary, when, &c.

SEC. 314. That the Postmaster-General may discharge from imprisonment any person confined in jail on any judgment in a civil case, obtained in behalf of the Department, if it be made to appear that the defendant has no property of any description; but such release shall not bar a subsequent execution against the property of the defendant on the same judgment.

Poor debtors may be discharged from jail in civil cases, but &c.

SEC. 315. That in all cases where a judgment shall have been obtained for a debt or damages due the Post-Office Department, and it shall satisfactorily appear that such judgment, or so much thereof as remains unpaid, cannot be collected by due process of law, the Auditor for the said Department may, with the written consent of the Postmaster-General, compromise such judgment, and accept in satisfaction less than the full amount thereof.

Judgments not collectable in full may be compromised with written consent of, &c.

SEC. 316. That in all cases of fine, penalty, forfeiture, or disability, or alleged liability for any sum of money by way of damages or otherwise, under any provision of law in relation to the officers, employees, operations, or business of the postal service, the Postmaster-General may prescribe such general rules and modes of proceeding as shall appear to be expedient, for the government of the Auditor for the Post-Office Department, in ascertaining the fact in each case in which said Auditor shall certify to him that the interests of the Department probably require the exercise of the power conferred by this and the preceding section; and upon the fact being ascertained, said Auditor may, with the written consent of the Postmaster-General, mitigate or remit such fine, penalty, or forfeiture, remove such disability, or compromise, release, or discharge such claim for such sum of money and damages, and on such terms, as the said Auditor shall deem just and expedient.

Fines, &c. may be remitted and disabilities be removed with written consent, &c.

SEC. 317. That one-half of all pecuniary penalties and forfeitures incurred for the violation of any law in relation to the postal service shall be for the use of the person informing and prosecuting for the same, and the other for the use

One-half of penalties, &c., to go to informer, and other half to the United States, except, &c.

of the United States, except where other disposition thereof is specially provided.

In cases of debts due from delinquent postmasters, contractors, &c., attachments against their property may issue;

SEC. 318. That in all cases where debts are due from defaulting or delinquent postmasters, contractors, or other officers, agents, or employees of the Post-Office Department, a warrant of attachment may issue against all real and personal property and legal and equitable rights belonging to such officer, agent, or employee, and his sureties, or either of them, in the following cases:

If they are non-residents;

First. When such officer, agent, or employee, and his sureties, or either of them, is a non-resident of the district where such officer, agent, or employee was appointed, or has departed from such district for the purpose of permanently residing out of the same, or of defrauding the United States, or of avoiding the service of civil process.

Or have conveyed away, or are about to convey, their property.

Second. When such officer, agent, or employee, and his sureties, or either of them, has conveyed away, or is about to convey away, his property, or any part thereof, or has removed, or is about to remove, the same, or any part thereof, from the district wherein it is situated, with intent to defraud the United States.

Property may be seized in the district whither removed, &c.

And when any such property has been removed, certified copies of the warrant may be sent to the marshal of the district into which the same has been removed, under which certified copies he may seize said property and convey it to some convenient point within the jurisdiction of the court from which the warrant originally issued. And alias warrants may be issued in such cases upon due application, and the validity of the warrant first issued shall continue until the return-day thereof.

Alias warrants.

Application for warrant of attachment, by and to whom and how made.

SEC. 319. That application for such warrant of attachment may be made by any district or assistant district attorney, or by any other person authorized by the Postmaster-General, before the judge, or, in his absence, before the clerk of any court of the United States having original jurisdiction of the cause of action. And such application shall be made upon an affidavit of the applicant, or some other credible person, stating the existence of either of the grounds of attachment enumerated in the preceding section, and upon production of legal evidence of the debt.

Warrant to issue on application, and how to be executed.

SEC. 320. That upon any such application, and upon due order of any judge of the court, or, in his absence, without such order, the clerk shall issue a warrant for the attachment of all the property of any kind belonging to the person specified in the affidavit, which warrant shall be executed with all possible dispatch by the marshal, who shall

take the property attached, if personal, into his custody, and hold the same subject to all interlocutory or final orders of the court.

SEC. 321. That any time within twenty days before the return-day of such warrant, the party whose property is attached may, on giving notice to the district attorney of his intention, file a plea in abatement, traversing the allegations of the affidavit, or denying the ownership of the property attached to be in the defendants, or either of them, in which case the court may, upon application of either party, order an immediate trial by jury of the issues raised by the affidavit and plea; but the parties may, by consent, waive a trial by jury, in which case the court shall decide the issues raised. Any party claiming ownership of the property attached, and a specific return thereof, shall be confined to the remedy herein afforded, but his right to an action of trespass, or other action for damages, shall not be impaired hereby.

Remedy of party whose property is attached.

Plea in abatement.

Issues raised how to be tried.

Parties claiming specific return of property confined to this remedy but, &c.

SEC. 322. That when the property attached shall be sold on an interlocutory order of the court, or when it shall be producing any revenue, the money arising from such sale or revenue shall be invested in securities of the United States, under the order of the court, and all accretions shall be held subject to the orders of the same.

Proceeds of property if sold, or income, how to be invested, &c.

SEC. 323. That immediately upon the execution of any such warrant of attachment, the marshal shall cause due publication thereof to be made, in case of absconding debtors for two months, and of non-residents for four months. The publication shall be made in some newspaper published in the district where the property is situate, and the details thereof shall be regulated by the order under which the warrant is issued.

Publication of warrant of attachment in case of absconding debtors;

In what newspaper.

SEC. 324. That after the first publication of such notice of attachment as required by law, every person indebted to, or having possession of any property belonging to, the said defendants, or either of them, and having knowledge of such notice, shall account and answer for the amount of such debt, and the value of such property; and any disposal or attempt to dispose of any such property, to the injury of the United States, shall be illegal and void. And when the person indebted to, or having possession of the property of, such defendants, or either of them, shall be known to the district attorney or marshal, such officer shall see that personal notice of the attachment is served upon such person; but the want of such notice shall not invalidate the attachment.

After publication of notice of attachment, persons indebted or having property of defendants to account therefor, &c.

Personal notice on persons known to have such property.

Warrant of attachment may be discharged by giving sufficient bond, &c.

SEC. 325. That upon application of the party whose property has been attached, the court, or any judge thereof, may discharge the warrant of attachment as to the property of the applicant, provided such applicant shall execute to the United States a good and sufficient penal bond, in double the value of the property attached, to be approved by a judge of the court, and with condition for the return of said property, or to answer any judgment which may be rendered by the court in the premises.

Rights of United States in certain matters not abridged hereby.

SEC. 326. That nothing herein contained shall be construed to limit or abridge, in any manner, such rights of the United States as have accrued or been allowed in any district under the former practice of, or the adoption of State laws by, the United States courts.

Repealing act.

SEC. 327. That the following acts and parts of acts and resolutions and parts of resolutions are hereby repealed, but such repeal shall not be construed to affect or extend to any crimes or offenses heretofore committed, and which are punishable under any law hereby repealed, but all such crimes and offenses shall be prosecuted, determined, and punished according to the said laws the same as if this act had not passed; nor shall such repeal be construed to affect any appointment to office, or any contract, debt, or demand under or by virtue of the said laws, but all such appointments, contracts, debts, and demands shall have full force and effect, the same as if this act had not passed. That the references to the said acts hereby repealed are to the same as contained in the edition of the Statutes at Large, published by Little, Brown and Company, under and by virtue of the resolution of March three, eighteen hundred and forty-five, and the continuation thereof.

Saving clause.

Vol. V, p. 798.

CHAPTER XXV.

MISCELLANEOUS.

SEC. 11. That all persons employed in any branch of the postal service shall be exempt from militia duty, and from serving on juries, or from any penalty for neglect thereof.

Employés in postal service exempt from militia and jury duty.

SEC. 12. That no person employed in the Post-Office Department shall become interested in any contract for carrying the mail, or act as agent, with or without compensation, for any contractor or person offering to become a contractor, in any business before the Department; and any person so offending shall be immediately dismissed from office, and shall be liable to pay so much money as would have been realized from said contract, to be recovered in an action of debt, for the use of the Post-Office Department.

No employé to be interested in any contract for carrying the mail, or to act as agent for contractor, &c.

Penalty.

SEC. 13. That all bonds taken and contracts entered into by the Post-Office Department shall be made to and with the United States of America.

Bonds and contracts to be to and with the United States.

SEC. 14. That no person employed in the postal service shall receive any fees or perquisites on account of the duties to be performed by virtue of his appointment.

No employé to receive fees or perquisites.

SEC. 15. That before entering upon the duties, and before they shall receive any salary, the Postmaster-General and all persons employed in the postal service shall respectively take and subscribe, before some magistrate or other competent officer, the following oath or affirmation: "I, A. B., do solemnly swear (or affirm, as the case may be) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post-offices and post-roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States

Postmaster-General and all employés to take oath or affirmation.

Form.

which may come into my possession or control: So help me, God." And this oath or affirmation may be taken before any officer, civil or military, holding a commission under the United States, and such officer is hereby authorized to administer and certify such oath or affirmation.

Before whom taken.

Employés to be subject to penalties, &c., for violation of law with or without oath.

SEC. 16. That every person employed in the postal service shall be subject to all the pains, penalties, and forfeitures for violation of the laws relating to such service, whether he has taken the oath or affirmation prescribed in the preceding section or not.

All orders, &c., on which, &c., and contracts, &c., to have true dates affixed.

Date of filing certain papers.

SEC. 18. That every order, entry, or memorandum whatever, on which any action is to be based, allowance made, or money paid, and every contract, paper, or obligation made by or with the Post-Office Department, shall have its true date affixed to it; and every paper relating to contracts or allowances filed in the Department shall have the date when it was filed indorsed upon it.

CHAPTER XXVI.

DUTIES AND POWERS OF THE AUDITOR.

SEC. 21. That there shall be appointed by the President, Auditor of the Treasury for the Post-Office Department; by and with the advice and consent of the Senate, an Auditor of the Treasury for the Post-Office Department.

SEC. 22. That the said Auditor shall receive all accounts His powers and duties; arising in the Post-Office Department, or relative thereto, with the vouchers necessary to a correct adjustment thereof, and shall audit and settle the same, and certify the balances thereon to the Postmaster-General. He shall keep and preserve all accounts and vouchers after settlement. He shall close the accounts of the Department quarterly, and transmit to the Secretary of the Treasury quarterly statements of its receipts and expenditures. He shall report to the Postmaster-General, when required to do so, the manner and form of keeping and stating the accounts of the Department, and the official forms of paper to be used in connection with its receipts and expenditures. He shall report to the Postmaster-General all delinquencies of postmasters in rendering their accounts and returns, or in paying over money-order funds and other receipts at their offices. He shall register, charge, and countersign all warrants upon the Treasury for receipts and payments issued by the Postmaster-General, when warranted by law. And he shall perform such other duties in relation to the financial concerns of the Department as may be assigned to him by the Secretary of the Treasury, and make to said Secretary, or to the Postmaster-General, such reports respecting the same as either of them may require.

SEC. 23. That the said Auditor shall superintend the collection of all debts due the Department, and all penalties To superintend the collection of debts, penalties and forfeitures;

and forfeitures imposed for any violation of the postal laws, and take all such other measures as may be authorized by law to enforce the payment of such debts and the recovery of such penalties and forfeitures. He shall also superintend the collection of all penalties and forfeitures arising under other statutes, where such penalties and forfeitures are the consequence of unlawful acts affecting the revenues or property of the Post-Office Department.

May administer oaths.

SEC. 24. That the said Auditor, or the mayor of any city, any justice of the peace, or the judge of any court of record, may administer oaths or affirmations in relation to the examination and settlement of the accounts committed to the charge of said Auditor; and if any person shall knowingly swear or affirm falsely touching any expenditure on account of, or claim in favor of or against, said Department, he shall, on conviction thereof, for every such offense, forfeit and pay not exceeding two thousand dollars, and be imprisoned at hard labor not exceeding five years, according to the aggravation of the offense.

Appeal from Auditor to First Comptroller of the Treasury, whose decision shall be final.

SEC. 25. That if either the Postmaster-General or the person whose accounts have been settled shall be dissatisfied with the settlement of said Auditor, he may, within twelve months, appeal to the First Comptroller of the Treasury, whose decision shall be final and conclusive.

Clerks and employes in Auditor's office.

SEC. 26. That the Secretary of the Treasury may appoint in the office of the Auditor for the Post-Office Department one chief clerk, nine clerks of class four, forty-four clerks of class three, sixty-four clerks of class two, thirty-seven clerks of class one, one messenger, one assistant messenger, and eleven laborers.

Annual salaries of Auditor and clerks.

SEC. 27. That the annual salaries of the Auditor for the Post-Office Department, and the clerks, messengers, and laborers in his office, shall be as follows:

Of the Auditor, three thousand dollars;

Of the chief clerk, two thousand dollars;

Of the clerks of class four, one thousand eight hundred dollars each; and two hundred dollars additional to one of said clerks as disbursing clerk;

Of the clerks of class three, one thousand six hundred dollars each;

Of the clerks of class two, one thousand four hundred dollars each;

Of the clerks of class one, one thousand two hundred dollars each;

Of the messenger, eight hundred and forty dollars;

Of the assistant messenger, seven hundred dollars;

Of the laborers, six hundred dollars each.

SEC. 29. That all orders and regulations of the Postmaster-General which may originate a claim, or in any manner affect the accounts of the postal service, shall be certified to the Auditor for the Post-Office Department.

All orders, &c., of the Postmaster-General originating a claim, &c., to be certified to Auditor.

SEC. 35. That the Postmaster-General may appoint two agents to superintend the railway postal-service, who shall be paid out of the appropriation for the transportation of the mail, at the rate of two thousand five hundred dollars per annum salary, with an allowance for traveling and incidental expenses, while actively employed in the service, of not more than five dollars a day; and the Auditor of the Treasury for the Post-Office Department shall charge to the appropriation for mail transportation the salary and per diem of the assistant superintendents of the postal-railway service; and to the appropriation for the free-delivery system, the salary and per diem of the special agent detailed for that service; and the salary and per diem of the special agents employed in the money-order service shall be paid out of the proceeds of that service.

Auditor to charge to certain appropriations the salary and per diem of certain special agents.

SEC. 41. That the accounts of the postal service shall be kept in such a manner as to exhibit the amount of revenues derived respectively from "letter-postage;" "book, newspaper, and pamphlet postage;" "registered letters;" "box-rents and branch-offices;" "postage-stamps and envelopes;" "dead-letters;" "fines and penalties;" "revenue from money-order business;" and "miscellaneous;" and the amount of expenditures for each of the following objects, namely: "Transportation of the mail;" "compensation of postmasters;" "compensation of letter-carriers;" "compensation of clerks for post-offices;" "compensation of blank-agents and assistants;" "mail-depredations and special agents;" "postage-stamps and envelopes;" "ship, steam-boat, and way letters;" "dead-letters;" "mail bags;" "mail-locks and keys;" and "postmarking and canceling stamps;" "wrapping-paper;" "twine;" "letter-balances;" "office-furniture;" "advertising;" "balances to foreign countries;" "rent, light, and fuel for post-offices;" and "stationery," and "miscellaneous."

Accounts of postal service to be so kept as to show amount of revenues derived from certain sources, and expenditures for certain objects.

SEC. 42. That unclaimed money in dead-letters for which no owner can be found; all money taken from the mail by robbery, theft, or otherwise, which may come into the hands of any agent or employee of the United States, or any other person whatever; all fines and penalties imposed for any violation of the postal-laws, except such part as may by law belong to the informer or party prosecuting for the same; and all money derived from the sale of waste-paper or other

public property of the Post-Office Department, shall be deposited in the Treasury, under the direction of the Postmaster-General, as part of the postal revenue. And the Postmaster-General is hereby directed to cause to be placed to the credit of the Treasurer of the United States, for the service of the Post-Office Department, the net proceeds of the money-order business; and the receipts of the Post-Office Department derived from this source during each quarter shall be entered by the Auditor of the Treasury for the Post-Office Department in the accounts of said Department, under the head of "revenue from money-order business."

Auditor to enter quarterly the net revenue of the money-order business.

Postages, box-rents, &c., to be accounted for as part of postal revenues, &c.

SEC. 43. That all postages, box-rents, and other receipts at post-offices shall be accounted for as part of the postal revenues; and any part thereof which the postmaster has neglected to collect, he shall be charged with and held accountable for the same as if he had collected it.

Auditor to countersign and register all warrants for payments on account of postal service.

SEC. 47. That payments of money out of the Treasury on account of the postal service shall be in pursuance of appropriations made by law, by warrants of the Postmaster-General, registered and countersigned by the Auditor for the Post-Office Department, and expressing on their face the appropriation to which they should be charged.

Payments on account of postal service to be made to persons to whom the same shall be certified by the Auditor to be due.

SEC. 48. That all payments on account of the postal service shall be made to persons to whom the same shall be certified to be due by the Auditor; but advances of necessary sums to defray expenses may be made by the Postmaster-General to agents employed to investigate mail depredations, examine post-routes and offices, and on other like services, to be charged to them by the Auditor, and to be accounted for in the settlement of their accounts.

Auditor to certify quarterly to the Postmaster-General, &c., designating the heads of appropriations, &c.

SEC. 52. That the Auditor for the Post-Office Department shall state and certify quarterly to the Postmaster-General on [an] account of the money paid by postmasters out of the receipts of their offices, and pursuant to appropriations, on account of the expenses of the postal service, designating the heads under which such payments were made.

Amounts thus certified by Auditor to be credited to postal revenues.

SEC. 53. That upon the certified quarterly statement by the Auditor for the Post-Office Department of the payments by postmasters on account of the postal service, the Postmaster-General shall issue his warrant to the Treasurer to carry the amount to the credit of the postal revenues and to the debit of the proper appropriations upon the books of the Auditor.

Auditor to countersign all warrants bringing deposits into the Treasury.

SEC. 55. That all deposits on account of the postal service shall be brought into the Treasury by warrants of the Postmaster-General, countersigned by the Auditor; and no

credit shall be allowed for any deposit until such warrant has been issued.

SEC. 60. That when any postmaster shall be required to execute a new bond, all payments made by him after the execution of such new bond may, if the Postmaster-General or the Auditor shall deem it just, be applied first to discharge any balance which may be due from said postmaster under his old bond.

Auditor may apply payments, &c., upon account of a postmaster executing a new bond.

SEC. 61. That the Postmaster-General shall establish post-offices at all such places on post-roads established by law as he may deem expedient, and he shall promptly certify such establishment to the Auditor for the Post-Office Department.

Established post-offices to be promptly certified to the Auditor.

SEC. 63. That postmasters of the fourth and fifth class shall be appointed and may be removed by the Postmaster-General, and all others shall be appointed and may be removed by the President, by and with the advice and consent of the Senate, and shall hold their offices for four years, unless sooner removed or suspended according to law, and all appointments and removals shall be notified to the Auditor for the Post-Office Department.

All appointments and removals to be promptly certified to the Auditor.

SEC. 65. That every postmaster, before entering upon the duties of his office, shall give bond, with good and approved security, and in such penalty as the Postmaster-General shall deem sufficient, conditioned for the faithful discharge of all duties and trusts imposed on him either by law or the rules and regulations of the Department; and where an office shall be designated as a money-order office, the bond of the postmaster shall contain an additional condition for the faithful performance of all duties and obligations in connection with the money-order business. On the death, resignation, or removal of a postmaster, his bond shall be delivered to the Auditor for the Post-Office Department. The bond of any married woman who may be appointed postmaster shall be binding upon her and her sureties, and she shall be liable for misconduct in office as if she were sole.

When bond of postmaster to be delivered to Auditor.

SEC. 66. That when any of the sureties of a postmaster shall notify the Postmaster-General of their desire to be released from their suretyship, or when the Postmaster-General deems a new bond necessary, he shall require the postmaster to execute such new bond, with security, which, when accepted by the Postmaster-General, shall be as valid as the bond given upon the original appointment of such postmaster, and the sureties in the prior bond shall be released from responsibility for all acts or defaults of such postmaster which may be done or committed subsequent

Sureties upon the bond of a postmaster, when to be released, &c.

to the last day of the quarter in which such new bond shall be executed and accepted.

Sureties released from liability if suit not brought within three years after the closing of account of postmaster.

SEC. 67. That if on the settlement of the account of any postmaster it shall appear that he is indebted to the United States, and suit therefor shall not be instituted within three years after the close of such account, the sureties on his bond shall not be liable for such indebtedness.

Accounts of postmasters to be rendered quarterly.

SEC. 72. That each postmaster shall render to the Postmaster-General, under oath, and in such form as the latter shall prescribe, a quarterly account of all moneys received or charged by him or at his office, for postage, rent of boxes or other receptacles for mail-matter, or by reason of keeping a branch-office, or for the delivery of mail-matter in any manner whatever.

Sworn statement may be required.

SEC. 73. That the Postmaster-General may require a sworn statement to accompany each quarterly account of a postmaster, to the effect that such account contains a true statement of the entire amount of postage, box-rents, charges, and moneys collected or received at his office during the quarter; that he has not knowingly delivered, or permitted to be delivered, any mail-matter on which the postage was not at the time paid; that such account exhibits truly and faithfully the entire receipts collected at his office, and which by due diligence could have been collected; and that the credits he claims are just and right. And any false-swearing therein shall render him liable to the pains and penalties of perjury.

Penalty upon postmaster for failing to render quarterly account, &c.

SEC. 74. That if any postmaster shall neglect to render his accounts, for one month after the time, and in the form and manner prescribed by law and the regulations of the Postmaster-General, such postmaster and his sureties shall forfeit and pay double the amount of the gross receipts at said office during any previous or subsequent equal period of time; and if, at the time of trial, no account shall have been rendered, they shall forfeit and pay such sum as the court and jury shall estimate to be equivalent thereto, to be recovered in an action of debt on the bond.

Orders assigning or changing the salaries of postmasters, &c., to be certified to the Auditor.

SEC. 84. That the Postmaster-General shall make all orders assigning or changing the salaries of postmasters in writing, and record them in his journal, and notify the change to the Auditor; and any change made in such salaries shall not take effect until the first day of the quarter next following such order: *Provided*, That in cases of an extraordinary increase or decrease in the business of any post-office, the Postmaster-General may adjust the salary of the postmaster at such post-office, to take effect from the

first day of the quarter or period the returns for which form basis of re-adjustment.

SEC. 89. That vouchers for all deductions made by a postmaster out of the receipts of his office, on account of the expenses of the postal service, shall be submitted for examination and settlement to the Auditor for the Post-Office Department, and no such deduction shall be valid unless found to be in conformity with law.

Vouchers for all deductions made by a postmaster out of receipts, &c., to be submitted to Auditor, &c.

SEC. 91. That the Postmaster-General may discontinue any post-office where the safety and security of the postal service and revenues are endangered from any cause whatever, or where the efficiency of the service shall require such discontinuance, and he shall promptly certify such discontinuance to the Auditor for the Post-Office Department.

Discontinuance of post-offices to be certified to the Auditor.

SEC. 120. That the Auditor for the Post-Office Department shall keep the accounts of the money-order business separately, and in such manner as to show the number and amount of money-orders issued at each office, the number and amount paid, the amount of fees received, and all the expenses of the money-order business.

Auditor to keep the accounts of the money-order business separately, and in such manner to show, &c.

SEC. 311. That in case of delinquency of any postmaster, contractor, or other officer, agent, or employee of the Post-Office Department, in which suit may be brought, the Auditor for said Department shall forward to the Department of Justice certified copies of all papers in his office tending to sustain the claim.

Auditor to forward to Department of Justice certified copies, &c., in cases of delinquency of any postmaster, &c.

CHAPTER XXVII.

REPEALING ACT.

Repeal. SEC. 327. That the following acts and parts of acts and resolutions and parts of resolutions are hereby repealed, but such repeal shall not be construed to affect or extend to any crimes or offenses heretofore committed, and which are punishable under any law hereby repealed, but all such crimes and offenses shall be prosecuted, determined, and punished according to the said laws, the same as if this act had not passed ; nor shall such repeal be construed to affect any appointment to office, or any contract, debt, or demand under or by virtue of the said laws, but all such appointments, contracts, debts, and demands shall have full force and effect, the same as if this act had not passed. That the references to the said acts hereby repealed are to the same as contained in the edition of the Statutes at Large, published by Little, Brown and Company, under and by virtue of the resolution of March three, eighteen hundred and forty-five, and the continuation thereof:

Saving clause.

Vol. V, p. 798.

List of acts
wholly or partly
repealed.

Act of March 3, 1791, chapter 23, volume 1, page 218, in part, namely, section 2.
May 8, 1791, chapter 23, volume 1, page 351, in part, namely, sections 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28.
March 3, 1797, chapter 19, volume 1, page 509, in part, namely, sections 4, 5, 6, 7, 8, and 9.
June 22, 1798, chapter 56, volume 1, page 569.
March 2, 1799, chapter 43, volume 1, page 733.

- Act of December 15, 1800, chapter 1, volume 2, page 88, in part, namely, sections 1 and 2.
- February 18, 1802, chapter 5, volume 2, page 130, in part, namely, so much as relates to franking and free mail-matter of Delegates.
- May 3, 1802, chapter 48, volume 2, page 189, in part, namely, sections 3, 4, 5, 6, and 7.
- March 26, 1804, chapter 34, volume 2, page 275, in part, namely, sections 3 and 4.
- March 3, 1807, chapter 43, volume 2, page 444, in part, namely, section 1.
- April 30, 1810, chapter 37, volume 2, page 592.
- January 17, 1811, chapter 4, volume 2, page 615.
- January 14, 1813, chapter 9, volume 2, page 790.
- February 27, 1813, chapter 34, volume 2, page 805.
- July 13, 1813, chapter 9, volume 3, page 4.
- April 18, 1814, chapter 75, volume 3, page 130, in part, namely, sections 3 and 4.
- February 27, 1815, chapter 65, volume 3, page 220.
- April 9, 1816, chapter 43, volume 3, page 264.
- March 3, 1819, chapter 107, volume 3, page 536.
- March 13, 1820, chapter 23, volume 3, page 548.
- December 19, 1821, chapter 1, volume 3, page 649.
- May 8, 1822, chapter 127, volume 3, page 702, in part, namely, section 3.
- March 3, 1823, chapter 33, volume 3, page 764, in part, namely, section 3.
- March 3, 1825, chapter 46, volume 4, page 95, in part, namely, sections 2, 3, and 4.
- March 3, 1825, chapter 64, volume 4, page 102.
- March 2, 1827, chapter 61, volume 4, page 238.
- March 2, 1827, chapter 62, volume 4, page 239.
- May 24, 1828, chapter 99, volume 4, page 303, in part, namely, so much of section 1 as authorizes the employment of additional clerks and fixes their salaries.
- May 9, 1836, chapter 59, volume 5, page 17, in part, namely, so much of section 1 as relates to the duties of the Postmaster General.
- July 2, 1836, chapter 270, volume 5, page 80.
- July 7, 1838, chapter 172, volume 5, page 271, in part, namely, section 2.
- January 25, 1839, chapter 4, volume 5, page 314.
- July 30, 1842, chapter 107, volume 5, page 498, in part, namely, section 1, and so much of section 3 as authorizes the employment of additional clerks.

- Act of August 20, 1842, chapter 255, volume 5, page 538, in part, namely, section 1.
- February 15, 1843, chapter 31, volume 5, page 600.
- March 3, 1845, chapter 43, volume 5, page 732.
- March 3, 1845, chapter 69, volume 5, page 748.
- March 3, 1845, chapter 71, volume 5, page 752, in part, namely, section 8.
- March 1, 1847, chapter 33, volume 9, page 147.
- March 2, 1847, chapter 37, volume 9, page 152, in part, namely, the several provisos in section 5, relating to the compensation of deputy postmasters and the franking privilege to the same, and authorizing the employment of the Assistant Postmasters-General as special agents, and allowing them compensation therefor, and all of section 3.
- March 3, 1847, chapter 63, volume 9, page 188, in part, namely, sections 8, 10, 11, 12, 13, and 14.
- May 17, 1848, chapter 43, volume 9, page 230.
- May 27, 1848, chapter 47, volume 9, page 231, in part, namely, section 4.
- June 27, 1848, chapter 79, volume 9, page 241.
- August 14, 1848, chapter 175, volume 9, page 306, in part, namely, section 3.
- March 2, 1849, chapter 89, volume 9, page 353.
- May 15, 1850, chapter 10, volume 9, page 423, in part, namely, section 2.
- September 27, 1850, chapter 75, volume 9, page 473, in part, namely, section 2.
- March 3, 1851, chapter 20, volume 9, page 587.
- March 3, 1851, chapter 21, volume 9, page 591, in part, namely, sections 2, 3, and 4.
- March 3, 1851, chapter 48, volume 9, page 637, in part, namely, section 2.
- August 30, 1852, chapter 98, volume 10, page 38.
- August 31, 1852, chapter 111, volume 10, page 110, in part, namely, sections 2 and 3.
- August 31, 1852, chapter 113, volume 10, page 121, in part, namely, sections 3, 4, 5, 6, 7, 8, 9, and 10.
- March 3, 1853, chapter 97, volume 10, page 189, in part, namely, so much of section 3 as relates to clerks in the Post-Office Department.
- March 3, 1853, chapter 103, volume 10, page 225, in part, namely, sections 3, 4, and 5.
- March 3, 1853, chapter 146, volume 10, page 249, in part, namely, sections 3, 4, 5, 6, 7, and 8.

- Act of February 2, 1854, chapter 8, volume 10, page 266.
- April 22, 1854, chapter 52, volume 10, page 276, in part, namely, so much of sections 1, 2, and 3 as relates to the salaries of clerks and officers of the Post-Office Department.
- May 31, 1854, chapter 60, volume 10, page 290, in part, namely, section 4.
- June 22, 1854, chapter 61, volume 10, page 298.
- July 27, 1854, chapter 109, volume 10, page 312.
- August 4, 1854, chapter 242, volume 10, page 546, in part, namely, so much of section 6 as provides for additional clerks to the Postmaster-General and the Sixth Auditor.
- August 5, 1854, chapter 270, volume 10, page 588, in part, namely, section 4.
- March 3, 1855, chapter 173, volume 10, page 641.
- March 3, 1855, chapter 201, volume 10, page 683, in part, namely, sections 1, 2, 4, and 5.
- August 18, 1856, chapter 129, volume 11, page 81, in part, namely, section 4.
- January 2, 1857, chapter 2, volume 11, page 153.
- May 24, 1858, chapter 46, volume 11, page 293.
- June 12, 1858, chapter 154, volume 11, page 319, in part, namely, section 12.
- June 14, 1858, chapter 162, volume 11, page 337, in part, namely, section 2.
- June 14, 1858, chapter 164, volume 11, page 364, in part, namely, sections 4 and 5.
- April 3, 1860, chapter 11, volume 12, page 11.
- April 6, 1860, chapter 13, volume 12, page 11.
- June 15, 1860, chapter 131, volume 12, page 37, in part, namely, the several provisos of section 1, and all of sections 2 and 4.
- February 27, 1861, chapter 57, volume 12, page 151, in part, namely, sections 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14, and so much of section 16 as relates to the rate of postage on printed matter between the States and Territories east of the Rocky Mountains and the States and Territories on the Pacific.
- February 28, 1861, chapter 61, volume 12, page 177.
- March 2, 1861, chapter 73, volume 12, page 204, in part, namely, sections 2, 4, and 5.
- July 24, 1861, chapter 12, volume 12, page 272.
- January 21, 1862, chapter 9, volume 12, page 332.
- April 16, 1862, chapter 56, volume 12, page 379.

- Act of April 17, 1862, chapter 58, volume 12, page 381, in part, namely, section 4.
- June 2, 1862, chapter 95, volume 12, page 413, in part, namely, sections 2 and 3.
- July 16, 1862, chapter 188, volume 12, page 588.
- March 3, 1863, chapter 71, volume 12, page 701.
- January 22, 1864, chapter 4, volume 13, page 2.
- March 16, 1864, chapter 35, volume 13, page 30.
- March 25, 1864, chapter 40, volume 13, page 36, in part, namely, sections 1, 2, 4, 5, 6, and 7.
- June 1, 1864, chapter 102, volume 13, page 95.
- June 25, 1864, chapter 155, volume 13, page 184, in part, namely, section 6.
- July 1, 1864, chapter 197, volume 13, page 335.
- July 4, 1864, chapter 241, volume 13, page 382.
- January 20, 1865, chapter 16, volume 13, page 421.
- February 23, 1865, chapter 47, volume 13, page 432.
- March 3, 1865, chapter 89, volume 13, page 504.
- March 3, 1865, chapter 96, volume 13, page 515.
- March 3, 1865, chapter 97, volume 13, page 515, in part, namely, sections 1, 2, and 5.
- February 10, 1866, chapter 9, volume 14, page 3.
- February 16, 1866, chapter 10, volume 14, page 3.
- May 18, 1866, chapter 85, volume 14, page 48, in part, namely, sections 3 and 4.
- June 12, 1866, chapter 114, volume 14, page 59.
- July 13, 1866, chapter 184, volume 14, page 98, in part, namely, section 65.
- July 28, 1866, chapter 297, volume 14, page 524, in part, namely, the proviso in section 1, relating to the pay of female folders in the dead-letter office.
- January 22, 1867, chapter 11, volume 14, page 378.
- February 18, 1867, chapter 41, volume 14, page 393, in part, namely, section 3.
- February 18, 1867, chapter 43, volume 14, page 395, in part, namely, section 2.
- March 9, 1868, chapter 22, volume 15, page 40, in part, namely, so much as relates to the printing of postal conventions, and confers the franking privilege on the Congressional Printer.
- July 27, 1868, chapter 246, volume 15, page 194.
- Resolution of April 3, 1828, number 1, volume 4, page 320.
- January 13, 1831, number 1, volume 4, page 495.
- October 12, 1837, number 1, volume 5, page 207.

Resolution of June 15, 1844, number 14, volume 5, page 718.

February 20, 1845, number 4, volume 5, page 796.

July 12, 1852, number 14, volume 10, page 174, in part, namely, section 1.

August 6, 1852, number 16, volume 10, page 147.

March 3, 1863, number 35, volume 12, page 830.

June 6, 1866, number 45, volume 14, page 357.

March 2, 1868, number 14, volume 15, page 248.

Act of March 3, 1871, chapter 121, volume 16, page 572, in part, namely, section 4.

April 27, 1872, relating to proposals and contracts for transportation of the mails, and for other purposes.

Approved, June 8, 1872.

CHAPTER XXVIII.

LAWS PASSED FROM JUNE 8, 1872, TO MARCH 3, 1873.

AN ACT to amend the one hundred and thirty-third section of an act approved June eighth, eighteen hundred and seventy-two, entitled "An act to revise, consolidate, and amend the statutes relating to the Post-Office Department."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section one hundred and thirty-three of the act entitled "An act to revise, consolidate, and amend the statutes relating to the Post-Office Department," approved June eighth, eighteen hundred and seventy-two, be so amended as to authorize the transmission by mail of packages of seeds, cuttings, bulbs, roots, and scions of any weight, for each of such packages, not exceeding four pounds, at a rate of postage of one cent for each two ounces or fractions of an ounce of such package or packages: *Provided,* That all mail-matter of the third class must be prepaid in full in postage-stamps at the office of mailing.

Approved January 9, 1873.

AN ACT to abolish the franking privilege.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the franking privilege be, and the same hereby is, abolished from and after the first day of July, anno Domini eighteen hundred and seventy-three, and that thenceforth all official correspondence, of whatever nature, and other mailable matter sent from or addressed to any officer of the Government or person now authorized to frank such matter, shall be chargeable with the same rates of postage as may be lawfully imposed upon like matter sent by or addressed to other persons: *Provided,* That no compensation or allowance shall now or hereafter be made to Senators, Members, and Delegates of the House of Representatives on account of postage.

Approved January 31, 1873.

AN ACT making appropriations for the service of the Post-Office Department for the year ending June thirtieth, eighteen hundred and seventy-four.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

and that, commencing with the first day of July, eighteen hundred and seventy-three, letter-carriers may be employed for the free delivery of mail-matter, as frequently as the public convenience may require, at every place containing a population of not less than twenty thousand within the delivery of its post-office :

Provided, That the Postmaster-General be, and he is hereby, authorized and directed to re-adjust the compensation hereafter to be paid for the transportation of mails on railroad routes upon the conditions and at the rates hereinafter mentioned, to wit: That the mails shall be conveyed with due frequency and speed; that sufficient and suitable room, fixtures, and furniture, in a car or apartment properly lighted and warmed, shall be provided for route-agents to accompany and distribute the mails; and that the pay per mile per annum shall not exceed the following rates, namely: On routes carrying their whole length an average weight of mails per day of two hundred pounds, fifty dollars; five hundred pounds, seventy-five dollars; one thousand pounds, one hundred dollars; one thousand five hundred pounds, one hundred and twenty-five dollars; two thousand pounds, one hundred and fifty dollars; three thousand five hundred pounds, one hundred and seventy-five dollars; five thousand pounds, two hundred dollars, and twenty-five dollars additional for every additional two thousand pounds, the average weight to be ascertained, in every case, by the actual weighing of the mails for such a number of successive working days, not less than thirty, at such times, after June thirtieth, eighteen hundred and seventy-three, and not less frequently than once in every four years, and the result to be stated and verified in such form and manner, as the Postmaster-General may direct: *Provided also,* That in case any railroad company now furnishing railway post-office cars shall refuse to provide such cars, such company shall not be entitled to any increase of compensation under any provision of this act: *Provided further,* That additional pay may be allowed for every line comprising a daily trip each way of railway post-office cars, at a rate not exceeding twenty-five dollars per mile per annum for cars forty feet in length; and thirty dollars per mile per annum for forty-five feet cars; and forty dollars per mile per annum for fifty-foot cars; and fifty dollars per mile per annum for fifty five to sixty feet cars: *And provided also,* That the length of cars required for such post-office railway-car service shall be determined by the Post-Office Department, and all such cars shall be properly fitted up, furnished, warmed, and lighted for the accommodation of clerks to accompany and distribute the mails: *And provided further,* That so much of section two hundred and sixty-five of the act approved June eighth, eighteen hundred and

seventy-two, entitled "An act to revise, consolidate, and amend the statutes relating to the Post-Office Department," as provides that "the Postmaster-General may allow any railroad company with whom he may contract for the carrying of the United States mail, and who furnish railway post-office cars for the transportation of the mail, such additional compensation beyond that now allowed by law as he may think fit, not exceeding, however, fifty per centum of the said rates," be, and the same is hereby, repealed.

SEC. 3. * * * * *

Provided, That all laws and parts of laws permitting the transmission by mail of any free matter whatever, be, and the same are hereby, repealed from and after June thirtieth, eighteen hundred and seventy-three.

Approved March 3, 1873.

AN ACT to authorize certain postmasters to deposit public moneys in national banks.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That from and after the passage of this act it shall be lawful for any postmaster, having public money belonging to the Government, where there are no designated depositories, treasurers of mints, or treasurer or assistant treasurers of the United States, within the county, to deposit the same, at his own risk and in his official capacity, in any national bank in the town, city, or county where the said postmaster resides; but no authority or permission is or shall be given for the demand or receipt by the postmaster, or any other person, of interest, directly or indirectly, on any deposit made as herein described; and it shall be the duty of all postmasters who have made any such deposit to report quarterly to the Postmaster-General the name of the bank where such deposits have been made, and also state the amount which may stand at the time to their credit.

Approved March 3, 1873.

AN ACT for the suppression of trade in and circulation of obscene literature and articles of immoral use.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, * * * *

SEC. 2. That section one hundred and forty-eight of the act to revise, consolidate, and amend the statutes relating to the Post-Office Department, approved June eighth, eighteen hundred and seventy-two, be amended to read as follows:

"SEC. 148. That no obscene, lewd, or lascivious book, pamphlet, picture, paper, print, or other publication of an indecent character, or any article or thing designed or intended for the prevention of conception, or procuring of abortion, nor any article or thing intended or adapted for any indecent or immoral use or nature, nor any written or printed card, circular,

book, pamphlet, advertisement, or notice of any kind, giving information, directly or indirectly, where, or how, or of whom, or by what means either of the things before mentioned may be obtained or made, nor any letter upon the envelope of which, or postal card upon which, indecent or scurrilous epithets may be written or printed, shall be carried in the mail. And any person who shall knowingly deposit, or cause to be deposited, for mailing or delivery, any of the hereinbefore mentioned articles or things, or any notice, or paper containing any advertisement relating to the aforesaid articles or things, and any person who, in pursuance of any plan or scheme for disposing of any of the hereinbefore mentioned articles or things, shall take, or cause to be taken, from the mail any such letter or package, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall, for every offense, be fined not less than one hundred dollars nor more than five thousand dollars, or imprisoned at hard labor not less than one year nor more than ten years, or both, in the discretion of the judge."

* * * * *

SEC. 5. That any judge of any district or circuit court of the United States, within the proper district, before whom complaint in writing of any violation of this act shall be made, to the satisfaction of such judge, and founded on knowledge or belief, and, if upon belief, setting forth the grounds of such belief, and supported by oath or affirmation of the complainant, may issue, conformably to the Constitution, a warrant directed to the marshal, or any deputy marshal, in the proper district, directing him to search for, seize, and take possession of any such article or thing hereinbefore mentioned, and to make due and immediate return thereof, to the end that the same may be condemned and destroyed by proceedings, which shall be conducted in the same manner as other proceedings in case of municipal seizure, and with the same right of appeal or writ of error: *Provided*, That nothing in this section shall be construed as repealing the one hundred and forty-eighth section of the act of which this act is amendatory, or to affect any indictments heretofore found for offenses against the same, but the said indictments may be prosecuted to judgment as if this section had not been enacted.

Approved March 3, 1873.

EXECUTIVE ORDER.

By the President of the United States :

Whereas it has been brought to the notice of the President of the United States that many persons holding civil office by appointment from him, or otherwise, under the Constitution and laws of the United States, while holding such Federal positions, accept offices under the authority of the States and Territories in which they reside, or of mu-

municipal corporations, under the charters and ordinances of such corporations, thereby assuming the duties of the State, Territorial, or municipal office at the same time that they are charged with the duties of the civil office held under Federal authority; and

Whereas it is believed that, with few exceptions, the holding of two such offices by the same person is incompatible with a due and faithful discharge of the duties of either office; that it frequently gives rise to great inconvenience, and often results in detriment to the public service, and moreover is not in harmony with the genius of the Government:

In view of the premises, therefore, the President has deemed it proper thus and hereby to give public notice that, from and after the 4th day of March, A. D. 1873, except as herein specified, persons holding any Federal civil office by appointment under the Constitution and laws of the United States will be expected, while holding such office, not to accept or hold any office under any State or Territorial government, or under the charter or ordinances of any municipal corporation; and, further, that the acceptance or continued holding of any such State, Territorial, or municipal office, whether elective or by appointment, by any person holding civil office, as aforesaid, under the Government of the United States, other than judicial offices under the Constitution of the United States, will be deemed a vacation of the Federal office held by such person, and will be taken to be, and will be, treated as a resignation by such Federal officer of his commission or appointment in the service of the United States.

The offices of justices of the peace, of notaries public, and of commissioners to take the acknowledgment of deeds, of bail, or to administer oaths, shall not be deemed within the purview of this order, and are excepted from its operation, and may be held by Federal officers. The appointment of deputy marshal of the United States may be conferred upon sheriffs or deputy sheriffs; and deputy postmasters, the emoluments of whose office do not exceed \$600 per annum, are also excepted from the operations of this order, and may accept and hold appointments under State, Territorial, or municipal authority, provided the same be found not to interfere with the discharge of their duties as postmaster. Heads of Departments and other officers of the Government who have the appointment of subordinate officers are required to take notice of this order, and to see to the enforcement of its provisions and terms within the sphere of their respective departments or offices, and as relates to the several persons holding appointments under them respectively.

By order of the President :

HAMILTON FISH,
Secretary of State.

WASHINGTON, *January 17, 1873.*

NOTE.—The President has modified the above order so as not to apply to post-offices the salary of which is less than \$1,000.

[Official.]

WHO ARE ENTITLED TO HOLD STATE AND MUNICIPAL OFFICES UNDER
THE RECENT ORDER OF THE PRESIDENT.

DEPARTMENT OF STATE,
Washington, D. C., January 28, 1873.

Inquiries having been made from various quarters as to the application of the Executive order issued on the 17th of January, relating to the holding of State and municipal offices by persons holding civil offices under the Federal Government, the President directs the following reply to be made:

It has been asked whether the order prohibits a Federal officer from holding also the office of an alderman, or of a common councilman in a city, or of a town councilman of a town or village, or of appointment under city, town, or village governments. By some it has been suggested that there may be distinction made in case the office be held with or without salary or compensation.

The city or town officers of the description referred to, by whatever names they may be locally known, whether held by election or by appointment, and whether with or without salary or compensation, are of the class which the Executive order intends not to be held by persons holding Federal offices.

It has been asked whether the order prohibits Federal officers from holding positions on boards of education, school committees, public libraries, religious or eleemosynary institutions, incorporated or established or sustained by State or municipal authority.

Positions and service on such boards or committees and professorships in colleges are not regarded as "offices" within the contemplation of the Executive order, but as employments or service in which all good citizens may be engaged without incompatibility, and in many cases without necessary interference with any position which they may hold under the Federal Government. Officers of the Federal Government may, therefore, engage in such service, provided the attention required by such employment does not interfere with the regular and official discharge of the duties of their office under the Federal Government. The head of the Department under whom the Federal office is held will in all cases be the sole judge whether or not the employment does thus interfere.

The question has also been asked with regard to the officers of the State militia.

Congress having exercised the power conferred by the Constitution to provide for organizing the militia, which is liable to be called forth to be employed in the service of the United States, and is thus in some sense under the control of the General Government, and is, moreover, of the greatest value to the public, the Executive order of 17th January is not considered as prohibiting Federal officers from being officers of the militia in the States and Territories.

It has been asked whether the order prohibits persons holding office under the Federal Government being members of local or municipal fire departments; also, whether it applies to mechanics employed by the day in the armories, arsenals, and navy-yards, &c., of the United States.

Unpaid service in local or municipal fire departments is not regarded as an office within the intent of the Executive order, and may be performed by Federal officers, provided it does not interfere with the regular and efficient discharge of the duties of the Federal office, of which the head of the Department under which the office is held will in each case be the judge.

Employment by the day as mechanics or laborers in the armories, arsenals, navy-yards, &c., does not constitute an office of any kind, and those thus employed are not within the contemplation of the Executive order. Master-workmen and others who hold appointments from the Government or from any Department, whether for a fixed time or at the pleasure of the appointing power, are embraced within the operation of the order.

By order of the President :

HAMILTON FISH,
Secretary of State.

REGULATIONS
OF THE
POST-OFFICE DEPARTMENT.

POST-OFFICE DEPARTMENT,
April 5, 1873.

The regulations herein contained are issued by my authority, and have my official sanction.

A handwritten signature in cursive script, reading "No. 1. J. Creswell". The signature is written in dark ink and is positioned centrally on the page.

Postmaster-General.

SPECIAL NOTICE.

All instructions and regulations promulgated by the Postmaster-General, conformably to law, for the guidance of persons employed by the Department, are entitled to the same respect and obedience as acts of Congress. Any disregard or disobedience of such regulations entails upon postmasters, contractors, and other employes of the Post-Office Department the same liabilities and penalties as a violation of any specific law of Congress. The following regulations and instructions are made for the purpose of organizing the business of the Department, and all official acts of the officers of the Department must be done and performed in strict conformity thereto. Every deviation from these instructions and regulations will be followed by appropriate penalties or punishment.

Ignorance of the laws and regulations cannot be accepted as a valid excuse for any violation or neglect of them.

When any officer of the Department, whether postmaster, special agent, railway postal clerk, route-agent or mail-route messenger, is in doubt as to any portion of his duty, he can obtain full information by addressing the proper officer of the Department.

It is expected that every person connected with the postal service will feel such an interest in its efficiency and improvement as to induce him to give careful attention to every duty herein prescribed.

SUGGESTIONS TO THE PUBLIC.

Facilities are given to the post-office officials in the discharge of their daily duties, and greater security afforded to the public, by careful attention to the following recommendations:

1. To mail all letters, &c., as early as practicable, especially when sent in large numbers, as is frequently the case with newspapers and circulars. The trouble of the office is much diminished if letters, when mailed in large numbers, are tied in bundles, with the addresses all in one direction.

2. To make the address legible and complete, giving the name of the post-office, county, and State. The name of the street and number of the house should also be given on letters addressed to cities where letter-carriers are employed: while the letter will eventually reach its destination without a number, the omission is often a cause of hesitation and delay. In the case of letters for places in foreign countries, the name of the country as well as the post-office should be given in full. Letters addressed, for instance, merely to "London," without adding "England," are frequently sent to Canada, and *vice versa*, thereby causing delay, and often serious loss.

3. To see that every letter, newspaper, or other packet sent by mail is securely folded and fastened. Avoid using, as much as possible, cheap envelopes, made of thin paper, especially where more than one sheet of paper, or any other article than paper, is inclosed. Being often handled, and even in the mail-bags subject to pressure, such envelopes not unfrequently split open, often giving cause of complaint against officials who are entirely innocent in the matter.

4. Never to send money or any other article of value through the mail, except either by means of a money-order or in a registered letter. Any person who sends money or jewelry in an unregistered letter, not

only runs a risk of losing his property, but exposes to temptation every one through whose hands his letter passes, and may be the means of ultimately bringing some clerk or letter-carrier to ruin.

5. To provide, in cities where letter-carriers are employed, letter-boxes at the offices or private residences, thereby saving much delay in the delivery of mail-matter.

6. To see that every letter contains *the full name and post-office address of the writer, county, and State*, in order to secure the return of the letter, if the person to whom it is directed cannot be found. A much larger portion of the undelivered letters could be returned if the names and addresses of the senders were always either fully and plainly written inside or embossed on the envelopes.

7. When dropping a letter, newspaper, &c., into a letter-box, always see that the packet falls into the box and does not stick in its passage.

8. When complaint is made of letters lost, miscarried, or delayed, furnish information as precise as possible regarding all the facts in the case, and inclose whatever documents may throw light upon it. The day and hour at which the letter was posted, as well as the office at which and the person by whom this was done, should always be stated; and, when possible, the cover in an entire state should be sent, in order that the place of delay may be ascertained by an examination of the stamps. Cases frequently occur in which complaint is made against the post-office, and redress expected, although little or no means of tracing the error, and of guarding against a repetition of it, are supplied by those who alone are able to do so.

9. A frequent error is to assume that the postmaster has any control relative to charges made on letters from abroad. Such charges, except the 10 cents rate on letters received from countries with which the United States have no postal convention, and which do not pass through a country with which the United States have postal convention, are made by the foreign offices, and the postmaster has no alternative but to collect such charges. In cases of manifest error, the Department will, however, make reclamation of the charge from the foreign office, and refund the same.

10. POSTAGE-STAMPS SHOULD BE PLACED ON THE UPPER RIGHT-HAND CORNER OF THE ADDRESS SIDE OF ALL MAIL-MATTER.

CHAPTER I.

ORGANIZATION OF THE DEPARTMENT.

SECTION 1. The direction and management of the Post-Office Department are assigned by the Constitution and laws to the Postmaster-General. That its business may be the more conveniently arranged and prepared for his final action, it is distributed among several bureaus, as follows:

SEC. 2. THE APPOINTMENT OFFICE, including the divisions of appointments, bonds, salaries and allowances, free delivery, and blank-agency, in charge of the First Assistant Postmaster-General.

Appointment Division.—To this division is assigned the duty of preparing all cases for the establishment, discontinuance, and change of name or site of post-offices, and for the appointment of all postmasters, special, route, and local agents, railway postal clerks, mail-route messengers, and departmental employés, and attending to all correspondence consequent thereto.

Bond Division.—To this division is assigned the duty of receiving and recording appointments; sending out papers for postmasters and their assistants to qualify; receiving, entering, and filing their bonds and oaths; and issuing the commissions for postmasters.

Salary and Allowance Division.—To this division is assigned the duty of re-adjusting the salaries of postmasters, and the consideration of allowances for rent, fuel, and lights, clerk-hire, and miscellaneous expenditures.

Free Delivery.—To this division is assigned the duty of preparing cases for the inauguration of the system in cities, the appointment of letter-carriers, the regulation of allowances for incidental expenses, and the general supervision of the system throughout the United States.

Blank-Agency Division.—To this division is assigned the duty of sending out the blanks, wrapping-paper and twine, letter-balances and

canceling-stamps, to offices entitled to the same, as enumerated in Chapter V.

SEC. 3. THE CONTRACT OFFICE, including the divisions of contracts, inspection, mail equipments, special agents and mail depredations, and the topographical division, in charge of the Second Assistant Postmaster-General.

Contract Division.—To this division is assigned the business of arranging the mail service of the United States, and placing the same under contract, embracing all correspondence and proceedings respecting the frequency of trips, mode of conveyance, and times of departures and arrivals on all the routes; the course of the mails between the different sections of the country, the points of mail distribution, and the regulations for the government of the domestic mail service of the United States. It prepares the advertisements for mail proposals, receives the bids, and has charge of the annual and occasional mail lettings, and the adjustment and execution of the contracts. All applications for the establishment or alteration of mail arrangements, and for mail messengers, should be sent to this office. All claims should be submitted to it for transportation service not under contract. From this office all postmasters at the ends of routes receive the statement of mail arrangements prescribed for the respective routes. It reports weekly to the Auditor all contracts executed, and all orders affecting the accounts for mail transportation; prepares the statistical exhibits of the mail service, and the reports to Congress of the mail lettings, giving a statement of each bid; also, of the contracts made, the new service originated, the curtailments ordered, and the additional allowances granted within the year.

Inspection Division.—To this division is assigned the duty of receiving and examining the registers of the arrivals and departures of the mails, certificates of the service of route-agents, and reports of mail failures; noting the delinquencies of contractors, and preparing cases thereon for the action of the Postmaster-General; furnishing blanks for mail registers, reports of mail failures, and other duties which may be necessary to secure a faithful and exact performance of all mail contracts and service.

Mail-Equipment Division.—To this division is assigned the issuing of mail locks and keys, mail pouches and sacks, and the construction of mail-bag catchers.

Division of Special Agents and Mail Depredations.—All cases of mail depredation, or violation of law by private expresses, or by the forging or illegal use of postage-stamps, are under the supervision of this division, and should be reported to it. Special agents of the Department make their reports to this division, and all accounts of special agents for salary, per diem, and expenses are also transmitted to the chief of this division for examination and presentation for allowance to the Postmaster-General.

Topographical Division.—This division is charged with the preparation of the post-route maps and diagrams, and with the keeping up of the geographical information requisite for the various branches of the postal service.

SEC. 4. THE FINANCE OFFICE, including the divisions of finance, postage-stamps and stamped envelopes, registered letters, and dead letters, in charge of the Third Assistant Postmaster-General.

Division of Finance.—To this division is assigned the duty of issuing drafts and warrants in payment of balances reported by the Auditor to be due to mail-contractors or other persons; the superintendence of the collection of revenue at depository, draft, and depositing offices, and the accounts between the Department and the Treasurer and Assistant Treasurers and special designated depositories of the United States. This division receives all accounts, monthly or quarterly, of the depository and draft offices, and certificates of deposit from depositing offices.

Division of Postage-Stamps and Stamped Envelopes.—To this division is assigned the issuing of postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards; also, the supplying of postmasters with envelopes for their official use and registered package envelopes and seals.

Division of Registered Letters.—To this division is assigned the duty of preparing instructions for the guidance of postmasters relative to registered letters, and all correspondence connected therewith; also, the compilation of statistics as to the transactions of the business.

Division of Dead Letters.—To this division is assigned the examination and return to the writers of dead letters, and all correspondence relating thereto.

SEC. 5. THE MONEY-ORDER OFFICE, in charge of the superintendent of the money-order system.—To this office is assigned the general supervision and control of the postal money-order system throughout the United States, and the supervision of the international money-order correspondence with foreign countries.

SEC. 6. THE OFFICE OF FOREIGN MAILS, in charge of a superintendent.—To this office is assigned all foreign postal arrangements, and the supervision of the ocean mail-steamship service.

SEC. 7. THE AUDITOR OF THE TREASURY FOR THE POST-OFFICE DEPARTMENT.—This is a bureau of the Treasury Department, which, for convenience, is located in the General Post-Office building. To this officer is assigned the duty of auditing the accounts of the Post-Office Department. All communications relating to the accounts of postmasters, mail-contractors, and other agents of the Department should be addressed to this officer.

SEC. 8. In addressing communications to the Department, care must be exercised that they not only bear the address of the officer in charge of the bureau to which the business relates, but also the division to which it specially belongs.

CHAPTER II.

APPOINTMENTS.

SEC. 9. All appointments of postmasters and other agents and employés of the Post-Office Department are issued, by direction of the Postmaster-General, from the office of the First Assistant Postmaster-General.

SEC. 10. At all post-offices, the salary attached to which is one thousand dollars and upward, postmasters are appointed by the President, by and with the advice and consent of the Senate, and can be removed by the President only. At all other offices the Postmaster-General has the sole power of appointment and removal.

SEC. 11. Upon the appointment of a postmaster, he is furnished with a letter of appointment and a blank bond. The person designated for appointment will execute the bond as directed, take the prescribed oath of office, and transmit the bond and oath to the First Assistant Postmaster-General. A commission will then be issued, upon the receipt of which, *and not before*, the new appointee is authorized to take charge of the office.

SEC. 12. The bond must be signed, in the presence of suitable witnesses, by himself and at least two sureties, the sufficiency of each of whom, for the payment of the sum inserted therein, must be shown by the certificate of the magistrate who administers the oath.

SEC. 13. No person can be appointed postmaster who cannot legally execute a bond and take the prescribed oath of office. Minors are, by law, incapable of holding the office of postmaster; but the postal law (Sec. 65) provides that married women may be appointed postmasters, and bonds executed by them, as such officers, are declared to be valid.

SEC. 14. All postmasters, contractors, special agents, postal-railway clerks, route-agents, and other persons employed either in the General Post-Office or elsewhere by the Postmaster-General, and all persons intrusted with the care, custody, or conveyance of the mails, are obliged,

before entering upon their duties, and before they can receive any compensation, to take the following oath :

I, _____, being appointed * _____ at _____, in the county of _____, and State of _____, do swear _____ that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of post-offices and post-roads within the United States; and that I will honestly and truly account for and pay over any moneys belonging to the said United States which may come into my possession or control. And I do further solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

_____.

Sworn before the subscriber, a _____ for the county of _____, this _____ day of _____, A. D. 187—; and I also certify that the person above named is above the age of sixteen years, to the best of my knowledge and belief.

_____.

N. B.—The person who takes the oath should sign his name above the magistrate's certificate.

SEC. 15. In case of the death, removal from the State, insolvency, or any other disability of one or both of the sureties, the postmaster must report the fact to the Department, in order that a new bond may be executed.

SEC. 16. It is forbidden that any person be employed as assistant or clerk in any post-office, or as mail-carrier, who shall be, at the time when he subscribes the required oath of office, less than sixteen years old.

SEC. 17. No person can hold the office of postmaster who does not reside in the city or town wherein the post-office is situated, or within the delivery of the office.

SEC. 18. Justices of the peace, unless excluded by their own State laws, may serve as postmasters.

SEC. 19. The office of postmaster is one of trust and responsibility, and the appointment proceeds from a confidence reposed in him personally by the appointing power. For this reason he cannot be permitted to transfer the charge of his office and the performance of its duties to another, thus creating a sinecure, and virtually substituting in his stead, as postmaster, a person unknown to the Department.

SEC. 20. The duties of the office must be performed by the postmaster, personally, or by a sworn assistant or assistants, whom he may employ to aid him when necessary; but the Department will hold the postmaster responsible for the acts of his assistants.

* Insert postmaster, or assistant postmaster, (as the case may be;) also the name of office, county, and State.

SEC. 21. Special agents, postal-railway clerks, route-agents, local agents, letter-carriers, and other agents and employés of the Department, are appointed and removed by the Postmaster-General.

SEC. 22. Special agents, when directed to collect or disburse money, are required, before entering upon such duty, to give bond in such sum and form, and with such security, as the Postmaster-General may approve.

SEC. 23. Appointments of letter-carriers are made by the Postmaster-General, upon the recommendation of the postmaster of the office where they are to be employed, and are required to give bond before entering upon the discharge of their duties.

SEC. 24. Clerks in post-offices are appointed by the postmaster without consultation with or interference by the Department; but the postmaster is held responsible for the faithful performance of their duties, as heretofore stated.

CHAPTER III.

DUTIES OF POSTMASTERS AND THEIR SURETIES.

SEC. 25. On taking charge of the post-office, the postmaster will make, in duplicate, inventories of the public property belonging to it, as follows:

1. Of all postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards.

2. Of all letters, packets, newspapers, pamphlets, and other mail-matter, stating the amount of unpaid postage thereon.

3. Of all laws, regulations, lists of post-offices, circulars, orders, rating-stamps, &c.

4. Of all desks, cases, and other furniture or fixtures, books, maps, blanks, and stationery allowed or furnished by the Department.

5. Of all locks, keys, and mail-bags.

SEC. 26. He will deliver one of these duplicates, with his receipt thereon, to his predecessor, and transmit the other as follows: Nos. 1 and 2 to the Auditor of the Treasury for the Post-Office Department; Nos. 3 and 4 to the First Assistant Postmaster-General, appointment division; and No. 5 to the Second Assistant Postmaster-General, division of mail equipments.

SEC. 27. The postmaster, on taking charge of his office, will not receive from his predecessor any money belonging to the Department, unless specially instructed so to do. When the accounts of the outgoing postmaster have been finally settled, he will be notified by the Auditor, and directed in what manner and to whom the balance due the Department shall be paid.

SEC. 28. Precaution should be taken by the postmaster to appoint an assistant, to prevent the office from being left without a duly qualified person to perform its duties in case of the necessary absence, the sickness, resignation, or death of the postmaster.

SEC. 29. The postmaster will forward the oaths of his assistant, clerks,

and other employes of the office to the First Assistant Postmaster-General, appointment division, before they enter upon their duties. The special agents of the Department will report promptly all instances of non-compliance with this regulation.

SEC. 30. A postmaster will suffer no person whatever, except his duly sworn assistant, clerks, letter-carriers, and special agents, to have access to the letters, newspapers, and packets in his office, or whatever constitutes a part of the mail, or to the mail locks or keys. This prohibition extends to letter-carriers and all other persons who may be employed on other duties than handling the mails.

SEC. 31. Mails must not be opened or made up by the postmaster or his assistants within the reach of persons not authorized to handle them. The postmaster will, therefore, while discharging these duties, if a room be appropriated to the use of his office, exclude from it all persons except his assistants regularly employed and sworn.

SEC. 32. The postmaster, or one of his assistants, before the office is swept or cleared, should collect and examine the waste paper which has accumulated therein, in order to guard against the possibility of loss of letters or other mail-matter, which may have fallen on the floor, or have been intermingled with such waste paper during the transaction of business. The observance of this rule is strictly enjoined upon all postmasters. Postmasters should be careful to use, in mailing letters or packets, all wrapping-paper fit to be used again.

SEC. 33. For the safe-keeping of letters and packets at post-offices where the business is not so extensive as to require the appropriation of a room to that use, a cheap, plain desk or case, with a good lock, will be provided by the Department. This allowance will not, however, be made unless the net proceeds of the office exceed five dollars per quarter, and the postmaster, before purchasing, must make an application to the Auditor's office for directions.

SEC. 34. No post-office shall be located in a bar-room, or in any room directly connected therewith; nor must any mail be opened, or any mail-matter delivered, in any room in which liquor is sold at retail.

SEC. 35. Postmasters must not allow their offices to become resorts for loungers or disorderly persons, and are required to keep their offices in such clean and orderly condition that they may be visited by women, children, and others without impropriety or embarrassment.

SEC. 36. The postmaster will keep his office open for the dispatch of business every day except Sunday, during the usual hours of business in the place; and attend at such other hours as may be necessary to receive and dispatch mails. When the mail arrives on Sunday, he will keep his office open for one hour or more, after the arrival and assortment thereof, if the public convenience requires it. If it be received during the time of public worship, the opening of the office will be delayed until services have closed.

SEC. 37. A postmaster is responsible for the discharge, by himself,

or his sworn assistant, of all the duties of the office until his successor shall have been appointed and qualified, although the term for which he may have been appointed has expired.

SEC. 38. Whether the appointment be from the President or the Postmaster-General, in the event of death, the responsibility of the sureties will continue for the fidelity of the person left in charge of the office until a successor is appointed and qualified.

SEC. 39. It is lawful for the sureties, or any one of them, to perform the duties of postmaster until his successor is appointed. The person performing such duties must, before entering on the discharge thereof, take the required oath.

SEC. 40. When a postmaster executes a new bond, the liability of the sureties upon such bond begins with the first day of the *next succeeding quarter*, the sureties upon the old bond being liable until the last day of the quarter in which the new bond is executed.

SEC. 41. The liability of the sureties of a postmaster does not cease until three years after the final settlement, by the Auditor, of the postmaster's accounts.

SEC. 42. When one or all of the sureties upon the bond of a postmaster may desire to be released from their liability as such sureties, they must address a letter to the First Assistant Postmaster-General, stating their wish to be released. The First Assistant Postmaster-General will at once require the postmaster to execute a new bond, and upon the receipt and acceptance of the same by the Department, the sureties on the prior bond will be released from all responsibility for all acts or defaults of such postmaster subsequent to the last day of the quarter in which such new bond shall be executed.

SEC. 43. All instructions, circulars, and orders received by a postmaster from any officer of the Department are to be filed in the office, and turned over to his successor. In like manner, he will turn over to his successor, or, in the event of the discontinuance of the office, deliver to the postmaster designated by the First Assistant Postmaster-General, as *public property*, all desks, cases, and other furniture and fixtures, and all books, maps, blanks, stationery, and other articles, which have either been furnished to him as postmaster, or have been charged and allowed at any time, and which may remain on hand when the vacancy or discontinuance occurs.

SEC. 44. Whenever mails are not received or delivered at any post-office, the postmaster at the nearest office on the same route will report the fact to the Department, and open the mails addressed to such office, deliver the letters and papers to the persons entitled to them, and account for the postages in the quarterly returns of his own office.

SEC. 45. When the Postmaster-General shall change the name of a post-office without a change of postmaster, the postmaster will be required to execute a new bond, and will be recommissioned. The order changing the name will take effect on the first day of the quarter next

succeeding the date of such new bond; but if a change is made both in the postmaster and the name of the office, the name designated by the Postmaster-General will be used from the date upon which the new postmaster enters upon the discharge of his duties.

SEC. 46. Every postmaster, in addressing the Department, should write the name of his office, county, and State at the head of his letter, and *avoid writing upon more than one subject in the same letter.* Letters must be plainly addressed to the proper bureau and division, as required by Section 8.

SEC. 47. Whenever application is made for allowance for extra services on account of the presence of military or naval forces in the vicinity of a post-office, (under Section 90 of the Code,) such application must show how much extra service was required by reason of the presence of such force, the magnitude of the force, how long present there, the increase of the business resulting therefrom, and any other facts which may be called for by the Department.

SEC. 48. Whenever a postmaster is in doubt as to any provision of the law or regulations, he should, before making a decision or taking any action, address the proper bureau of the Department for instructions; and no expenditure of any kind must be made without the consent of the Department has been first obtained.

SEC. 49. Postmasters are required to give the same attention to instructions contained in printed circulars sent from the different bureaus of the Department as to official manuscript letters.

SEC. 50. The importance of promptly rendering the quarterly account-current at the close of each quarter must at all times be borne in mind by postmasters. No salary can be allowed by the Auditor except upon the rendering of the quarterly account upon the printed blanks furnished by the Department; and a failure to do so not only deprives the postmaster of his compensation, but also compels the Auditor's office to charge to him, as unaccounted for, all stamps and stamped envelopes in his hands at the rendering of his last returns, and also those sent during the quarter, whether they have been sold or not. *A failure to render the quarterly return promptly will be regarded as sufficient cause for removal.*

SEC. 51. It is impracticable to detail in one chapter all the duties devolving upon postmasters. *A thorough knowledge of such duties can only be obtained by a careful reading of every chapter of these regulations.*
IGNORANCE OF THE LAW AND REGULATIONS CANNOT BE ACCEPTED AS AN EXCUSE FOR THEIR VIOLATION.

SEC. 52. When letters or packages from a foreign country are received at any post-office, and the postmaster has reason to believe that such letters or packages contain articles subject to duty, he shall immediately notify the customs officer of the district in which his office is located of the receipt of such letters or packages, and the names of the persons to whom the same are addressed. The letters or packages must be retained a reasonable time, for the purpose of allowing the customs officer to

examine them. Packages, when seized by an officer of the customs, will be opened by such officer in the presence of the postmaster and of the parties addressed; but *letters*, registered or ordinary, can only be opened by the parties addressed, who should be notified by the customs officer to appear at the post-office and open the same. Postmasters are expected to extend to custom-house officers all proper facilities to protect the customs revenue from frauds practiced through the mails.

CHAPTER IV.

SALARIES OF POSTMASTERS AND EXPENDITURES AT POST-OFFICES.

SEC. 53. Under the law (Section 82) the salaries of postmasters are re-adjusted once in two years, and in special cases as much oftener as the Postmaster-General may deem expedient. Applications for special re-adjustment of salary must be made to the First Assistant Postmaster-General, and must state fully the facts upon which such application is based. The statement thus made will be compared with the quarterly account-current rendered to the Auditor, and if found to come within the rule prescribed by the law, an order will be made re-adjusting the salary of the postmaster.

SEC. 54. The change in the salary of a postmaster does not take effect until the first day of the quarter next following the date of the order, except in cases of an extraordinary increase or decrease in the business of a post-office, as provided in Section 84 of the law.

SEC. 55. When an office is newly established, the salary of the postmaster will be temporarily fixed at a nominal sum until the returns of the office shall enable the Postmaster-General to properly adjust the same.

SEC. 56. Salaries of postmasters are graded as follows:

New York City.....	\$6,000
First-class offices.....	\$3,000 to \$4,000
Second-class offices.....	\$2,000 and under \$3,000
Third-class offices.....	\$1,000 and under \$2,000
Fourth-class offices.....	\$200 and under \$1,000
Fifth-class offices.....	\$1 and under \$200

SEC. 57. Expenditures for clerk-hire, rent, fuel, and light, in the case of the post-office at New York City, and of offices of the first and second classes, will be fixed by an order on the receipt of an estimate from the postmasters of such offices, and shall remain for one year, or until otherwise ordered; and other items of expense for furniture, stationery,

&c., under this section, in the case of the same class of offices, must be made only under special authority from the Postmaster-General, and applications must be made to him for such authority, accompanied with estimates, previous to incurring such expense.

SEC. 58. Allowances for expenses are made out of the surplus revenue of a post-office, that is to say, the excess of box rents and commissions over and above the salary assigned to the office. And in no case will an allowance be made in excess of such surplus revenue.

SEC. 59. A reasonable allowance for clerk-hire at offices at the intersection of routes, called separating offices, may be made by the Postmaster-General, upon application to the First Assistant Postmaster-General. Such allowance must not be understood as an increase of the salary of the postmaster, but as a compensation for clerical services arising from the duties of separating the mails for other offices. The amount of such clerk-hire will not be allowed by the Auditor unless the receipt of the person employed as such clerk shall accompany the quarterly account-current.

SEC. 60. Postmasters will furnish proper vouchers for all expenses incurred at their offices, which vouchers must accompany their quarterly account-current.

SEC. 61. In all cases where the *quarterly* expenses of an office exceed the amounts authorized by the Department, the surplus will be suspended by the Auditor until the end of the fiscal year, (June 30,) at which time it will be allowed, *provided* the total amount does not exceed the amount allowed for the annual expenses of the office.

SEC. 62. Rent, clerk-hire, lights, fuel, and stationery are allowed only in offices of the first and second classes.

CHAPTER V.

OFFICE BLANKS, RATING STAMPS, AND OTHER SUPPLIES—BY WHOM FURNISHED.

SEC. 63. In ordering supplies of blanks, &c., postmasters must consult the following lists, and make their orders on the proper bureau and division, giving a full description of the articles and quantity they need.

SEC. 64. The following-named blanks and other supplies are furnished by the FIRST ASSISTANT POSTMASTER-GENERAL :

BLANK AGENCY.

- Clerks' pay-rolls.
- Carriers' pay-rolls.
- Carriers' delivery-bill.
- Carriers' monthly report.
- Carriers' quarterly report.
- Report of stamps sold.
- Requisition for stamps from retail clerk.
- Notice of box-rent due.
- Circular to postmaster, "No return bill received for registered letter."
- Circular to postmaster, "No return bill received for registered stamps."
- Circular to Third Assistant Postmaster-General, reporting lost stamps.
- Circular to Third Assistant Postmaster-General, reporting no return-bill for stamps.
- Circular to special agent, reporting lost stamps.
- Circular to Third Assistant Postmaster-General, reporting stamps found.
- Circular to special agent, reporting stamps found.
- Circular for tracing lost stamps.
- Circular to postmaster concerning lost letter.
- Circular reply of postmaster to same.

- Circular reply to person inquiring for lost letter.
- Affidavit in reference to lost letter.
- Reply to request to forward letters.
- Application to Third Assistant Postmaster-General for dead letter.
- List of unmailable letters.
- Dead-letter bill.
- Notice to apply for dead letter.
- Notice to apply for registered letter.
- Voucher.
- Requisition for payment of draft.
- Notice to publisher to discontinue sending publication.
- Record-books of registered matter for postal-clerks and route-agents.
- Request to return mail-bags.
- Receipt for mail-bags.
- Receipt for postage, in advance, for newspaper sent.
- Receipt for letter returned to writer.
- Account of ship and steamboat letters received.
- Substitute's certificate.
- Notice to clerk or carrier in reference to advance list of advertised letters.
- Ship-letter receipts.
- Requisition for blanks.
- Oath of postmaster, assistant postmaster, or clerk.
- Report of lost letters.
- Detailed statement of stamps and envelopes.
- Receipt for box-rent.
- Canada post-bills.
- Notice of a package too large to be delivered by the carrier.
- Circular for tracing lost registered packages.
- Order to the Department for postage-stamps.
- Order to the Department for request envelopes.
- Sheets post-bills, 16 on a sheet.
- Sheets mails received.
- Sheets account of newspapers.
- Sheets accounts-current, 1 on each sheet.
- Sheets account of prepaid printed matter.
- Sheets signature post-bills, 16 on each sheet.
- Sheets account of registered letters received.
- Sheets account of registered letters sent.
- Sheets blank receipts for registered letters.
- Sheets registered letter-bills, and return registered letter-bills.
- Sheets distribution signature registered letter-bills.
- Sheets receipts for registered letters delivered.
- Sheets record of registered matter in transit.
- Sheets receipts for registered packages.
- Sheets emolument-accounts.

Wrapping-paper.

Small twine.

Coarse hemp twine.

Marking and rating stamps.

Letter-balances.

SEC. 65. Offices the gross receipts per annum of which are less than \$50 are not furnished with circular office-stamps, letter-balances, wrapping-paper, or twine.

SEC. 66. When the gross receipts of an office exceeds \$50 per annum, marking-stamps of *wood* will be furnished.

SEC. 67. When the gross receipts of an office exceed \$75 per annum, an 8-ounce letter-balance will be furnished in addition to a wooden marking-stamp.

SEC. 68. When the gross receipts of an office exceed \$100 per annum, wrapping-paper and twine will be furnished, in addition to wooden marking-stamp and 8-ounce letter-balance, and also post-bills with the postmaster's name printed thereon.

SEC. 69. When the gross receipts of an office exceed \$500 per annum an iron marking-stamp will be furnished, in addition to wrapping-paper, twine, and an 8-ounce letter-balance.

SEC. 70. When the gross receipts of an office exceed \$1,000 per annum, a first-class steel stamp and canceler combined will be furnished, in addition to wrapping-paper, twine, an 8-ounce letter-balance, and post-bills with postmaster's name printed thereon.

SEC. 71. Offices the gross receipts of which exceed \$2,000 per annum, will be furnished with a 4-pound letter balance, wrapping-paper, twine, and post-bills with the name of the postmaster printed thereon.

SEC. 72. Postmasters will not be furnished with ink and pad for marking-stamp nor sealing-wax.

SEC. 73. The following-named blanks and other supplies are furnished by the SECOND ASSISTANT POSTMASTER GENERAL:

CONTRACT DIVISION.

Oaths for mail-contractors and mail-carriers.

Through mail post-bill cards.

Weekly and monthly record of arrival of through mails.

INSPECTION DIVISION.

Monthly registers of arrival and departure of mails.

Registers of arrival and departure of postal-clerks and route-agents.

Local agents' mail-bills.

DIVISION OF MAIL EQUIPMENTS.

Mail-bags, locks and keys.

SEC. 74. The following named blanks and supplies are furnished by the THIRD ASSISTANT POSTMASTER-GENERAL :

DIVISION OF FINANCE.

Monthly and quarterly statements of cash account.
Certificates of deposit.

STAMP DIVISION.

Vouchers for sale of stamps and stamped envelopes.
Envelopes for official use of postmasters.
Registered package envelopes and seals.

SEC. 75. The following is a list of the books, forms, and marking-stamps required for the business of a money-order office, for which application must be made to the SUPERINTENDENT OF THE MONEY-ORDER SYSTEM :

- Book of instructions.
- List of money-order offices.
- Register of money-orders issued.
- Register of money-orders paid.
- Register of advices received.
- Cash-book.
- Weekly statement sheets.
- Blank orders, with corresponding forms of advice attached.
- Second advice, for use when duplicate or corrected advices are required.
- Application for money-order. (Form No. 1.)
- Notice of overdrafts upon second-class offices. (Form No. 4.)
- Special advice of repayment. (Form No. 5.)
- Applications for the renewal of lost and invalid orders. (Forms Nos. 7, 8, and 8a.)
- Notification of transfer of funds. (Form No. 9.)
- Notification of want of funds. (Form No. 10.)
- Application for renewal of credit. (Form No. 14.)
- Printed letters in which to forward remittances. (Form No. 18.)
- Printed letters to postmasters inquiring for missing advices, &c. (Forms Nos. 21, 22, 23, and 24.)
- List of advices on hand less than two weeks.
- Certificates of deposit, for use at offices of the first class only.
- Office-stamp, to be used on money orders and advices.
- Envelopes of "letter size" and of "extra official size."
- Memorandums of remittances. (Form No. 19.)
- Inquiry sent by postmasters drawn on, in cases of discrepancy between order and advice as to amount.
- Form for second advice.
- List of orders presented and not paid.
- Money-order handbill.

BRITISH INTERNATIONAL BLANKS.

Weekly statement sheets.

Application for money-order. (Form No. 1 B.)

Notice to payee of receipt of money-order. (Form No. 2 B.)

Inquiry sent by the postmaster at the office of payment, in cases of discrepancy between particulars of British international order, and statement of applicant for payment. (Form No. 3 B.)

Form of application for repayment of British international order, to be addressed to the Post-Office Department, Washington. (Form No. 4 B.)

Form for repayment. (No. 7 B.)

Notice to remitter to apply for repayment of British international money-order. (Form No. 8 B.)

Handbill.

SWITZERLAND INTERNATIONAL.

Weekly statement sheets.

Application for money-order.

Notice to payee of receipt of money-order.

GERMAN INTERNATIONAL.

Weekly statement sheets.

Application for German international money-order. (Form No. 1 G.)

Notice to payee of receipt of money-order. (Form No. 2 G.)

Inquiry sent by the postmaster at the office of payment, in cases of discrepancy between particulars of German international order and statement of applicant for payment. (Form No. 3 G.)

Form of application for repayment of German international order, to be addressed to the Post-Office Department, Washington. (Form No. 4 G.)

Form for repayment. (No. 7 G.)

Notice to remitter to apply for repayment of German international money-order. (No. 8 G.)

Handbill.

SEC. 76. The following blanks are furnished by the SUPERINTENDENT OF FOREIGN MAILS:

Letter-bills, and acknowledgments of receipt for the correspondence between the United States and the United Kingdom of Great Britain and Ireland, empire of Germany, kingdom of Belgium, kingdom of Italy Switzerland, the Netherlands, and France.

Registered letter bills and receipts.

SEC. 77. The following blanks are furnished by the AUDITOR OF THE TREASURY FOR THE POST-OFFICE DEPARTMENT:

Mail-messenger receipts.

Special mail-carriers' receipts.

Local mail-agents' receipts.

Mail-route messengers' receipts.

Railway postal-clerks' receipts.

Route-agents' receipts.

Envelopes for return of letter-carriers' accounts.

Envelopes for return of accounts of postal-railway clerks and route-agents.

Blanks for general account.

Labels for quarterly accounts of presidential offices.

SEC. 78. The name of the post office, county, and State, without abbreviation, must be plainly written at the head of all orders.

SEC. 79. POSTMASTERS ARE SPECIALLY DIRECTED NOT TO INCLUDE IN ONE ORDER BLANKS AND SUPPLIES FURNISHED BY DIFFERENT BUREAUS.

CHAPTER VI.

MAILABLE MATTER.

SEC. 80. Mailable matter is divided into three classes, viz :

1. Letters.
2. Regular printed matter.
3. Miscellaneous matter.

SEC. 81. *First class.*—This class embraces all correspondence, wholly or partly in writing, except *book*-manuscripts and corrected proof-sheets passing between authors and publishers.

Second class.—This class embraces all matter exclusively in print, and regularly issued at stated periods from a known office of publication, without addition by writing, mark, or sign.

Third class.—This class embraces all pamphlets, occasional publications, transient newspapers, magazines, handbills, posters, unsealed circulars, prospectuses, books, book-manuscripts, proof-sheets, corrected proof-sheets, maps, prints, engravings, blanks, flexible patterns, samples of merchandise not exceeding twelve ounces in weight, sample-cards, phonographic paper, letter envelopes, postal envelopes and wrappers, cards, plain and ornamental paper, photographic representations of different types, seeds, cuttings, bulbs, roots, scions, and all other matter which may be declared mailable by law, and all other articles not above the weight prescribed by law, which are not, from their form or nature, liable to destroy, deface, or otherwise injure the contents of the mail-bag, or the person of any one engaged in the postal service.

SEC. 82. All packages of matter of the third class must be so wrapped or enveloped, with open sides or ends, that their contents may be readily and thoroughly examined by postmasters without destroying the wrappers; but seeds, and other articles liable, from their form or nature, to loss or damage unless specially protected, may be inclosed in

unsealed bags or boxes which can readily be opened for examination of the contents and reclosed; or sealed bags, made of material sufficiently transparent to show the contents clearly, without opening, may be used for such matter.

SEC. 83. No writing will be permitted upon articles of this class, or their wrappers or envelopes, except the address of destination. Any other writing in or upon any package or article of this class will subject it to letter rates of postage.

SEC. 84. The weight of packages of matter of this class, except books and other printed matter, and seeds, cuttings, bulbs, roots, and scions, is limited to twelve ounces; and all such packages exceeding that weight are chargeable with letter rates of postage.

SEC. 85. Matter of the third class inclosed in sealed envelopes notched at the ends or side, or with the corners cut off, cannot be mailed except at letter-postage rates.

SEC. 86. Matter of the second and third classes, containing any writing whatever, except the address, will be charged with letter postage.

SEC. 87. Packages containing liquids, poisons, glass, explosive chemicals, or any other matter liable to deface or destroy the contents of the mail, or injure the person of any one connected with the service, must be rigidly excluded from the mails. If such matter be found in any post-office, or in any mail pouch or sack, it must be retained by the postmaster, and the Department (Third Assistant Postmaster-General) notified of the fact, when instructions will be given as to its disposition. If found by a postal clerk or route-agent, it must be delivered to the post-office at the end of the route, where it will be treated as above directed.

SEC. 88. All books, pamphlets, circulars, prints, &c., of an obscene, vulgar, or indecent character; all letters or circulars concerning illegal lotteries,* so-called gift concerts, or other similar enterprise offering prizes, or concerning schemes devised and intended to deceive and defraud the public for the purpose of obtaining money under false pretenses, must be withdrawn from the mails by postmasters at either the office of mailing or the office of delivery. Postmasters will promptly notice violations of this section, and when the party by whom such matter is mailed is known with any degree of certainty, the attention of the United States attorney for the district must be called to the case, and the evidence necessary for conviction, including the matter in question, placed in his hands. (See Sections 148 and 149 of the law.) The case must also be reported to the special agent of the Department for the district, and all the facts at once communicated to the Department, (Second Assistant Postmaster-General, Division of Mail Depredations and Special Agents.) Should the party by whom the matter is mailed not be known, it must be sent to the Third Assistant Postmaster-General, in a securely sealed package, and a letter advising him of the transmission of the package sent by the same mail, *but in a separate envelope.*

* Lottery schemes, sanctioned by enactments of State legislatures, are held to be legal, and letters and circulars concerning such will be allowed to pass through the mails.

SEC. 89. All letters upon the envelope of which, or postal card upon which scurrilous epithets have been written or printed, or disloyal devices printed or engraved, must also be rigidly excluded from the mails. Such matter must be forwarded to the Dead-Letter Office, marked as "unmailable."

SEC. 90. No package weighing more than four pounds shall be received for conveyance by mail, except books published or circulated by order of Congress.

SEC. 91. To *inclose* or conceal a letter, or *other thing*, (except bills and receipts for subscription,) *in*, or to write or print anything, after its publication, *upon*, any newspaper, pamphlet, magazine, or other printed matter, is illegal, and subjects such printed matter, and the entire package of which it is a part, to *letter postage*, and also subjects the offender to a *fine of five dollars* for every such offense; and in such cases, if the person addressed refuse to pay such letter postage, the package must be returned to the office at which it was mailed, in order that the postmaster may cause the offender to be prosecuted for the penalty.

SEC. 92. A business card printed or impressed on the wrapper or envelope of any printed matter, or a simple mark designed to call attention to any article in such printed matter, does not subject it to letter postage.

CHAPTER VII.

RATES OF POSTAGE ON DOMESTIC MAIL-MATTER.

SEC. 93. The following are the rates of postage chargeable on DOMESTIC mail-matter of the different classes.

SEC. 94. The mode of computing the rates upon inland letters, (*i. e.*, letters from one office within the United States or Territories to another,) is as follows, to wit: Single rate if not exceeding half an ounce; double rate if exceeding half an ounce, but not exceeding an ounce; treble rate if exceeding an ounce, but not exceeding an ounce and a half; and so on, charging an additional rate for every additional half ounce or fraction of half an ounce.

SEC. 95. A single rate of three cents is uniformly established on domestic letters.

SEC. 96. At the post office where letters brought by vessels or steamboats not employed in carrying the mail from any domestic or foreign port are deposited, they will be charged with double rates of postage, to be collected at the office of delivery—that is to say, six cents for the single weight if mailed, and four cents the single weight if delivered at the office; but if such letter has been prepaid by United States stamps at such double rate of postage, no additional charge will be made. If only partly prepaid by stamps, the unpaid balance will be charged and collected on delivery.

SEC. 97. If such letter is addressed to any point in a foreign country, no fee will be allowed thereon by the postmaster to the carrier.

SEC. 98. If articles chargeable with different rates of postage are sent together in one package, the higher rate must be prepaid on the entire package; but two or more different articles, chargeable with the *same* rate of postage, may be sent together at that rate, provided the package is to but one address, and does not exceed the weight prescribed for the class of matter to which the articles belong.

RATES OF POSTAGE ON FIRST-CLASS MATTER.

SEC. 99. On letters, sealed packages, mail-matter wholly or partly in writing, except book manuscripts and corrected proofs passing between authors and publishers, and except local or drop letters; all printed matter so marked as to convey any other or further information than is conveyed by the original print, except the correction of mere typographical errors; all matter not otherwise chargeable with letter-postage, but which is so wrapped or secured that it cannot be conveniently examined by postmasters without destroying the wrapper or envelope; all packages containing matter not in itself chargeable with letter-postage, but in which is inclosed or concealed any letter, memorandum, or other thing chargeable with letter-postage, or upon which is any writing or memorandum; and manuscripts for publication in newspapers, magazines, or periodicals, **three cents for each half ounce or fraction thereof. Weight of packages limited to four pounds.**

SEC. 100. On local or drop letters, at offices where free delivery by carriers is established, **two cents for each half ounce or fraction thereof. Weight of packages limited to four pounds.**

SEC. 101. On local or drop letters, at offices where free delivery by carriers is not established, **one cent for each half ounce or fraction thereof. Weight of packages limited to four pounds.**

RATES OF POSTAGE ON SECOND-CLASS MATTER.

SEC. 102. Mailable matter of this class embraces all newspapers, magazines, and periodicals, exclusively in print, and regularly issued at stated periods from a known office of publication, without addition by writing, mark, or sign, and addressed to regular subscribers.

SEC. 103. A regular subscriber is a person who has actually paid, or undertaken to pay, a subscription price for a newspaper, magazine, or other periodical, or for whom such payment has been made or undertaken to be made by some other person. But, in the latter case, such payment must have been made or undertaken with the previous consent or at the previous request of the person to whom such newspaper, magazine, or periodical is sent, and the subscription must be for not less than three months. A person to whom any such publication is sent without his consent or request, is not a "regular subscriber" within the meaning of the law, and double transient rates of postage must be charged and collected on such publications before delivery.

SEC. 104. Persons known as regular dealers in newspapers and periodicals may receive and transmit by mail such quantities of either as they may require, and pay the postage thereon as received, at the same rates, *pro rata*, as regular subscribers to such publications who pay quarterly in advance.

SEC. 105. The following are the quarterly rates of postage, when paid quarterly or yearly in advance, on newspapers and periodicals issued

once a week or more frequently, and sent to actual subscribers from a known office of publication :

	Weekly.	Semi-weekly.	Tri-weekly	Six times a week.	Daily.
	Cents.	Cents.	Cents.	Cents.	Cents.
Newspapers and periodicals, each :					
Not exceeding 4 ounces in weight, sent to any part of the United States	5	10	15	30	8
Exceeding 4 ounces and not exceeding 8 ounces	10	20	30	60	70
Exceeding 8 ounces and not exceeding 12 ounces	15	30	45	90	1 05
Exceeding 12 ounces and not exceeding 16 ounces	20	40	60	1 20	1 40

SEC. 106. Newspapers of small size, issued less frequently than once a week, may be sent in packages to one address at the rate of one cent for each package not exceeding four ounces in weight, and an additional charge of one cent for each additional four ounces or fraction thereof, the postage to be paid quarterly or yearly in advance.

SEC. 107. The following are the quarterly rates of postage, when paid quarterly or yearly in advance, on newspapers and periodicals issued less frequently than once a week, and sent to actual subscribers from a known office of publication :

	Semi-monthly.	Monthly.	Quarterly
	Cents per quarter.	Cents per quarter.	Cents per quarter.
Newspapers, magazines, and other periodical publications, sent to any part of the United States, each, when not exceeding 4 ounces in weight	6	3	1
Exceeding 4 ounces and not exceeding 8 ounces	12	6	2
Exceeding 8 ounces and not exceeding 12 ounces	18	9	3
Exceeding 12 ounces and not exceeding 16 ounces	24	12	4
Exceeding 16 ounces and not exceeding 20 ounces	30	15	5

RATES OF POSTAGE ON THIRD-CLASS MATTER.

SEC. 108. On pamphlets and occasional publications: transient newspapers, magazines, and periodicals; hand-bills, posters, sheet-music, unsealed circulars, prospectuses, book manuscripts, proof-sheets, corrected proof-sheets, printed cards and blanks, maps, lithographs, prints, chromo lithographs, engravings, seeds, cuttings, bulbs, roots, and scions, **one cent for each two ounces or fraction thereof. Weight of packages limited to four pounds.**

SEC. 109. On flexible patterns; samples of ores, metals, minerals, and merchandise; sample cards, photographic paper, letter-envelopes, postal-envelopes and wrappers, unprinted cards, plain and ornamental paper,

card-board, or other flexible material; and on all other matter of the third class for which other rates of postage are not prescribed, **two cents for each two ounces or fraction thereof. Weight of packages limited to twelve ounces.**

SEC. 110. On books, **two cents for each two ounces or fraction thereof. Weight of packages limited to four pounds.**

SEC. 111. On packages of woolen, cotton, or linen clothing, addressed to any non-commissioned officer or private in the Army of the United States, **one cent for each ounce or fraction thereof. Weight of packages limited to two pounds.**

POSTAL-CARDS.

SEC. 112. The postage of one cent each is paid by the stamp impressed on these cards, and no further payment is required.

SEC. 113. The rate of postage on newspapers, periodicals not exceeding two ounces in weight, and circulars, when the same are deposited in a letter-carrier office for delivery by the office or its carriers, shall be uniform at one cent each; but periodicals weighing more than two ounces shall be subject to a postage of two cents each, and these rates shall be prepaid by stamps.

SEC. 114. No extra postage will be charged for a card printed or impressed upon an envelope or wrapper.

SEC. 115. Publications issued without disclosing the office of publication, or containing a fictitious statement thereof, must not be forwarded by postmasters unless prepaid at the mailing-office at the rates of transient printed matter.

SEC. 116. Publications borrowing the name, having the form and some of the characteristics of a newspaper, printed for gratuitous circulation, and depending on their advertisements for support, cannot be sent by mail gratuitously to persons not actual and *bona fide* subscribers upon the footing of newspapers "sent from the office of publication to actual and *bona fide* subscribers."

SEC. 117. Where packages of newspapers or periodicals are received at any post-office directed to one address, and the names of the club to which they belong, with the postage for a quarter in advance, shall be handed to the postmaster, he shall deliver the same to their respective owners.

SEC. 118. A newspaper is defined to be any printed publication issued in numbers, and published at short intervals of not more than a month, conveying intelligence of passing events. It generally consists of a sheet, but may be composed of two or more sheets of paper.

SEC. 119. A pamphlet is a printed but unbound publication, relating solely to some subject of local, ephemeral, or temporary interest or importance, or, if upon a subject of general interest or importance, called forth, like a lecture or an address, by or for some local event, or as appropriate to some particular occasion. Hence, with the exception of those not con-

taining more than sixteen octavo pages each, no publication, although folded and unbound, can be permitted to pass in the mail as a "pamphlet" instead of a "book," unless its scope and subject are such as to bring it fairly within the distinctive definition above given.

SEC. 120. Regular publications not issued as often as once a week must also have a known office of publication, and be regularly sent to subscribers; otherwise, they must be prepaid at transient rates at the mailing office. Small newspapers not issued as often as once a week, devoted to the use of Sunday-schools, to religion, to temperance, to education, or to agriculture, may be sent in packages to one address at the rate of one cent for a package not weighing over four ounces, and an additional charge of one cent for each additional four ounces or fraction thereof. Thus, a package of such papers weighing only four ounces, published once a month, and regularly sent to a subscriber, would be subject to charge, when paid quarterly in advance, of three cents per quarter; if published twice a month, or weighing over four and not exceeding eight ounces, double these sums, and so on. Each copy of a magazine is rated in like manner. In cases of doubt whether such newspapers are entitled to be rated by the package, postmasters will apply to the Department for instructions, inclosing a copy of the paper in question. If the postage for at least one quarter is not prepaid on such papers and magazines, the postage must be collected on delivery of each package or number, at the rate of two cents for each four ounces or fraction thereof.

SEC. 121. Publishers may inclose in their publications sent to regular subscribers the bills for subscription thereto, without any additional charge for postage, and may write or print upon their publications, or upon the wrappers thereof, the name and address of the subscribers thereto, and the date when the subscription will expire; but any other inclosure or addition in writing or in print shall subject the same to letter postage, which shall be collected before delivery thereof.

SEC. 122. It is the duty of the postmaster at the mailing office, as well as at the office of delivery, carefully to examine all printed matter, in order to see that it is charged with the proper rate of postage, and to detect fraud.

SEC. 123. If postmasters cannot make this examination without destroying the wrapper, they will rate the package with letter postage, and collect the same on delivery.

SEC. 124. Postmasters will charge and collect postage, at the rate of three cents for each half ounce, on any newspaper or periodical so marked or written upon as to give any other information than that contained in the print. The same charge will be made where it is so inclosed that it cannot be examined without destroying the wrapper. The same rule applies to any other matter which may be sent at less than letter postage.

SEC. 125. The Postmaster-General will from time to time provide by

order the rates and terms upon which route-agents may receive and deliver at the mail-car or steamer packages of newspapers and periodicals delivered to them for that purpose by the publishers, or any news-agent in charge thereof, and not received from, nor designed for delivery at, any post-office; and postmasters in cities and large towns will particularly observe the provisions of this regulation. Large additions to the postal revenue may be made by securing to the mail-car the daily transportation of newspapers and periodicals now carried by expressmen. Ample power is conferred by law to secure this result.

SEC. 126. Route-agents will receive and deliver such packages with care and promptitude whenever notified that arrangements have been made by the postmaster. Postmasters in cities from which such packages are sent will inquire and report to the Department whether publishers and news-agents will not transfer such packages to the care of the route-agents, and at what rates, reporting the facts, with their recommendation, to the Postmaster-General. Route-agents will use every exertion in aid of this purpose.

SEC. 127. Newspapers and periodicals regularly mailed to *bona-fide* subscribers are not "transient printed matter," and may, therefore, be mailed by agents, as well as publishers, in the same manner, and with the same privileges, as if they were mailed to such subscribers directly from the office of publication, provided the agent makes and files in the mailing office a statement, signed by him, showing the names of the papers or periodicals which he thus mails, the offices, respectively, to which they are directed, and the number of such subscribers to each, with the dates to which their respective subscriptions extend, at each office to which said papers or periodicals are directed.

SEC. 128. Publishers of newspapers may, without subjecting them to extra postage, fold within their regular issues a supplement. But in all such cases the added matter must be a genuine supplement or appendage to the newspaper in question, and of the same essential character, conveying intelligence of passing events of general interest. Publishers of newspapers cannot send specimen numbers of their papers to postmasters and others, without prepaying postage thereon. Prospectuses of newspapers, whether accompanying the same or sent separately, are to be charged as circulars, and postage required in advance.

SEC. 129. *Corrected proof-sheets* will be charged with postage at the rates prescribed for third class matter, in case the corrections be those only of typographical errors; but if new matter be introduced by the corrections, or any notations made by which information is asked or conveyed, or instructions given in writing, the sheets are subject to letter postage.

CHAPTER VIII.

PAYMENT OF POSTAGE.

SEC. 130. All domestic mail-matter, except newspapers, magazines, and periodicals sent to actual subscribers from a known office of publication, and letters sent by soldiers, sailors, and marines in the service of the United States, duly certified, must be prepaid by postage-stamps affixed thereto.

SEC. 131. Fractional parts of postage-stamps cannot be recognized in prepayment of postage. For example: a letter or package to which one two-cent stamp and the half of another two-cent stamp are affixed, cannot be considered as having been prepaid three cents, but only two cents; and a letter or package on which eighteen cents postage is chargeable, cannot be prepaid in full by affixing a six-cent stamp and the half of a twenty-four cent stamp, &c.

SEC. 132. Letters written by *commissioned* officers in the military or naval service *cannot* be certified as soldiers' or naval letters.

SEC. 133. Letters written by non-commissioned officers and privates in the military, naval, or marine service, on which postage is not prepaid by stamps, must be plainly marked on the outside, over the address, "soldier's letter," or "naval letter," (as the case may be,) and this certificate signed with his official designation by a field or staff officer of the regiment to which the soldier belongs, or by the officer in command of his detachment or post, or by a chaplain or surgeon at a hospital. In the Navy or Marine Corps the certificate must be signed by the officer in command of the vessel, or by a chaplain or surgeon on board, or by the officer commanding a detachment of marines on shore. Such letters must be plainly marked, with the amount of postage due, which must be collected on delivery.

SEC. 134. All matter on which *one full rate* of postage is so prepaid, but on which additional postage is chargeable, must be forwarded to its destination, charged with the amount of deficient postage.

SEC. 135. All wholly unpaid matter on which postage is chargeable, must be sent to the Dead-Letter Office. When, however, such wholly unpaid matter, or matter on which one full rate of postage is not prepaid, reaches the office of destination by inadvertence, *double* rates of postage must be charged thereon, and collected before delivery, deducting any amount *less* than a full rate which may have been prepaid thereon.

SEC. 136. In large cities and adjacent districts of dense population, having two or more post-offices within a distance of three miles of each other, any letter mailed at one of such offices and addressed to a locality within the delivery of another of such offices, and which shall have been inadvertently prepaid at the drop or local letter rate of postage only, may be forwarded to its destination, charged with the amount of the deficient postage, to be collected on delivery.

SEC. 137. Postmasters are not allowed to give credit for postage, nor to deliver any mail-matter until all postage chargeable thereon has been paid.

SEC. 138. The postage on second-class matter must be prepaid *in money* for not less than one quarter (three months) nor more than one year, commencing at any time, and the payment may be made either at the office of mailing or at the office of delivery.

SEC. 139. The postmaster receiving such payment must account for it in the official quarter in which it is received; but he must state distinctly in his newspaper transcript whether such prepayment is for a year or for a quarter.

SEC. 140. When such prepayment is made at the office of mailing, the publisher must prepare and hand to the postmaster, ready for signature, a receipt for each post-office to which the publications are to be sent for delivery, stating the number of copies to be sent to such post-office, and the amount to be paid thereon, and the name of each subscriber.

SEC. 141. A transcript of such items, for each quarter, must accompany the quarterly accounts of such postmasters.

SEC. 142. Upon the payment of the postage, these receipts must be signed by the postmaster, and transmitted to the postmasters at the offices of delivery, by whom they will be received as evidence that the postage has been duly paid, and the publications mentioned in such receipts will be delivered to the subscribers named therein without further charge for postage.

SEC. 143. Publishers may write or print upon their publications, sent to regular subscribers, in addition to the address, the dates when the subscriptions expire, and may also inclose therein bills and receipts for subscriptions, without extra charge for postage.

SEC. 144. All mail-matter of the third class must be fully prepaid by postage-stamps at the office of mailing; when not so prepaid, it must be held for postage and sent to the Dead-Letter Office.

SEC. 145. Prepaid letters must be forwarded from one post-office to another at the request of the party addressed, without additional charge

for postage; but letters having been delivered according to their address, require postage at prepaid rates, when returned to the office for remailing.

SEC. 146. The following is the form of oath prescribed to be taken by publishers as to the transmission of printed mail-matter to other than *bona-fide* subscribers:

State of ———, County of ———:

The undersigned ——— ———, publisher of ———, in the city of ———, county of ———, State of ———, does swear (or affirm) that he, as publisher, has not sent, nor permitted to be sent, by any clerk, agent, or employé, within his knowledge, any copies of the ——— without prepayment of postage by postage-stamps, except the same were sent to *bona-fide* and regular subscribers.

Sworn and subscribed to before me, a ———, this ——— day of ———.

SEC. 147. It is the duty of a postmaster to receive and deliver to subscribers newspapers, magazines, and periodicals which come in the mail, and to put the address on such publications sent to clubs, or to deliver them from a list of subscribers, provided such list is furnished, and the postage on the whole packet paid for one quarter in advance.

SEC. 148. Postmasters and special agents will report all cases where papers or periodicals are sent without prepayment to other than regular subscribers.

SEC. 149. No newspaper or magazine, not prepaid at the mailing office, can be delivered until the postage has been paid for at least one quarter, unless the party addressed shall pay on every such paper or magazine the rate required on transient matter. Not more than one year's postage can be collected in advance.

SEC. 150. Letters mailed in the cars can be prepaid only by using postage-stamps or stamped envelopes, and, when not thus prepaid, it is the duty of postmasters to treat all such letters as unpaid, although marked "paid;" no route-agent being permitted to receive prepayment in money.

SEC. 151. Steamboats and sailing-vessels, railroads, express companies, stage and omnibus lines, are permitted to carry and deliver letters when covered by GOVERNMENT STAMPED ENVELOPES of the denomination sufficient for the postage collectable thereon: *Provided*, "That such envelope shall be duly directed and properly sealed, so that the letter cannot be taken therefrom without defacing the envelope; and the date of the letter, or of the transmission or receipt thereof, shall be written or stamped upon the envelope."

SEC. 152. Only letters relating solely to the CARGO OR ARTICLES AT THE SAME TIME CONVEYED AS FREIGHT by such steamboat, sailing-vessel, railroad, express company, stage or omnibus line *traveling over a mail-route*, may be lawfully carried not so inclosed. UNPAID LETTERS FOR DELIVERY, and those PREPAID BY POSTAGE-STAMPS, CANNOT be carried outside the mails by any of these conveyances without subject-

ing the captain, owner, driver, or other employé to a penalty of from \$50 to \$150.

SEC. 153. Postmasters and special agents of this Department will see that the law is obeyed.

SEC. 154. Postmasters, in rendering their quarterly returns, must furnish a transcript of all newspaper postage and postage on transient matter collected for the quarter. Blanks for the purpose are furnished by the First Assistant Postmaster-General, blank agency; and a failure to render such transcripts will be regarded as a neglect of official duty, and will subject the postmaster to an estimated charge for newspaper postage in the settlement by the Auditor of his quarterly account-current.

CHAPTER IX.

DELIVERY AND RETURN OF LETTERS.

SEC. 155. The persons entitled to letters received by mail are those whose names are in the address.

SEC. 156. The delivery should be either to the person addressed, or according to his or her order. The order is in some cases implied, as where a person is in the habit of receiving his letters through his son, clerk, or servant, and of recognizing the delivery to him. Letters addressed to a firm may be delivered to any member of the firm, and, if addressed to several persons, may be handed to any one of them.

SEC. 157. Letters and packages addressed to fictitious persons or firms, to initials, or to no particular person or firm, unless directed to be delivered at a designated place, or to the care of a certain person or firm, within the delivery of the office to which they are addressed, must be returned at the end of each month to the Dead-Letter Office.

SEC. 158. If a letter appear to be of value, it will be safest to require a written order for its delivery to the person calling, if he be not the person addressed.

SEC. 159. If there be two or more persons of the same name, and a letter intended for one is delivered to another, the postmaster will reseal the letter in the presence of the person who opened it, and request him to write upon it the words "*Opened by me through mistake,*" and sign his name; he will then replace the letter in the office.

SEC. 160. Postmasters cannot deliver letters which may be addressed to and deliverable from other offices, except in cases of letters addressed to a discontinued office nearest the office where such letters are held for delivery.

SEC. 161. It is not proper to deliver a letter from the Pension-Office to any one other than the person addressed, or to a member of his or her family, or to a legal guardian of the pensioner, and under no circumstances to deliver such letters to an attorney, claim-agent, or broker.

SEC. 162. A letter addressed to any officer of a public corporation should be delivered according to the official designation contained in the address, the right to receive such a letter being in the officer named rather than the individual.

SEC. 163. In all ordinary cases, letters should be delivered in accordance with the address, but in the case of minor children residing with their parents, and dependent upon them for maintenance and support, as their natural guardians, such parents are entitled to control the correspondence of the aforesaid minors.

SEC. 164. Letters addressed to a party deceased can only be delivered to his legal representatives.

SEC. 165. When a firm places its business in the hands of assignees, all letters addressed to the firm should be delivered to the assignees.

SEC. 166. Letters addressed to a firm, bank, or company which has ceased to exist, must be delivered to the legal representatives.

SEC. 167. When a firm or company dissolves partnership, and contention arises as to whom the mail-matter addressed to the former business firm or company, or its officials, shall be delivered, a postmaster, being forbidden by one party to deliver to another, should require the appointment of a receiver, retaining all mail-matter until said receiver is appointed.

SEC. 168. In the case of a dissolved firm, where there is no indication of the existence of any arrangement for closing up the business by either or any of its members or other parties, the only safe course, in the absence of legal interference, is to deliver their mail to any member of such firm who may first ask for it after its receipt at the post-office.

SEC. 169. The delivery of a letter to the person addressed, or to an authorized agent of the person to whom it is addressed, terminates the connection of the post-office with it.

SEC. 170. To prevent fraud, the postmaster must not return any letter put into his office for transmission by mail, to any person except the writer thereof; and the utmost care must be taken to ascertain that the person applying for such letter is really the writer.

SEC. 171. To enable him to know that the person applying for the return of a letter is the writer, he may require him, or his messenger, to exhibit to him the same superscription and seal that are upon the letter. And if the postmaster is satisfied that the handwriting and seal are the same, he will return the letter, taking a receipt, and preserving it with the paper containing the superscription, and the order, if one were sent.

SEC. 172. After a letter has passed from the mailing office, the delivery of it cannot be prevented or delayed by the alleged writer.

CHAPTER X.

SOLDIERS' AND SAILORS' LETTERS.

SEC. 173. Under the law authorizing the transmission of unpaid letters of soldiers, sailors, and marines, letters written by commissioned officers in the military or naval service cannot be certified as soldiers' or naval letters.

SEC. 174. Letters written by non-commissioned officers and privates in the military service, or in the naval service, (embracing the Marine Corps.) on which the postage is not prepaid, must be plainly marked on the outside, over the address, "soldier's letter" or "naval letter," (as the case may be,) and this certificate signed with his official designation by a field or staff officer of the regiment to which the soldier belongs, or by the officer in command of his detachment, or of the post, or by a surgeon or chaplain at a hospital. In the Navy or Marine Corps the certificate must be signed by the officer in command of the vessel, or by a chaplain or surgeon on board, or by the officer commanding a detachment of marines on shore.

SEC. 175. If any military or naval letters not thus duly certified shall be deposited at any post-office for mailing, they shall nevertheless be mailed, but rated up with postage, to be collected on delivery.

SEC. 176. All domestic letters prepaid one full rate, and soldiers' and sailors' letters duly certified, must be forwarded to their destination, charged with the amounts of postage due, at prepaid rates only, to be collected on delivery.

CHAPTER XI.

SHIP AND STEAMBOAT LETTERS.

SEC. 177. The terms *ship letters* and *packets* embrace the letters and packets brought into the United States from foreign countries, or carried from one port in the United States to another, in any private ship or vessel, before such letters have been mailed.

SEC. 178. The masters of steamboats under contract with the Department will deliver into the post-offices, (or to the local agent of the Department, if there be any,) at the places at which they arrive, all letters received by them, or by any person employed on their boats, at any point along the route.

SEC. 179. Masters or managers of all other steamboats are required by law, under a penalty of one hundred and fifty dollars, to deliver all letters brought by them, or within their care or power, addressed to or destined for the places at which they arrive, to the postmasters at such places, *except letters relating to some part of the cargo*, and left unsealed. All letters not addressed to persons to whom the cargo, or any part of it, is consigned, are therefore to be delivered into the post-office, to be charged with postage.

SEC. 180. Every master of a vessel from a foreign port is bound, immediately on his arrival at a port, and before he can report, make entry, or break bulk, under a penalty not to exceed one hundred and fifty dollars, to deliver into the post-office all letters brought in his vessel, directed to any person in the United States, or the Territories thereof, which are under his care or within his power, except such letters as relate to the cargo or some part thereof.

SEC. 181. The rates of postage are not to be increased on letters and packets carried in a private ship or vessel, from one port in the United States to another, though a *part* of the voyage be over a water declared to be a post-road. Thus, the Mississippi River, from New Orleans to the mouth, is a post-road; yet letters carried by ship between New Orleans

and any other port in the United States are subject to the usual ship-letter postage. But if the *whole* of the water between any two ports be a post-road by law, then inland postage will be charged.

SEC. 182. It is the special duty of the postmaster at a port where vessels may enter to see that this law is strictly observed and enforced.

SEC. 183. Every such postmaster will obtain from the master of the ship or vessel a certificate specifying the number of letters, with the name of the ship or vessel, and place from which she last sailed; and upon each letter which has not been before mailed, and which shall be delivered into his office for mailing, he shall pay to the said master or owner two cents, and take his receipt therefor.

SEC. 184. If the letters be delivered into the post-office by a passenger or sailor, and not in behalf of the master, nothing is to be paid for them; they are, nevertheless, to be charged with ship-letter postage, and the number entered in the account of ship-letters, with the name of the vessel in which they were brought.

SEC. 185. Upon letters and packets received from the masters, clerks, or other employes of steamboats on waters declared post-roads, the persons addressed will be charged, on delivery, the same postage as if the letters and packets had been conveyed in the mail overland, although not conveyed under an arrangement with the Department.

SEC. 186. Letters brought by steamboats should be marked "*Steamboat*" at the time of receiving them.

SEC. 187. All letters placed on a mail steamboat, on which the mails are in charge of a route-agent, should go into the hands of such agent; and on these letters the master of the vessel is not entitled to receive any compensation. None but prepaid letters should be received on such steamboat, and these should be duly mailed. But should any chance to be unpaid, they should be deposited by the route-agent in the post-office at or nearest the point at which they are received, where the postmaster will treat them in all respects as other unpaid letters.

SEC. 188. Persons desirous to send their letters by steamboats can most readily accomplish their object by inclosing such letters in the stamped envelopes issued by the Department, inasmuch as letters so inclosed may be conveyed out of the mail without a violation of law, and need not be delivered to the postmaster on the arrival of the vessel.

SEC. 189. The account of steamboat letters received, stating the sums paid for them and the postage chargeable thereon, is to be kept in the account of *ship and steamboat letters received*.

SEC. 190. No fees will be allowed to any vessel or to any person on board any vessel which carries the mail, nor to any mail-carrier on any mail-route by land or water.

SEC. 191. Postmasters are authorized to pay, for each letter brought by vessel not regularly carrying the mail from a foreign port, and addressed to any point within the United States, two cents; and for each

letter brought by similar vessel on inland waters, or coastwise between domestic ports, one cent; but to entitle the carrier to such payment, the letters must be promptly delivered to the post-office upon arrival.

SEC. 192. At the post-office where deposited they will be charged with double rates of postage, to be collected at the office of delivery; that is to say, six cents for the single weight if mailed, and four cents the single weight if delivered at the office; but if such letter has been prepaid by United States stamps at such double rate of postage, no additional charge will be made. If only partly prepaid by stamps, the unpaid balance will be charged and collected on delivery.

SEC. 193. If such letter is addressed to any point in a foreign country, no fee will be allowed thereon by the postmaster to the carrier. Such letters should all be marked "*Ship.*"

CHAPTER XII.

LETTER-BOXES IN POST-OFFICES.

SEC. 194. The Post-Office Department neither owns, erects, nor repairs letter-boxes in post-offices, except where the building is owned by the United States.

SEC. 195. The salaries of postmasters are established upon the basis of ALL THE REVENUES of their offices during the last six months of the calendar year preceding the biennial adjustment of salaries. Box-rents are included in these revenues. Every postmaster receives in the form of salary as much compensation as he formerly received from commissions and box-rents.

SEC. 196. Any postmaster may put up boxes in his office. These boxes are his private property, but the revenues thereof must be paid over to the Department.

SEC. 197. Where the justice of the case demands, the Postmaster-General has authority to re-adjust salaries oftener than once in two years; and under this provision of law all inaccuracies and inadequate or excessive allowances of salary can be readily corrected; so that where there is an extraordinary increase or decrease of box-rents within the two years, the salary may be re-adjusted so as to meet the requirements contemplated by the law.

SEC. 198. Each post-office box or drawer, in all post-offices, is restricted to the use of one family, firm, or company, and the rent therefor must be paid at least one quarter in advance.

SEC. 199. Each postmaster must keep a list of all box-holders, with the number of the box assigned to each, and the time during which he has used it. This list will be examined by special agents, and be delivered to his successor in office. The postmaster must state in his quarterly returns the amount of box-rents collected in or on account of each quarter.

SEC. 200. The salaries of postmasters are based upon a sworn statement of the operations of their offices for six months, furnished to the First Assistant Postmaster-General; and in adjusting the salary of each office, the whole amount of box-rent reported in this sworn statement is allowed the postmaster, as part of his salary. When, therefore, the postmaster fails to make any report, or reports a less amount than that included in his salary, he is charged in the adjustment of his quarterly return, by the Auditor, with the full amount of box-rents included in his quarterly salary.

SEC. 201. A person renting a post-office box is entitled to have the letters of his family, firm, or company put into it. Letters addressed to his friends stopping temporarily with him may also be placed in the box, if directed to his care or to the number of the box. But letters addressed to other persons residing in the same place, and living and doing business separate and apart from a box-holder, should *not* be placed in the box.

SEC. 202. When an individual holds a receipt from the late postmaster for box-rent paid, it is the duty of the present postmaster to furnish a box for the time specified in the receipt.

SEC. 203. Postmasters may rent the boxes and drawers in their offices quarterly or yearly, in advance, as the patron may elect; but the box-rent should be reported quarterly only.

SEC. 204. When a postmaster retires from office he must leave in the hands of his successor a record of receipts given for payment of box-rents. In the absence of this record, the postmaster will require the parties claiming to have paid their box-rents to show their receipts, or produce other satisfactory evidence of such payment.

SEC. 205. Box-rents must be collected and accounted for as a part of the revenues of the Department, and no box shall be assigned to the use of any person until the rent thereof has been paid for one quarter.

SEC. 206. So long as persons who own boxes in post-offices permit them to remain, it is the duty of the postmaster to collect rent for those that are used.

CHAPTER XIII.

LETTER-CARRIER SYSTEM, AND BRANCH OFFICES.

SEC. 207. Application for the establishment of the carrier system, or for additional carriers, must be made to the First Assistant Postmaster-General, with the reasons therefor.

SEC. 208. Letter-carriers are appointed by the Postmaster-General, on the nomination and recommendation of the local postmaster.

SEC. 209. Persons nominated for appointment as letter-carriers must be over twenty-one years of age and under forty-five. They must be intelligent, temperate, and physically fitted for the service, and must be able to read and write and understand the fundamental rules of arithmetic.

SEC. 210. Applications for the appointment of carriers must state the name in full, (plainly written,) age, previous occupation, proposed time of commencing service, and the qualifications required in the preceding section.

SEC. 211. The salaries of letter-carriers are fixed by the Postmaster-General at the time of their appointment. Increased pay is granted to carriers, from time to time, when the appropriation will justify it, on application of the postmaster to the First Assistant Postmaster-General, setting forth the diligence, fidelity, and experience of the carrier in whose behalf the application is made.

SEC. 212. Blank oaths and bonds sent with the letter of appointment of carriers must be promptly and correctly executed, and returned to the First Assistant Postmaster-General.

SEC. 213. Substitute letter-carriers are appointed when postmasters so advise, at a nominal salary of one dollar a year, and receive the *pro rata* pay of the carrier whose route *they may be called upon to serve*, without regard to the cause of the absence of the regular carrier or his salary. Substitutes appointed by the Department are paid out of the salary of the absent carrier.

SEC. 214. Street letter-boxes, and locks and keys for the same, blank books, blank forms, and carriers' satchels, will be furnished on application to the First Assistant Postmaster-General.

SEC. 215. The Postmaster-General, under Section 94 of the law, prescribes the following uniform dress, to be invariably worn while on duty, viz :

FOR WINTER WEAR.

First. A single-breasted sack-coat of "cadet gray," or, technically, "blue mixed cadet cloth," terminating two-thirds the distance from the top of the hip-bone to the knee, with a pocket at each side, and one on left breast—all outside—with flaps two and three-fourths to three inches wide, with length to suit, say six and a half to seven inches; coat to be bound entirely around with good plain black alpaca binding one inch wide, to be put half over edges, with five brass buttons, with the design of the seal of this Department, (post-rider, with mail-bag across the saddle, with the letters P. O. D. beneath,) down the front, to button up to the neck, and one-half inch black braid round the sleeves two and a half inches from the bottom.

Second. Pants of same material and color, with fine black broadcloth stripe one inch wide down the outside seam.

Third. A single-breasted vest of the same material and color, with seven oval brass buttons, (vest size,) with the letters P. O. upon the face.

Fourth. Cap of the same material and color, navy pattern, bound round with a fine black-cloth band one and one-half inches wide, with small size buttons at the sides, of the same material and design as those on the vest, and glazed cover for wet weather.

Fifth. A reversible cape, (detached from the coat,) reaching to the cuff of the coat-sleeve when the arm is extended, of the same material and color on one side, and gutta-percha cloth on the other side, with five buttons, the same as on the coat, down the front, and bound entirely round with plain black alpaca binding one inch wide, put half over edges; or an overcoat of the same material and color, trimmed to correspond with the coat, with five brass buttons, of the same size and design as the coat button, down the front. It shall not be obligatory on the carriers to wear either, but whenever additional covering is needed, the postmaster of each city will decide, in accordance with the wishes of a majority of the carriers, which they shall wear, as both must not be worn in the same city.

FOR SUMMER WEAR.

First. Coat, single-breasted skeleton sack, of gray flannel, terminating two-thirds the distance from the top of the hip-bone to the knee; with lapels (medium roll) made to button over the breast; three pockets, outside, without flaps, one on each side, and one on left breast. Coat

to be bound entirely round with plain black alpaca binding one inch wide, put half over edges, and three buttons of present regulation style down front.

Second. Pants, same material and color, with stripe of black alpaca binding one inch wide down the outside seam.

Third. Vest, same material and color, bound same as coat, with collar cut to roll same height as coat, and five regulation buttons down front.

Fourth. Panama hat.

SEC. 216. Letter-carriers must procure the uniforms at their own expense, but the postmaster is expected to give his personal attention to the matter, and afford the "trade" an opportunity to furnish them at the least expense to the carriers, consistent with a proper execution of the requirements of the above section.

SEC. 217. Cities must be so districted as to secure the full, equal, and most advantageous employment of the carriers, and the earliest practicable delivery and collection of the mails.

SEC. 218. Vacancies occurring by death, illness, or other unavoidable causes, may be filled temporarily by postmasters, when the exigencies of the service demand it; but a full statement of the facts must be immediately forwarded to the First Assistant Postmaster-General. Carriers must, however, in every instance, take the oath of office before entering on duty.

SEC. 219. *Additional* letter-carriers must not be employed until postmasters are notified of their appointment, and they have qualified by executing the oath and bond required by law.

SEC. 220. Carriers must be employed in the delivery and collection of mail-matter, or, during the intervals between the delivery and collection trips, in such manner as the postmaster may direct.

SEC. 221. Postmasters *may* grant leave of absence to carriers with pay in cases of illness, disability received in the service, or other urgent necessity, to continue only during the urgency of the case, provided it shall in no instance exceed fourteen days. For a longer time, application, setting forth all the circumstances, must be made to the First Assistant Postmaster-General.

SEC. 222. A carrier absenting himself without leave will forfeit his pay during the time of such absence, and will be reprimanded by the postmaster, or reported to the First Assistant Postmaster-General for removal, as the circumstances may require.

SEC. 223. Carriers must invariably appear on duty in their uniforms, and must wear their satchels while on their rounds. They must be civil, prompt, and faithful in the discharge of their duties.

SEC. 224. The mails must be assorted and the carriers started on their first daily trip as early as practicable.

SEC. 225. Mail-matter directed to box-numbers must be delivered through the boxes. Mail-matter directed to street and number must be delivered by carriers, unless otherwise directed. Mail-matter di-

rected neither to a box-holder nor to a street and number, must be delivered by carrier if its address is known or can be ascertained ; otherwise, at the general delivery.

SEC. 226. Carriers are required, while on their rounds, to receive all letters prepaid by postage-stamps that may be handed to them for mailing, but are strictly forbidden to delay their deliveries by waiting for such letters. •

SEC. 227. Postage due in excess of the single rate, or on foreign letters, must be plainly stamped on the *face* of the letter in such manner as not to mar the address, and must be collected by the carrier on delivery ; but carriers are forbidden to charge any fee for the delivery or collection of mail-matter, or to deliver such matter with uncanceled stamps attached.

SEC. 228. Carriers are forbidden to deliver any mailable matter which has not passed through the office or station with which they are connected, or to exhibit any mail-matter intrusted to them (except on the order of the postmaster or some one authorized to act for him) to persons other than those addressed, or to deviate from their respective routes, or to carry letters in their pockets, or to engage in any business not connected with this service.

SEC. 229. Every letter that cannot be delivered shall be returned to the office or station by the carrier, who shall write upon it the reason for its non-delivery, the initials of his name, and the number of his district.

SEC. 230. The windows in connection with the carriers' department must be opened for the delivery of mail-matter during office-hours on Sundays, holidays, and in the evening *after* the last street delivery.

SEC. 231. Letters addressed to persons, firms, or companies not being box-holders, whose residences or places of business in the city are known to the carriers, or can be ascertained from the city directory, or by other practicable means, must be delivered accordingly.

SEC. 232. The delivery and collection of mail-matter must be tested at frequent and irregular intervals, and carriers must be held to a strict accountability for any omission or neglect in these particulars.

SEC. 233. The number of daily delivery and collection trips by carriers must not be reduced without the authorization of the Department.

SEC. 234. Letters must be frequently and promptly delivered by the carriers, so that citizens may have no inducement to call at the office. Citizens supplied by carriers should be induced to provide letter-boxes at their houses and places of business.

SEC. 235. Postmasters must not require nor permit carriers to sell postage-stamps or stamped envelopes, except in limited quantities ; but under no circumstances must they delay their deliveries or collections to make change.

SEC. 236. Application for the establishment of branch offices or postal

stations must be made to the First Assistant Postmaster-General, setting forth in full the necessity and expense thereof.

SEC. 237. Persons calling at the stations for their mails must be requested to leave their address, and informed that their letters will be promptly sent to them by carrier, *free of charge*. But as instances may occur in which this rule might work great inconvenience, the superintendent, or, in his absence, the officer in charge, may *in such cases* deliver letters to the party calling.

SEC. 238. The mails from the office to the stations, and return, must be conveyed with the greatest practicable dispatch, and by the most expeditious routes.

SEC. 239. The advertised list of letters must designate those remaining at the office, and those remaining at each station. Such letters must be delivered when called for, and the party informed that, if they will leave their address, their letters will in future be promptly sent to them by carrier, free of charge.

SEC. 240. Letter-boxes must be kept in repair, and in a neat condition, and firmly fastened to the post. A list must be kept in the office of their number and locations.

SEC. 241. After the last daily delivery, the carriers must return their satchels, keys, and all the mail-matter they cannot deliver to the office or station with which they are connected.

SEC. 242. The stations must be frequently visited by the postmaster, or by some one designated by him, who shall see that these regulations are enforced, and that proper order and discipline are maintained.

SEC. 243. Carriers must be held to the strictest accountability for the keys to the letter-boxes intrusted to them, the loss of which will be regarded as a grave offense, and render them liable to removal.

SEC. 244. Carriers are forbidden, under any circumstances, to return to any person whatever letters deposited in the street letter-boxes.

SEC. 245. Blank books furnished for this branch of the service must be correctly and neatly kept according to their design, and be at all times subject to examination by the special agents of this Department.

SEC. 246. Postmasters will see that the superintendents of carriers' stations, and the carriers and clerks connected with this service, are informed of the highly responsible character of the duties required of them.

SEC. 247. They will issue, from time to time, such orders and instructions as may be found necessary to carry out these regulations and to maintain proper order. The carrier disobeying such orders will be reprimanded by the postmaster, or reported for removal to the First Assistant Postmaster-General, as the case may require.

SEC. 248. Postmasters will hand to the letter-carriers, for delivery, all registered letters, (excepting those addressed to box-holders,) requiring them first to sign their names in the last column of the sheet of "receipts for registered letters delivered." The carriers will, on the

delivery of every such letter, require the person receiving it to sign the "return registered-letter receipt," and also a receipt for the same in a book furnished for that purpose. Carriers must exercise the utmost caution in the delivery of these letters to the party addressed, or to some responsible person whom they *know* to be authorized to receive them.

SEC. 249. Postmasters must forward a report of the operations of the carrier system, as required by Section 101 of the law, as early after the close of each month as practicable, to the First Assistant Postmaster-General. The blanks furnished for this purpose must be used.

SEC. 250. Postmasters will report *quarterly* to the Auditor of the Department, and *monthly* to the First Assistant Postmaster-General, on blanks furnished by the Department, the several items of expense enumerated in Section 101 of the law. The pay-roll of letter-carriers, and the account of incidental expenses of the system, must be promptly transmitted to the Auditor at the close of each quarter, accompanied by a voucher for each bill paid, together with an affidavit that the expenditures were necessary, and the prices paid reasonable. The carriers' pay-roll must state the names of the substitute carriers, (other than those appointed by the Department,) or carriers employed temporarily, for whom and how long they served, the necessity for their employment, and the amount paid them, with a voucher for each payment.

SEC. 251. Postmasters will arrange with the police authorities of their several cities for the arrest of all persons in citizens' dress found tampering with or collecting from the street letter-boxes; also, of all persons wearing the carriers' uniform, (including the carriers,) found tampering with or collecting from the boxes at other than the usual and regular collection rounds, of which they must be kept informed.

SEC. 252. Carriers will report to the postmaster the commission of any of the offenses provided against in Section 96 of the law which may come to their knowledge, who, if he deems it of sufficient importance, will confer with the United States attorney and take such steps as he may advise.

SEC. 253. All letters relating to this branch of the service must be addressed to the First Assistant Postmaster-General.

CHAPTER XIV.

POST-ROADS, MAIL-CONTRACTS, AND BIDS.

SEC. 254. Post-roads are—

1. Those roads of the country which are declared post-roads by various acts of Congress.
2. The navigable canals of the several States for the time during which the mail may be carried thereon.
3. All railroads in the United States.
4. Those roads on which the Postmaster-General causes the mail to be carried from the nearest post-offices on legally declared post-roads to court-houses not otherwise provided with the mail.
5. All roads to special offices.
6. Such as are established by the Postmaster-General as post-routes, under Section 205 of the postal law.

SEC. 255. The United States is divided into four contract sections. A letting for one of these sections occurs every year, and contracts are made at such lettings for four consecutive years, commencing on the first day of July. The sections and their current contract terms are—

1. Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, and New York; current term to end June 30, 1877.
2. New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, and Ohio; current term to end June 30, 1876.
3. Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Arkansas, Louisiana, and Texas; current term to end June 30, 1875.
4. Michigan, Indiana, Illinois, Wisconsin, Iowa, Missouri, Kentucky, Tennessee, California, Minnesota, Oregon, New Mexico, Utah, Washington, Nebraska, Kansas, Arizona, Colorado, Idaho, Montana, Dakota, and Wyoming; current term to end June 30, 1874.

SEC. 256. Each contractor is required to execute, with his sureties, contracts in duplicate, both to be returned to the Second Assistant

Postmaster General. A copy will be furnished to the contractor if requested.

SEC. 257. The carriers on special routes, namely, those on which the mail-pay is limited to two-thirds of the amount of the salary of the postmasters at the offices supplied, are not required to execute a contract. Quarterly settlements are made with them by the postmasters they supply. Post-offices of this class are not entitled to a supply by a public route also.

SEC. 258. During the continuance of a contract for supplying an office, the postmaster can only pay according to instructions, or in conformity with the contract; and he must forward to the Auditor the receipt of the contractor for each payment immediately upon the close of the quarter.

SEC. 259. When any contractor fails to commence the service stipulated in his contract, or abandons the same, it is the duty of the postmaster at the head of the route to employ temporary service, at the lowest rate possible, and report the facts to the Second Assistant Postmaster-General immediately.

SEC. 260. After the expiration of a contract, and until the Postmaster-General has decided upon a new contract, or upon the expediency of discontinuing the office, postmasters cannot make any payment unless expressly authorized to do so by the Postmaster-General.

SEC. 261. Contractors are required, in all cases, to carry the entire mail, and are not permitted to leave bags of newspapers and pamphlets on their routes. They must give due attention to the preservation of mail-bags, and must not allow them to be dragged about or otherwise injured.

SEC. 262. No contract for the transportation of the mail will be made with any person who shall have entered into any combination, or proposed to enter into any combination, to prevent the making of any bid for a mail-contract by any other person or persons, or who shall have made any agreement, or shall have given or performed, or promised to give or perform, any consideration to do or not to do anything whatever in order to induce any other person or persons not to bid for a mail-contract.

SEC. 263. The Postmaster-General may order an increase or extension of service on a route, by allowing therefor a *pro rata* increase on the contract pay. He may change schedules of departures and arrivals in all cases, and particularly to make them conform to connections with railroads, without increase of pay, provided the running time be not abridged. He may also order an increase of speed, allowing, within the restrictions of the law, a *pro rata* increase of pay for the additional stock or carriers, if any. The contractor may, however, in the case of increase of speed, relinquish the contract, by giving prompt notice to the Department that he prefers doing so to carrying the order into effect. The Postmaster-General may also discontinue or curtail the service, in whole or in part, in

order to place on the route a greater degree of service, or whenever the public interests, in his judgment, shall require such discontinuance or curtailment for any other cause; he allowing as a full indemnity to the contractor one month's extra pay on the amount of service dispensed with, and a *pro rata* compensation for the amount of service retained and continued.

SEC. 264. Payments will be made by collections from or drafts on postmasters, or otherwise, after the expiration of each quarter—say in May, August, November, and February.

SEC. 265. The distances stated in the advertisements for mail proposals are given according to the best information; but no increased pay will be allowed should they be greater than advertised, if the points to be supplied are correctly stated. Bidders must inform themselves on this point, and also in reference to the weight of the mail, the condition of roads, hills, streams, &c., and all toll-bridges, ferries, or obstructions of any kind by which expense may be incurred. No claim for additional pay, based on such grounds, can be considered; nor for alleged mistakes or misapprehension as to the degree of service; nor for bridges destroyed, ferries discontinued, or other obstructions increasing distance, occurring during the contract term. Offices established during a contract term are to be visited without extra pay, if the distance be not increased, and at *pro rata* pay for any increase of distance.

SEC. 266. Bids received after the time named in an advertisement will not be considered in competition with a bid of reasonable amount received in time. Neither can bids be considered which are without the guarantee required by law, and a certificate of the sufficiency of such guarantee.

SEC. 267. Bidders should first propose for service strictly according to the advertisement, and then, if they desire, separately for different service; and if the regular bid be the lowest offered for the advertised service, the other propositions may be considered.

SEC. 268. There should be but one route bid for in a proposal. Consolidated or combination bids ("proposing one sum for two or more routes") are forbidden by law, and cannot be considered.

SEC. 269. The route, the service, the yearly pay, the name and residence of the bidder, (that is, his usual post-office address,) and those of each member of a firm where a company offers, should be distinctly stated.

SEC. 270. Bidders are requested to use, as far as practicable, the printed proposals furnished by the Department, to write out in full the sum of their bids, and to retain copies of them.

SEC. 271. Altered bids should not be submitted; nor should bids once submitted be withdrawn. No withdrawal of a bidder or guarantor will be allowed unless the withdrawal is received twenty-four hours previous to the time fixed for the opening of proposals.

SEC. 272. Each bid must be guaranteed by two responsible persons,

whose sufficiency must be certified by a postmaster, and must also have affixed to it the oath of the bidder that the bid is made in good faith, and that he has the ability to fulfill his obligation. The bid and guarantee should be signed plainly with the full name of each person.

SEC. 273. The Department reserves the right to reject any bid which may be deemed extravagant, and also to disregard the bids of failing contractors and bidders.

SEC. 274. Transfers of contracts, or of interest in contracts, are forbidden by law, and consequently cannot be allowed. Bidders will therefore take notice that they will be expected to perform the service accepted through the whole term of the contract.

SEC. 275. The law provides that contracts for the transportation of the mail shall be awarded to the lowest bidder tendering sufficient guarantees for faithful performance, without other reference to the mode of such transportation than may be necessary to provide for the due celerity, certainty, and security thereof. Under the law, bids that propose to transport the mails with "*celerity, certainty, and security,*" having been decided to be the only legal bids, are construed as providing for the entire mail, however large, and whatever may be the mode of conveyance necessary to insure its "*celerity, certainty, and security,*" and have the preference over all others, and no others are considered.

SEC. 276. A modification of a bid in any of its essential terms is tantamount to a new bid, and cannot be received, so as to interfere with regular competition, after the last hour set for receiving bids. Making a new bid, with guarantee and certificate, is the only way to modify a previous bid.

SEC. 277. Postmasters are to be careful not to certify the sufficiency of guarantors or sureties without knowing that they are persons of sufficient responsibility: *a disregard of this instruction by postmasters is a violation of their oath of office, subjecting them to immediate removal.* All bidders, guarantors, and sureties are distinctly notified that, on a failure to enter into or perform the contracts for the service proposed for in the accepted bids, their legal liabilities will be enforced against them.

CHAPTER XV.

SCHEDULE CHANGES.

SEC. 278. An application for schedule change cannot be granted—

1. Without the assent of the postmasters at the ends of the route, except in case of manifest necessity.
2. Unless agreed to by the contractor, except in cases where the propriety of the change is clearly shown.
3. If more running-time is asked than is given in the contract schedules.
4. If it breaks connection with any other route.
5. If it puts the mail on a wrong day for the newspapers circulated over the route.
6. If it prevents or lessens any other special accommodation to the public.
7. If it fails to show a good reason for the change.

CHAPTER XVI.

FAILURES OF MAILS.—FINES AND DEDUCTIONS.

SEC. 279. Failures of mails to arrive at the ends of routes and other points within contract time cannot but be known in all cases to contractors or their agents. No notice, therefore, is necessary to be given to contractors of failures to arrive at any post-office in contract time, as reported by postmasters to the Department; but when the failure is caused by the neglect of a carrier employed by the contractor, the postmaster will notify the contractor of the failure, and require him to take measures to prevent its recurrence.

SEC. 280. Should a mail at any time fail to arrive at the end of a route, or at any intermediate post-office, where the time of arrival is fixed, within the time specified in the contract or schedule, it will be expected of every contractor immediately, by himself or agent, to send his excuse to the Second Assistant Postmaster-General, inspection division, setting forth, *particularly*, the cause of the failure; and if, after waiting a reasonable time, no specific and satisfactory excuse be received, the case will be reported to the Postmaster-General for fine.

SEC. 281. A specific excuse is required for each delinquency of a contractor, and general allegations will not be admitted. If bad roads be alleged, a specific report must be made of what portion of the road was so bad as to obstruct the mails, and what was its peculiar condition; if high waters, it must be shown what water-courses were impassable; and so of all other excuses. If part of the trip only was performed, the report must show *what part*, and give the distance traveled.

SEC. 282. In all cases there will be a forfeiture of the pay of the trip when the trip is not run:—of not more than three times the pay of the trip when the trip is not run and no sufficient excuse for the failure is furnished, and a forfeiture of at least one-fourth part of it when the running or arrival is so far behind time as to lose the connection with a depending mail. These forfeitures may be increased into penalties of

higher amount, according to the nature or frequency of the failures and the importance of the mail.

SEC. 283. Whenever it shall be satisfactorily shown that the contractors, their carriers or agents, have, for the accommodation of passengers, left or put aside the mail, or any portion of it, or have failed to deliver a mail at a post-office immediately upon arrival, they shall forfeit not exceeding a quarter's pay.

SEC. 284. Fines will be imposed, unless the delinquency be satisfactorily explained in due time, for each of the following causes: Failing to take from or deliver at a post-office the mail or any part of it; for suffering it to be wet, injured, lost, or destroyed; for conveying it in a place or manner that exposes it to depredation, loss, or injury; for refusing, after demand, to convey a mail by any coach, railroad, car, or steamboat, which the contractor regularly runs, or is concerned in running, on the route, beyond the specified number of trips in the contract; for not arriving at the time fixed by the schedule; and for setting up or running an express to transmit commercial intelligence in advance of the mail, a penalty will be exacted equal to a quarter's pay.

CHAPTER XVII.

MAKING UP THE MAILS.

SEC. 285. Letters received to be sent by mail should be carefully marked with the name of the post-office at which they are received, and the abbreviated name of the State or Territory, the day of the month on which they are forwarded in the mail, and the stamp or stamps thereon canceled. The name and date may be either written or stamped.

SEC. 286. Letters must bear the postmark and the date on which the mail containing them is actually sent off, although they may have been made up on a previous day.

SEC. 287. Post-bills are used only for unpaid and registered letters. No entry need be made in the right-hand column of the post-bill if the letters received correspond with the statement of the mailing postmaster. Unpaid letters sent to a distributing office for distribution should not be post-billed. A post-bill is required only when mailing *direct for delivery*.

SEC. 288. Postmasters will carefully assort the letters deposited in their offices for mailing, and will mail them as follows, to wit: Every postmaster whose office is situated on a route upon which postal-car service is established will mail *direct* to the cars; but upon all other routes the postmaster will mail *direct* to the place addressed, first, all letters for his own State or Territory; second, all letters for post-offices in other States and Territories which would not pass a distributing office on their proper route to the office of delivery.

SEC. 289. Letters not required by the foregoing provisions to be mailed *direct* must be mailed to the distributing office through which they will last pass on the proper route to the place of their destination, *unless the mailing office be a distributing office*.

SEC. 290. All letters received at a distributing office for distribution, or deposited therein for mailing, and which are addressed to any other distributing office, or to places within the State or Territory where such

distributing office is situated, or which would not pass through a distributing office on the proper route to the office of delivery, *shall be mailed direct*; but if the letters should properly pass through one or more distributing offices, they shall be mailed to the *last* distributing office through which they are to pass on their route to the office of delivery.

SEC. 291. Each package of letters mailed direct must be securely tied with twine, with a letter bearing the name of the office, plainly written, faced out on both sides.

SEC. 292. Packages containing letters sent to a distributing office must be plainly directed on the outside, with the addition of the letters "D. P. O." after the name of the office.

SEC. 293. Every postmaster, special agent, or other officer of the Department, will report to the Postmaster-General each case which may come to his knowledge in which any postmaster shall have so mailed letters as to subject them to more distributions than are authorized by the foregoing instructions.

SEC. 294. The post-bill being completed, its contents are to be entered in the *account of mails sent*, stating the name of the office and State to which the mail is sent. Letters for distribution and letters for delivery should be made up in separate packets.

SEC. 295. The mails for all the offices to which there are any letters addressed being in this manner complete, they are to be put into the bag or bags destined to receive them, which must be locked and delivered to the carrier.

SEC. 296. Only such letters as there is good reason to believe were written after the usual hour for closing the mail at the local post-office, and such as could not, with due diligence, have been placed in the office in due time to be dispatched in the outgoing mail, may be received by the agent and mailed in the cars, excepting railway post-offices, which are required to receive letters up to the last moment prior to the moving of the train.

CHAPTER XVIII.

RECEIVING AND DISPATCHING MAILS.

SEC. 297. A postmaster will always be in readiness, in person or by his assistants, to receive the mail when it arrives, and dispatch it with all possible expedition.

SEC. 298. If no special order upon the subject has been made in regard to his office, he is allowed seven minutes only to change the mail.

SEC. 299. Way-offices on railroads will be supplied by the exchanging of pouches as the cars pass, without waiting for time to change the mail, and postmasters at such offices must have the mails ready when the cars arrive.

SEC. 300. If the mail be carried in a stage, coach, or sulky, it will be the duty of the driver to deliver it as near the door of the post-office as he can come with his vehicle, but not to leave his horses; and he should not be permitted to throw the mail on the ground.

SEC. 301. The postmaster will never detain a mail beyond the time fixed for its departure, except in pursuance of special instructions received from the Department.

SEC. 302. When the mail is to remain but a few minutes at his office, his mail must be made up and ready to be put into the mail-bag before the time when it usually arrives.

SEC. 303. He will stop all packets which he finds going in the wrong and put them in the right direction.

SEC. 304. In case of a failure of the mail, he will forward all the packets by the next trip.

SEC. 305. It is inadmissible to send letters in a canvas bag without a lock, unless they are inclosed in a locked bag.

SEC. 306. He will never deliver the mail-bag to the carrier without being certain that it is locked.

SEC. 307. Letters should, in all cases, be sent by the most expeditious routes, unless otherwise ordered by the persons sending the same.

SEC. 308. Postmasters will not wrap packages of letters in paper, but only securely tie them with twine, except as mentioned in Section 292. When post-offices are supplied in whole or in part by railway post-offices, the postmasters will be governed by special instructions from the superintendent of the railway mail-service.

CHAPTER XIX.

OPENING AND CLOSING MAILS.

SEC. 309. Seven minutes are allowed for opening and closing the mails at all offices where no particular time is specified; but on railroad and steamboat routes there is to be no more delay than is necessary to deliver and receive the mails.

SEC. 310. Upon the arrival of the mail at any post-office, the packets addressed to that office, *and none other*, should be opened.

SEC. 311. Every postmaster will then look over the letters thus received, to see if the postages be properly paid on them, and correct the rates on the letters, where he finds mistakes, noting the amount corrected on his account of mails received, as *undercharged* or *overcharged*.

SEC. 312. If a postmaster finds any letters that are not for his delivery, and are missent to his office, he will put them in the proper place to be forwarded, and writing on the letters the words "*Missent and forwarded,*" *with the date*. They should be forwarded by the first mail.

SEC. 313. A postmaster will not suffer any package to be opened which is not addressed to his office, nor any addressed to his office to be opened by persons not duly authorized; and in no case may a postmaster open a letter arriving at his office not addressed to himself.

SEC. 314. Upon making up the mail, it is the duty of every postmaster, when he finds a letter bearing what purports to be a frank, to treat the same as other unpaid letters.

SEC. 315. Every postmaster will enter the amount of unpaid letters as it is charged in the bill, whether the charge be correct or erroneous. If erroneous, it falls either under the denomination of *undercharged* or *overcharged*, and by an entry of the sum *undercharged* or *overcharged* in the proper column, that error is balanced.

SEC. 316. When a postmaster opens the mail-bag, he should be careful to leave no packets of letters or newspapers addressed to his office in

it; and if his office be at a connecting point of the mails, from which other mails branch, he will carefully examine the packets in the bag, take out all such as are addressed to offices supplied by the branch mails, and give them their proper direction by the earliest conveyance. When this is neglected, it is expected that the *first* postmaster who discovers the neglect will return the missent packets, and promptly report the fact to the Department.

SEC. 317. The great mails are to be closed at all distributing offices not more than one hour before the time fixed for their departure; and all other mails at those offices, and all mails at all other offices, not more than half an hour before that time, unless the departure is between 9 o'clock p. m. and 5 a. m., in which case the mail is to be closed at 9 p. m.

CHAPTER XX.

ATTENTION TO THE MANNER OF CARRYING THE MAIL.

SEC. 318. Every postmaster will consider himself the agent of the Department in regard to its affairs in his immediate vicinity, so far as to observe carefully and report promptly everything tending to affect its interests, efficiency, and utility, and especially to keep a vigilant eye upon the manner in which the mails are carried to and from his office.

SEC. 319. Every instance in which the mail is brought to a post-office by a person under the age of sixteen years, or by a person who has not been duly sworn, must be reported to the Second Assistant Postmaster-General.

SEC. 320. If a mail-carrier, having the mail in charge, become intoxicated, the postmaster will instantly dismiss him, employ another at the expense of the contractor, and report the facts to the Second Assistant Postmaster-General.

SEC. 321. The postmaster will promptly report all irregularities of mail-carriers, from whatever cause.

SEC. 322. If the mail arrive without a lock, he will ascertain where the fault is, and report it to the Second Assistant Postmaster-General.

SEC. 323. He will also carefully observe how mails are carried by any steamers landing near his office, and will report every case in which he finds them exposed on deck, or not secured in some proper place under lock and key; and in all cases he will see that the mails, by whatever mode of conveyance they are sent from or received at his office, are properly protected from the weather.

SEC. 324. When the mail stops over night where there is a post-office, it must be kept in the office.

CHAPTER XXI.

REPORTS OF ARRIVALS AND DEPARTURES OF MAILS.

SEC. 325. The postmasters at the termini of each mail route are furnished with blank registers from the office of the Second Assistant Postmaster-General, inspection division. Applications for such blanks must be made accordingly, and *not* to other bureaus.

SEC. 326. Postmasters at the ends of every mail-route, and at such other offices as the Postmaster-General may direct, are required to keep registers of the arrival and departure of all mails which are opened at their offices, respectively, setting forth the *actual time of each arrival and departure, whether the same be in conformity with the contract or not, and giving the reasons for every delinquency, if known to them, or if the same can be ascertained on proper inquiry.*

SEC. 327. Particular care must be exercised in making out the registers of arrivals and departures of the mails. The blanks at the head of each should be properly filled, giving the *name of the office, county, and State; the number of the route, the names of the places where it terminates, and the schedule days and hours of arrival and departure.*

SEC. 328. All registers should be *fully dated*, showing the day of the *week, the month, and the year.* When there is a failure to arrive or depart, write opposite to its date "FAILURE;" when the arrival is after the schedule hour, failing to connect with other routes, write "FAILED TO CONNECT;" and when the arrival is after the schedule time, causing complaint, write "COMPLAINT."

SEC. 329. The cause of failure must be noted upon the register; also whether the carrier makes every proper effort to arrive and depart according to the schedule.

SEC. 330. Whenever the mail is carried by any other person than the contractor or his authorized agent or carrier, the fact is to be noted on the register.

SEC. 331. In addition to the above, special reports are to be made by *any*

postmaster, whether at terminal or *intermediate* offices, when mails are received wet or in otherwise bad condition; also of *extraordinary failures, interruptions, or abandonment of routes*; and, *from time to time*, of all such information as may aid the Department in enforcing the strictest performance of duty on the part of contractors, and securing for the community the greatest possible regularity, safety, and efficiency in the mail service. These special reports should state the number, or, if the number is not known, the termini of the route.

SEC. 332. The registers and special reports must be forwarded to the Second Assistant Postmaster-General, inspection division. *In no case are they to be sent with the quarterly returns.* A copy of each register sent to the Department should be kept by the postmaster, that a duplicate may be promptly furnished if called for. Neglect to forward registers or duplicates thereof, *promptly*, will be considered sufficient cause for the removal of a postmaster, as such neglect prevents the prompt payment of contractors, and obstructs the business of the Department.

CHAPTER XXII.

DISTRIBUTING OFFICES.

SEC. 333. Distributing offices are established to insure certainty and regularity in the transmission of letters and packets between remote points; and to this end, besides the usual business of a post-office, certain peculiar duties are performed therein. Offices of this character will be designated from time to time by the Postmaster-General, and the allowance for extra service fixed as the exigencies of the service may require.

SEC. 334. All letters and packets received for distribution are to be distributed and remailed before the departure of the next mail, if practicable.

SEC. 335. A postmaster at a distributing office will not open and distribute a mail which is addressed to another office.

SEC. 336. If letters be sent by any postmaster to a distributing office, when they should have been mailed direct to the offices to which they are addressed, the postmaster at such distributing office will request the postmaster so sending to correct his practice; and if continued, will report him, for such violation of instructions, to the First Assistant Postmaster-General, appointment division.

SEC. 337. The following is a list of the distributing offices on the 1st of December, 1872:

Office.	State.	Office.	State.
Boston	Massachusetts.	Baltimore	Maryland.
Portland	Maine.	Washington	District of Columbia.
Hartford	Connecticut.	Wheeling	West Virginia.
New York	New York.	Cincinnati.....	Ohio.
Albany.....	New York.	Cleveland	Ohio.
Buffalo.....	New York.	Detroit.....	Michigan.
Philadelphia.....	Pennsylvania.	Indianapolis	Indiana.
Pittsburgh	Pennsylvania.	Chicago	Illinois.

Office.	State.	Office.	State.
St. Louis	Missouri.	New Orleans.....	Louisiana.
Louisville	Kentucky.	Charleston	South Carolina.
San Francisco.....	California.	Savannah	Georgia.
Sacramento	California.	Nashville.....	Tennessee.
Richmond	Virginia.	Memphis	Tennessee.
Kanawha C. H.....	West Virginia.	Little Rock.....	Arkansas.
Raleigh	North Carolina.	Galveston	Texas.
Montgomery.....	Alabama.		

SEC. 338. Postmasters at distributing and separating offices are required to keep in their offices records of packages of postage-stamps and stamped envelopes passing through their offices respectively. (For form of such record see Sec. 409, Chapter XXVI.)

CHAPTER XXIII

PRIVATE EXPRESSES AND UNLAWFUL CARRYING OF MAILABLE MATTER.

SEC. 339. The law, Section 228, imposes a fine of \$150 for each offense upon the person who may *establish* an express for the transmission of mailable matter out of the mails, and upon each person *acting* as such express, or *aiding* and *assisting* therein. It imposes the same fine upon the owner of any stage-coach, railroad-car, steamboat, or other vehicle or vessel making regular trips at stated periods, and carrying, with the knowledge or consent of such owner, or of the captain, conductor, or other person in charge of such vehicle or vessel, any person acting or employed as such express. It prohibits the conveyance of mailable matter otherwise than in the mails, by the owners, managers, conductors, crews, or servants of any vehicle or vessel making stated trips as aforesaid, under a penalty of \$100 to be paid by the owner, and \$50 to be paid by the captain, conductor, driver, or other person having charge of such vehicle or vessel, for each offense.

SEC. 340. Mail-carriers, contractors, or stage-drivers cannot lawfully carry out of the mail any letter or packet unless the same has been prepaid by a *stamped envelope* of suitable denomination, and provided that the envelope is properly addressed and sealed, so that the letter cannot be taken therefrom without defacing the envelope, and the date of the letter, or of the transmission or receipt thereof, shall be written or stamped upon the envelope. The Postmaster-General may suspend the operation of this section upon any mail-route where the public interest may require such suspension.

SEC. 341. No person can lawfully carry or transport any letter, packet, newspaper, printed circular, or price-current, on board any packet in which the United States mail is regularly carried to or from foreign countries, with the exception of letters sealed and addressed and pre-

paid by stamped envelopes, of the proper denomination, and *newspapers* in use, and not intended for circulation in the country to which the vessel may be bound, or done up in packages as merchandise, and directed to some *bona-fide* dealer.

SEC. 342. Stage-coaches, railroad-cars, steamboats, packet-boats, and all other vehicles or vessels performing regular trips at stated periods, on a post-route between two or more cities, towns, or places, from one to the other, on which the United States mail is regularly conveyed under the authority of the Post-Office Department, are prohibited from transporting or conveying, otherwise than in the mail, any letter, packet or packets of letters, (except those sealed and addressed and prepaid by stamped envelopes of suitable denominations,) or other mailable matter whatsoever, except such as may have relation to some part of the cargo of such steamboat, packet-boat, or other vessel, or to some article at the same time conveyed by such stage, railroad-car, vessel, or vehicle, and excepting also newspapers, pamphlets, magazines, and periodicals. *Letters prepaid by stamps cannot be lawfully carried out of the mails.*

SEC. 343. Congress having authorized the *seizure and detention* of all letters, or packages containing letters, which shall have been sent or conveyed contrary to law on board any ship or vessel, or on or over any post-route of the United States, it is the duty of postmasters and other agents of this Department to cause this provision of the law to be enforced.

SEC. 344. Whenever a postmaster receives information, or has good reason to believe, that letters are illegally brought to or sent from any city, town, landing, station, or place near his office, whether by steamboat, railroad, or any other mode of conveyance, he will give immediate notice of such violation of law to the collector of the district, or to some other officer of the customs, if such letters are on board a ship or other vessel, or to a special agent of this Department, or a marshal or deputy marshal of the United States, if the same have been sent or conveyed *either by sea or land*; and it will be the duty of such collector, custom-house officer, special agent, marshal, or deputy marshal *to search for and seize* all such letters and convey them to the nearest post-office, or detain them until after the trial of any suit which may grow out of such seizure, as the Postmaster-General and the Secretary of the Treasury may direct; *and one-half of any penalties that may be recovered for illegal sending, carrying, or transporting any such letters shall be paid to the officer so seizing.*

SEC. 345. In every case where a postmaster has reason to believe that the law in relation to the conveying mail-matter out of the mails is violated near his office, and no officer authorized to seize letters illegally carried resides in the vicinity, he will apply to the Postmaster-General for an appointment as special agent for the purpose, stating

fully the facts which, in his judgment, render such appointment necessary.

SEC. 346. Contractors and mail-carriers may carry newspapers out of the mails, for sale or distribution among regular subscribers; but when such papers are placed in a post-office for delivery, postage must be charged and collected. Contractors and other persons may also convey books, pamphlets, magazines, and newspapers, (not intended for immediate distribution,) done up in packages as merchandise, and addressed to some *bona-fide* agent or dealer.

SEC. 347. No part of any penalty accrues to the prosecutor, except in cases where the act prescribing the penalty so provides.

SEC. 348. Letters or packets may be conveyed by private hands, *without compensation*, or by a special messenger employed for the particular occasion only.

CHAPTER XXIV.

MAIL-MESSENGERS AND LOCAL AGENTS.

SEC. 349. In connection with railroad and steamboat routes, mail-messengers are appointed to carry the mail to and from post-offices, when such offices are more than eighty rods from the steamboat-landing or railroad-station. The following regulations apply to mail-messenger service:

1. Mail-messengers are not required to execute a contract, and are not appointed for a definite period.

2. Railroad and steamboat contractors are to have the service performed at all offices within a quarter of a mile of their depots, stations, or landings, as well as at the terminal offices of their routes.

3. A postmaster cannot be allowed any compensation for this service performed by himself.

4. A mail-messenger cannot be employed without express authority from the Second Assistant Postmaster-General.

5. He must be paid in full before any payment is made to the contractor, or before making deposit.

6. He should be paid promptly at the close of every quarter out of any funds in the hands of the postmaster belonging to the United States, except money-order funds.

7. If not paid, the reason should be stated by the postmaster. If paid, the receipt should be transmitted at once to the Auditor.

8. If the original has been sent and lost, the postmaster should forward the duplicate, retaining an exact copy.

9. The payments must be made and the receipts taken to correspond with the regular quarters, which end on the 31st of March, the 30th of June, the 30th of September, and the 31st of December.

10. Two receipts must be taken, ("original" and "duplicate.") The original must be sent by the first mail to the "Auditor of the Treasury for the Post-Office Department." The duplicate should be retained until sent for.

11. These receipts must be signed by the appointed mail-messenger himself, not by an agent.

12. If signed by a mark, they must be witnessed; if illegibly signed, the name must be plainly written underneath.

13. Deductions must be made for lost trips, and noted on the face of the receipt.

14. The postmaster's name, not the assistant's, should be written in the body of the receipt.

15. Altered receipts will not be credited. Blank receipts will be supplied by the Auditor.

16. The receipt must never be inclosed with the quarterly returns or with other papers. It should be sent in an envelope by itself.

17. The name of the postmaster and of the post-office must be written plainly.

18. Receipts must not be sent for amounts not actually paid.

19. If the postmaster has not sufficient funds to pay the whole amount due, he must pay what he has, send on the receipt for the amount paid, state the balance claimed to be due, and apply for a draft on some other office to pay it.

20. In making application for a draft, a blank form must be used, which will be furnished by the Auditor if requested.

21. Drafts are not sent until applied for, nor for very small balances, except to close an account.

22. Advances made for this service will be refunded on application.

23. Payments for this service must be charged in the "general account," and not in the "quarterly account-current."

SEC. 350. Local agents are employed to superintend the transfer and delivery of mails at offices in large cities, and are paid in the same manner as mail-messengers.

SEC. 351. Mail-messengers and local agents must take the usual oath of office, and transmit it to the Second Assistant Postmaster-General, inspection division.

CHAPTER XXV.

FINANCE.

SEC. 352. No moneys are to be paid directly into the Department, neither are any paid out directly by it. The proceeds of postage, or moneys received for postage-stamps, stamped envelopes, newspaper-wrappers, or postal-cards sold, will, therefore, never be remitted by postmasters to the Department, nor be paid to any of its officers or agents, without due authority from the Postmaster-General. *When money is sent to the Department in violation of this regulation, it will be returned at the risk of the person so sending it.*

SEC. 353. For convenience in collecting and disbursing the revenues of the Post-Office Department, post-offices are designated and classed as follows, viz :

1. SPECIAL OFFICES.—Those offices not located on a regular mail-route, but which are supplied by a special carrier, whose compensation is fixed at two-thirds of the salary of the postmaster.

2. DEPOSITING OFFICES.—Such as are directed to deposit, at some designated point, their surplus funds, quarterly or oftener.

3. DEPOSITORY AND DRAFT OFFICES.—Those which are directed to retain their own funds, the surplus funds of depositing offices, and funds received by collection-drafts in hand to meet drafts drawn by the Third Assistant Postmaster-General, and countersigned by the Auditor.

4. COLLECTION OFFICES.—Those which are required to pay over their net proceeds quarterly to the mail contractor named in their special instructions, upon the production by him, from time to time, of the proper orders and receipts sent to him by the Department. No receipts other than the printed forms furnished to contractors by the Department will be recognized. *All manuscript receipts are illegal.* Upon the presentation of the order to the postmaster by the contractor, or his agent named in the order, the postmaster must pay over ALL MONEY in his hands due to the United States for that quarter, FROM WHATEVER

SOURCE DERIVED, (EXCEPT MONEY-ORDER FUNDS,) whether for drafts collected from postmasters and others, postage-stamps, stamped envelopes, newspaper-wrappers, postal-cards, waste-paper, box-rents, or other emoluments of the office. THE AMOUNT DUE THE MAIL-MESSENGER, IF EMPLOYED, IS ALSO EXCEPTED FROM THIS REGULATION.

SEC. 354. Offices are transferred, from time to time, from one to another of these classes, to meet the necessities of the service. When such changes are made postmasters will be duly notified.

SEC. 355. When a postmaster has been directed to deposit quarterly, he will, as soon as practicable after the close of a quarter, NOT DELAYING MORE THAN ONE MONTH, deposit the whole amount due by him to the Department (as shown by his general account) in such funds as are receivable by law, taking an original and duplicate certificate for the same. *The original must be transmitted in a letter addressed to the Third Assistant Postmaster-General, and the duplicate retained as a voucher.* If it be not convenient for him to attend to it in person, it is expected that he will embrace the first safe opportunity for transferring the funds by private hands to the point designated, WITHOUT INCURRING EXPENSE OR RISK TO THE DEPARTMENT.

SEC. 356. Postmasters at depositing offices who pay mail-messengers or special mail-carriers will report the amount so paid each quarter to the Third Assistant Postmaster-General, and deposit the balance, if any, at the point designated.

SEC. 357. Postmasters at offices specified by Section 355, failing to deposit within a month after the close of a quarter, must report the cause of failure to the Third Assistant Postmaster-General, or they will be treated as delinquent.

SEC. 358. Want of funds will not be accepted as an excuse for failing to pay or to deposit. The postmaster is not permitted to give credit for postages, which are regarded as cash in his hands. In like manner, he is prohibited from using, loaning, investing, or exchanging moneys received for postages, on pain of criminal prosecution.

SEC. 359. A postmaster cannot refuse to pay a draft or collection-order because the contractor is indebted to him, nor because there is an unsettled private account between them, nor upon any other pretext; and such refusal is made by the law *prima facie* evidence of embezzlement, subjecting him to punishment.

SEC. 360. A failure either to deposit according to instructions, or to pay a draft when presented, or to pay over to a contractor upon the production of the proper collection orders and receipts, will be followed by the removal of the delinquent postmaster from office, unless satisfactory explanation is made to the Postmaster-General.

SEC. 361. Postmasters at collection offices must be ready to pay over at the end of each quarter, and will transmit the contractor's receipt by the very first mail after payment is made. Such payments must include the whole amount of money on hand, (except money-order funds,) whether

arising from the postages of the quarter or any preceding quarters, from sales of postage-stamps, stamped envelopes, newspaper-wrappers, or postal-cards, or from moneys collected by or deposited with the postmaster. The absence of the postmaster from his office when the contractor presents the collection-order will not be accepted as a good reason for non-payment. The receipts must never be put up with the quarterly returns, but should be sent in a separate envelope, addressed to the Auditor for the Post-Office Department.

SEC. 362. Every postmaster of a "special office" will report to the Postmaster-General, at the end of each quarter, the balance in his hands over and above the sums due the contractor for supplying his office with the mail, in order that the Department may make a proper disposition of such balance.

SEC. 363. Postmasters at "special offices," when under orders to pay their respective contractors, will not only pay promptly, but lose no time in transmitting to the Auditor for the Post-Office Department the receipts taken for their quarterly payments.

SEC. 364. All payments to the Department, whether upon drafts or otherwise, must be in specie, United States Treasury notes, or notes of the national banks; and postmasters, in receiving payment of postages or other dues to the Department, should always bear in mind that they are bound to pay them over in the legal currency of the United States.

SEC. 365. No allowance will be made to any postmaster for expenses incurred in paying over moneys due by him to the Department; neither will any allowance be made for expenses incurred in collecting moneys due the Department.

SEC. 366. Postmasters receiving counterfeit money will be required to replace the same with genuine current funds.

SEC. 367. Postmasters are *not* required by law to redeem, or accept in payment of post-office dues, money-orders, stamps, or stamped envelopes, any currency *which may be so mutilated as to be uncurrent*; nor is it any part of their duty to receive and transmit to the Treasury, for redemption, mutilated currency belonging to individuals, except as regular mail-matter, forwarded in the usual manner at the risk of the owner. Such packages, if addressed and registered to the *Treasurer of the United States, Washington, D. C.*, will be sent free of the registry fee.

SEC. 368. The necessities of the postal service are such that *all funds* received by postmasters must be kept *in current and passable money*, so as to be immediately available for paying the drafts of the Department, money-orders, and expenses of the service.

CHAPTER XXVI.

POSTAGE-STAMPS, STAMPED ENVELOPES, NEWSPAPER-WRAPPERS, AND POSTAL-CARDS.

SEC. 369. To facilitate the prepayment of postages upon mail-matter, postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards are provided and furnished by the Postmaster-General, pursuant to acts of Congress on these subjects.

SEC. 370. Stamps, stamped envelopes, newspaper-wrappers, and postal-cards are furnished only to postmasters for sale. Postmasters who fail to supply themselves from the Department must purchase temporary supplies from the nearest offices. They are not required to render to the Department an account of such purchases.

SEC. 371. Requisitions for postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards are required to be made upon printed forms furnished by the First Assistant Postmaster-General, blank agency. Care must be taken to fill out the blank form with the name of the post-office, county, and State, the date of the order, the number and amount of each of the several descriptions wanted, the number and amount of each on hand, together with the average monthly sales. The requisition must be signed by the postmaster himself, unless he be sick or necessarily absent, when it may be signed by the assistant or deputy, who will write the postmaster's name above his own. Requisitions, when thus completed, must be forwarded to the Third Assistant Postmaster-General.

SEC. 372. Postmasters are expected in each case to order such quantities of the various kind of stamps, envelopes, wrappers, and cards as, upon a careful estimate, may be deemed a sufficient supply for three months from the date of the order. Postmasters are not required to make their requisitions at any particular period during the quarter, but may order whenever their supplies become exhausted.

SEC. 373. Postmasters who have failed to duly render their quarterly returns to the Auditor will not be supplied with postage-stamps, stamped envelopes, newspaper-wrappers, or postal-cards until the delinquency has been corrected.

SEC. 374. Stamped envelopes bearing a request for the return of unclaimed letters, with the name and post-office address of parties printed in full, will be furnished by the Department without extra charge for such printing. These are officially designated as "special-request envelopes." No order is to be taken on credit, except at the postmaster's own risk, and in no case for less than 500 of any specified denomination to bear the same printing.

SEC. 375. Requisitions for special-request envelopes must be made by postmasters immediately upon receiving orders from parties wanting them, at whatever time in the quarter it may be, and if possible should always be accompanied by a printed card showing the matter desired to be printed.

SEC. 376. Blank forms for ordering special-request envelopes will be supplied upon application to the First Assistant Postmaster-General, blank agency.

SEC. 377. Upon receiving supplies of postage-stamps, stamped envelopes, newspaper-wrappers, or postal-cards, postmasters are required to *open* and *count* them in the presence of a disinterested witness, to date and sign the receipt, and transmit the same to the Third Assistant Postmaster-General. In case of any deficiency, the affidavit of the postmaster and that of the witness, stating the amount of such deficiency, with all the facts in the case, will be necessary in order to obtain credit therefor. Receipts must be signed in the same manner as requisitions.

SEC. 378. If any portion of a parcel be damaged, the postmaster will sign the receipt for the whole amount of the parcel, and having written across the face of the receipt the number and amount of stamps, envelopes, wrappers, or cards unfit for use, he will return the same, together with the receipt, to the Third Assistant Postmaster-General, who will give credit for the amount returned. But if the damage be total, the entire number should be returned, with the receipt not signed, in order that others may be sent in their place. The package must be *registered*, and the postmaster must also be able to prove the act of mailing by a disinterested witness. Postmasters *failing* to register such packages will not receive credit for the amount alleged to have been returned, in case the same fails to reach the Department.

SEC. 379. Every postmaster receiving stamps, stamped envelopes, newspaper-wrappers, or postal-cards for sale, directly from the Department, will, at the end of each quarter, charge himself in his quarterly account-current with any amount of such articles he may have received from his predecessor, or which remained on hand at the close of the preceding quarter, adding thereto the amounts received from the Department during the quarter just ended, and crediting himself with the amount then

remaining on hand. The balance of the account thus stated will represent the amount sold, which must be added on the debit side of his quarterly account-current to the amount due on the regular return of postages for the quarter.

SEC. 380. In future "*special-request envelopes*" will be accounted for in the same manner as ordinary stamped envelopes.

SEC. 381. Postmasters receiving postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards from the Department for sale, will pay over the money by them received for such as may be sold, at the same time and in the same manner as their special instructions require them to pay over the quarterly balances due for postage.

SEC. 382. *Inclosing money to the Department to pay for stamps, stamped envelopes, newspaper-wrappers, and postal-cards, is prohibited.*

SEC. 383. Postal-cards are issued *exclusively* by the Department. They are intended for the transmission through the mails, at a reduced rate of postage, (one cent each,) of messages, orders, notices, and other short written or printed communications.

SEC. 384. Cards issued by private parties, which contain any written matter whatever, other than the address, cannot be passed through the mails at less than letter-postage rates, as they are not "POSTAL-CARDS" within the meaning of the law.

SEC. 385. Postal-cards deposited in any post-office for mailing must be treated by postmasters in all respects the same as letters. They are not to be distributed through the newspaper sacks.

SEC. 386. Postmasters at offices of the first, second, and third classes are required to make monthly reports to the Third Assistant Postmaster-General of the amounts of postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards received from the Department, the amount sold, and that remaining on hand at the close of the month. Blanks for this purpose will be supplied by the First Assistant Postmaster-General, blank agency.

SEC. 387. Upon surrendering a post-office to his successor, the late postmaster, or his representative, will turn over to such successor all the stamps, stamped envelopes, newspaper-wrappers, and postal-cards then on hand, take duplicate receipts for the same, and transmit the original forthwith to the Auditor, that the account of the late postmaster may be credited accordingly. These stamps, envelopes, wrappers, and cards must not be sent to the Department, but should be retained for sale by the postmaster, who will charge himself with the amount in the quarterly account-current.

SEC. 388. If a post-office be discontinued, the postmaster will deliver all stamps, stamped envelopes, newspaper-wrappers, and postal-cards to the postmaster to whom he is directed to deliver the other post-office property, and will take duplicate receipts, one of which he will transmit to the Auditor as above.

SEC. 389. The law allows no compensation to postmasters *for the sale of postage-stamps, stamped envelopes, newspaper-wrappers, or postal-cards.*

SEC. 390. Stamps, envelopes, wrappers, and cards are to be sold only *for cash* at the prices stated in the receipt which is sent with them to each office. In making sales of envelopes and wrappers postmasters are expected to evince a due spirit of accommodation, but they are not required to lose the fraction of a cent in selling small quantities; and if a postmaster cannot readily make change, the purchaser must tender the exact amount for the number wanted.

SEC. 391. All persons connected with the postal service are prohibited, under a penalty of from ten to five hundred dollars for each offense, from selling postage-stamps and postal-cards for any larger sum than that indicated upon their face, and stamped envelopes and newspaper-wrappers for more than charged therefor by the Post-Office Department.

SEC. 392. Postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards must not be sold at a discount, *except in a few of the larger cities*, where postmasters will be authorized to sell in limited amounts, at an abatement of two per cent., to certain designated local agents living at points remote from the post-office. In these cases authority for such sales must be obtained SPECIALLY from the Postmaster-General.

SEC. 393. Postmasters not specially authorized, as mentioned in the preceding section, are forbidden from selling postage-stamps and postal-cards at *less* than their face value, and stamped envelopes and newspaper-wrappers for *less* than the Department rates.

SEC. 394. Section 45 of the law provides that any person intrusted by law with the sale of postage-stamps and stamped envelopes, who shall neglect to account for the same, or who shall pledge or hypothecate or unlawfully dispose of them, for any purpose whatever, shall be deemed guilty of embezzlement, and shall be subject to a fine not exceeding double the amount involved, or to an imprisonment not exceeding three years, or both, at the discretion of the court. Violations of this provision will be prosecuted to the full extent of the law.

SEC. 395. Whenever a postmaster claims credit for postage-stamps, stamped envelopes, newspaper-wrappers, or postal-cards alleged to have been lost in the mails, burnt, or otherwise destroyed, *his own affidavit, stating the circumstances and amount of loss, together with all the other proof which in the particular case he can produce*, is required to be forwarded to the Third Assistant Postmaster-General. Upon the receipt of such affidavit and additional testimony, *which should be sent with the least possible delay*, the claim will be submitted to the Postmaster-General.

SEC. 396. Credit will not be allowed in cases where offices have been *robbed* of stamps or stamped envelopes, newspaper-wrappers, or postal-cards. In an opinion of a former Attorney-General the following occurs: "If the stamps should be stolen or lost, and get into the hands of those who may use them, and thus deprive the Government of so much

revenue, the postmaster should be held for them. One who has the custody of public money or property, and is paid for taking care of it, cannot get rid of his responsibility by showing a theft or accidental loss. He is an insurer of its safety against all perils of that kind."

SEC. 397. The exchange of postage-stamps for those of other denominations to accommodate private parties is prohibited. Postmasters will not be permitted to return to the Department unserviceable stamps that may be acquired in this way.

SEC. 398. The postage on stamped envelopes and newspaper-wrappers spoiled in directing may be *refunded* in stamps by a postmaster if satisfied that they have never been used, and that the misdirection occurred at the place where the redemption is claimed; also, provided that such envelopes and wrappers shall be presented in a whole condition. In no case is an envelope or wrapper to be redeemed at the post-office to which it is directed.

SEC. 399. Postmasters are forbidden to redeem postal-cards under any circumstances whatever.

SEC. 400. Stamped envelopes and newspaper-wrappers redeemed under Section 398 must be sent, with a special letter, to the Third Assistant Postmaster-General, stating the number and amount. The package must be *registered*, and the postmaster must be able to prove the act of mailing by a *disinterested* witness. Postmasters failing to register such packages will not receive credit for the amount alleged to have been returned, in case the same fails to reach the Department. A postmaster need not return spoiled envelopes or wrappers to the Department oftener than once in each quarter.

SEC. 401. A letter bearing a stamp, cut or separated from a stamped envelope, newspaper-wrapper, or postal-card, cannot be sent through the mail as a prepaid letter. Stamps so cut or separated lose their legal value.

SEC. 402. Fractional parts of postage-stamps cannot be recognized in prepayment of postage. For example, a letter or package to which one two-cent stamp and the half of another two-cent stamp are affixed cannot be considered as having been prepaid three cents, but only two cents; and a letter or package on which eighteen cents postage is chargeable cannot be prepaid in full by affixing a six-cent stamp and the half of a twenty-four-cent stamp, &c., &c.

SEC. 403. The law provides a penalty of fine and imprisonment against any person who shall remove from a letter which has been duly posted any postage-stamp placed thereon as evidence of prepayment. Postmasters are required to report to the Department all offenses of this nature, with the evidence relied upon to prove the charge.

SEC. 404. Postage-stamps affixed to letters, packets, or parcels, of any description, and all stamped envelopes, newspaper-wrappers, and postal-cards, must be immediately and effectually canceled in the office in which they may be deposited for transmission or delivery. The can-

cancellation must be effected by the use of black printing-ink, wherever that material can be obtained; and where it cannot, the operation should be performed by making several heavy crosses or parallel lines upon each stamp, with a pen dipped in good black writing-ink.

SEC. 405. If the canceling has been omitted on the mailing of the letter, packet, or parcel, or if the cancellation be incomplete, the postmaster at the office of delivery will cancel the stamp in the manner directed, and forthwith report the delinquent postmaster to the First Assistant Postmaster-General.

SEC. 406. The use of the office rating or postmarking stamp as a canceling instrument is positively prohibited, inasmuch as the postmark, when impressed on the postage-stamp, is usually indistinct, and the cancellation effected thereby is imperfect. The postage-stamp must, therefore, be effectually canceled with a separate instrument, as directed by Section 404.

SEC. 407. The law provides if any person shall use, or attempt to use, for the conveyance of any letter or other mailable matter or thing over any post-road of the United States, either by mail or otherwise, any stamp or stamped letter envelope which has been before used for a like purpose, such person shall be liable to a penalty of \$50, to be recovered in the name of the United States in any court having competent jurisdiction. (Sec. 177 of the law.)

SEC. 408. When a letter bearing a canceled stamp is posted by a person known to the postmaster, or whenever he shall ascertain the name of the person who has posted such letter with *fraudulent intent*, he will immediately present the case, by a written statement thereof, to the attorney for the United States in the district where his office is situated.

SEC. 409. For greater security in the transmission of postage-stamps and stamped envelopes, newspaper-wrappers, and postal-cards, and to facilitate the tracing of them when they fail to reach their destination in due course of mail, it is required that *in each distributing and separating office* a record shall be kept of all packages of stamps, newspaper-wrappers, and postal-cards, and boxes of stamped envelopes, passing through to other offices, and of the pouches in which they were sent. The *record* is to be kept in the following form :

Date.	Registr. No.	Name of post-office.	State.	Packages of stamps.	Boxes of envelopes.	Packages of newspaper-wrappers.	Packages of postal-cards.	Pouch sent by—	Pouches to—	Remarks.

NOTE.—This arrangement of keeping a special record of the stamps and stamped envelopes is not intended to supersede at distributing offices the present system of registration, but is ADDITIONAL thereto. The boxes and packages are to be registered and treated precisely as if they were registered letters. (See Chapter XXXVIII.)

SEC. 410. When a registered package of stamps, envelopes, newspaper-wrappers, or postal-cards has been forwarded from a distributing office, and no "correct" return-bill therefor has been received by due course of mail, a "tracer" (blank form will be furnished by the First Assistant Postmaster-General, blank agency) will be sent to ascertain whether the package reached its destination in safety, or at what point and through whose fault it disappeared or was tampered with. If, through this means, it should be ascertained that the package reached its destination in good order, the tracer may be retained at the distributing office; but if it appears that the package was received in bad condition, or was lost or stolen in transit, the tracer must then be forwarded to the Third Assistant Postmaster-General. Should the tracer not be returned to the distributing office in due season, a duplicate must be sent, and repeated until the package is accounted for.

SEC. 411. Postmasters, postal-clerks, route-agents, and all other persons engaged in handling the mails, will be held to a strict accountability for all packages of postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards passing through their hands; and the value of any package that may be lost or stolen while in transit will be charged to the postmaster, postal-clerk, route-agent, or other duly authorized person through whose fault the loss or robbery occurred.

SEC. 412. The *original* registered number of each package of stamps, stamped envelopes, newspaper-wrappers, or postal-cards, when such packages are re-wrapped at a distributing office, must invariably be placed on the outer wrapper.

CHAPTER XXVII.

UNCLAIMED LETTERS, DEAD LETTERS, AND ADVERTISING OF LETTERS.

SEC. 413. Dead letters are such as have been advertised and have remained unclaimed one month after the date of advertisement, or have been refused, or for any reason have not reached the party addressed.

SEC. 414. Dead letters are divided into six classes, viz: "unclaimed," "unmailable," "held for postage," "refused," "hotel," and "fictitious" letters.

1. *Unclaimed* letters are those which, having arrived at their destination, are not called for by the party addressed within the time specified by the Postmaster-General.

2. *Unmailable* letters are those which cannot be forwarded to their destination by reason of illegible or unintelligible superscription, or the omission of the whole or any essential part of the address; those which contain obscene or profane matter on the outside or cover; and those which exceed four pounds in weight.

3. *Held for postage* letters are those upon which less than one full rate of postage has been prepaid; those bearing stamps previously used, or cut from stamped envelopes or newspaper-wrappers. This class also includes packages of printed or miscellaneous matter (third class) which for any reason is subject to letter postage and is not prepaid at least one full rate. It also includes matter of the third class which is not *fully* prepaid.

4. *Refused* letters are those which for any reason the party addressed *refuses* to take from the office.

5. *Hotel* letters are those which, having been addressed to and delivered at a hotel, and not received by the party addressed, are returned to the post-office.

6. *Fictitious* letters are those which are addressed to assumed or fictitious names, or to initials.

SEC. 415. At the post-office at New York City and offices of the first, second, third, and fourth classes, letters unclaimed and undelivered are to be advertised WEEKLY; and at offices of the fifth class MONTHLY.

SEC. 416. Unclaimed-letter lists are to be advertised in newspapers when it can be done without charge to the Department. In cases where publishers are not willing to do the work gratuitously, the list must be prepared in manuscript and posted conspicuously about the office. Where more than one paper desires to publish the list without charge, each of them must have facilities for procuring copies simultaneously. *In no case will any allowance of pay be made for advertising any such lists without special instructions from the Third Assistant Postmaster-General.*

SEC. 417. Where offices are specially authorized to pay for advertising lists of undelivered letters, the publication must be made in the paper having the largest *bona-fide* circulation within the delivery of the office at which the letters are undelivered.

SEC. 418. In case of question or dispute as to the circulation of any paper claiming the advertisement of the undelivered letters, it shall be the duty of the postmaster, on the first Monday of January in each year hereafter, to receive evidence and decide upon the fact; such decision shall remain one year, unless for good cause the Postmaster-General shall otherwise order, or the paper to which the award was made shall refuse to continue the publication at the price allowed by law; and the evidence upon which the postmaster decides to give the printing to a particular paper shall always be open to inspection. In all such cases the postmaster shall, at least one week prior to the day of receiving such evidence, fix and define the limits and boundaries of the territory deemed by him to be embraced within the range of the delivery of his office, by a plain and intelligible written statement, to be signed by him and filed in his office, and of which every person claiming the advertisement shall be entitled to take a copy. Such postmaster shall require, as a part of the evidence on which he is to make his decision, an affidavit of the proprietor or printer of such newspaper for which the advertisement is claimed, or of the clerk or foreman in the office of such paper, showing his means of knowledge in respect to the circulation of such newspaper within the limits of the district so embraced in the range of the delivery of such office, and stating the average, actual, ordinary, and *bona-fide* circulation of each regular issue of such paper within such district for the four weeks ending on the Saturday next prior to the day on which such evidence is received; and that such circulation has not, during said four weeks, been increased by any gratuitous circulation, by a reduction in price below the ordinary and usual price of such paper, or by any other extraordinary means for the purpose, in whole or in part, of obtaining any list or lists of undelivered letters for publication; and such average, actual, ordinary, and *bona-fide* circulation of each regular issue of such paper for such four weeks, as established by such affidavit, and the other evidence submitted to such

postmaster, shall be deemed the circulation on which the question of the greater circulation shall be determined. Other evidence, in addition to such affidavit, in corroboration thereof, or in contradiction of the same, may be submitted by any party interested in the decision.

SEC. 419. Undelivered foreign letters may be advertised, under the restrictions set forth in Section 416, in a paper printed in the language most used by the parties to whom the letters are addressed.

SEC. 420. In cases where the Department agrees to pay for this work, the price is limited to one cent for each name published, and this amount must be added to the postage due on the letters and collected on delivery, and charged by the postmaster to himself in the account-current; but where the list is published by the papers gratuitously, or is posted in manuscript, no charge whatever for advertising is to be made upon the delivery of the letter.

SEC. 421. The following classes of letters are not to be advertised, viz:

1. *Special-request* letters, *i. e.*, letters bearing request to be returned to the writer if unclaimed, or to be retained a specified time.
2. Letters intended for persons who *regularly* call at or send to the post-office.
3. Local or drop letters.
4. Letters returned to the writer from the Dead-Letter Office.
5. Letters directed to persons at hotels, and returned from thence to the post-office.
6. Letters which the parties addressed refuse to receive.
7. Letters addressed to persons *known* to be deceased, and which are not claimed by the legal representatives.
8. Letters addressed to parties who have *removed* to places unknown.
9. Letters addressed to parties who have removed, but whose post-office address is known.
10. Official letters from any department or bureau of the Government.
11. Circulars and other printed matter.
12. Letters at sea-port towns intended for persons on board of certain designated vessels *expected* to arrive.
13. Letters bearing *fictitious* or assumed *addresses*, or addressed simply to *initials*.

SEC. 422. When a postmaster has *special* reason to believe any letter can be delivered to the person addressed by holding it more than one month, he may write or stamp upon such letter the words, "*Specially held for delivery*," and hold it not exceeding three months from the date of its receipt at his office.

SEC. 423. Letters addressed to parties who regularly call at or send to the office may be retained for delivery; also where a *special request to that effect* is made by the party addressed; but the period of such retention must not exceed three months from the date of the receipt at the office, and they must be indorsed as required by the preceding section.

SEC. 424. Letters *specially held for delivery* under the two preceding

sections may be advertised at the expiration of the time during which they have been held.

SEC. 425. All marks or memoranda upon an unclaimed letter must be carefully examined before it is advertised, and when published the word "*Advertised*," with the date of advertisement, must be plainly written or stamped upon its face.

SEC. 426. All *unclaimed advertised letters* at offices of the first, second, third, and fourth classes must be returned to the Dead-Letter Office at the expiration of *four weeks* after the date of advertisement; and at offices of the fifth class *one month* after advertisement. In this way offices that advertise *weekly* will make a return of dead letters to the Department weekly, and at offices where the advertisement is done monthly, the return will be made monthly.

SEC. 427. If there should be *no letters* to send to the Dead-Letter Office at the proper time, a bill with *that fact* stated thereon must be transmitted to the Third Assistant Postmaster-General.

SEC. 428. In addition to the date of advertising written or stamped on the face of each dead letter, the reason for its non-delivery must be marked thereon, as "*Unclaimed*," "*Removed*," "*Deceased*," "*Refused*," &c.; and on the reverse or sealed side must be written or stamped the name of the office and the date of its return to the Dead-Letter Office.

SEC. 429. If the seal of a dead letter be broken by accident, or by having been delivered to the wrong person, the fact must be noted upon it, and the letter *resealed* previous to forwarding the same to the Dead-Letter Office.

SEC. 430. In making a return of dead letters to the Department, each class of letters—viz: fully paid domestic letters, fully paid foreign letters, domestic letters on which any postage is due, foreign letters on which postage is due, local or drop letters, return letters, refused letters—without regard to the reasons for non-delivery, must be put into separate parcels or packages, with the contents plainly marked on the outside. The whole must be inclosed in one package and addressed to the *Third Assistant Postmaster-General, Dead-Letter Office, Washington, D. C.*, and indorsed on the upper left-hand corner of the wrapper, "*Weekly or monthly (as the case may be) return of dead letters from ———.*"

SEC. 431. Each return of dead letters must be accompanied by a bill made on the printed form specially provided for the purpose. The name of the office, (county and State,) the date of return, and the date of the advertisement of the letters, must be plainly given on the face of the bill, and the date of return to the Dead-Letter Office indorsed on the back, in the proper spaces provided therefor. (These bills are furnished by the First Assistant Postmaster-General, blank agency.)

SEC. 432. Each return must be accompanied by a duplicate of the advertised list, whether printed or in manuscript, which must be so marked that the letters that have been delivered can be distinguished from those sent to the Dead-Letter Office. This should be done by

drawing a heavy pencil-line across the names of those that have been delivered.

SEC. 433. Duplicate lists of all dead letters sent to the Department must be preserved by the postmaster in his office for reference.

SEC. 434. Whenever the number of letters, of any description, to be returned, materially exceeds one hundred, they must be put in two or more packages, and each securely enveloped and tied; and particular care must then be taken to number consecutively the several packages of letters, beginning with No. 1, and to place the bill in the highest numbered package, marking the same "*Bill;*" and also to mark on the outside of each package the description of letters contained therein. *The dead-letter bill must be folded and secured from injury by placing it under the first letter of the package.* The whole return must then be wrapped in one package, as provided by Section 430.

SEC. 435. If the number of packages of dead letters embraced in one return is so great that they cannot be conveniently enveloped in one parcel, they must be placed in a *locked pouch*, to which must be attached a wooden or leather label-tag, addressed on one side, "*Dead-Letter Office, Washington, D. C.,*" and on the reverse "*Dead letters from ——,*" giving the name of the office and date of mailing. It is of the utmost importance to guard against the separation of the several packages embraced in the same return.

SEC. 436. From the duplicate dead-letter bills retained by the postmaster he will, at the end of each quarter, make an aggregate bill, showing the whole number of letters of each class sent to the department during the quarter, with the amount of charges due thereon, giving the respective rates. This aggregate bill will be attached to the quarterly account-current, and the amount of charges carried to article No. 9 of the same. **THE CORRECTNESS OF THE BILL MUST BE VERIFIED BY HIS AFFIDAVIT.**

SEC. 437. Letters originating in any of the departments of the Government at Washington which are unclaimed at the expiration of the specified time must be enveloped and addressed to the department in which they originated, care being taken to mark on each the reason of non-delivery, as well as the date of receipt at the office, and the date of return. A list of all so returned must be filed in the office, and a copy of the same, showing the date of return to the office from which they originated, must be sent with the regular monthly or weekly return to the Dead-Letter Office. *These letters must never be sent to the Dead-Letter Office.*

SEC. 438. Registered letters unclaimed one month after advertisement must be returned to the office from which originally received, to be delivered to the writers thereof. (See regulations respecting the registration of letters, Section 496.) If the names of the writers do not appear upon registered letters, and they remain unclaimed one month after advertisement, they must be carefully enveloped in one package, accom-

panied by two lists showing the registered number, office of mailing, and full address of the letter, (one of which will be verified at the Department and returned to the postmaster,) and addressed to the "Third Assistant Postmaster-General, Washington, D. C.," indorsed "Dead registered letters from ——," and mailed in conformity with the regulations respecting registered letters, Section 497. In no case must dead registered letters be sent in the same parcel with the return of ordinary dead letters.

SEC. 439. From offices of the second, third, fourth, and fifth classes the "*unmailable*" and "*hotel*" letters and letters *held for postage* are to be returned to the Dead-Letter Office once in each week, *separate from the return of regular dead letters*. The package must be plainly indorsed "Unmailable letters" "Held for postage," or "Hotel letters," as the case may be, and must contain a list giving the full address of each letter contained therein.

From the office at New York City, and offices of the first class, this return must be made daily.

SEC. 440. Unclaimed prepaid letters which bear special request for their return within a specified number of days must be promptly returned by the postmaster at the expiration of the time mentioned, and if no time is given for such return they must be returned at the expiration of thirty days from the date of receipt at the office.

SEC. 441. Prepaid letters bearing the name and address or the business card of the writer must also be returned to the office of mailing for delivery to the writer at the expiration of thirty days, if unclaimed. In no case must letters indorsed with the name and address or business card of the writers, whether bearing a special request or not, be sent to the Dead Letter Office.

SEC. 442. Letters named in the two preceding sections must *not* be returned to the writers unless the full amount of postage *originally* due thereon was prepaid.

SEC. 443. Letters bearing "hotel" cards should, if not claimed by the party addressed, be returned to the mailing office, and by the postmaster there presented to the hotel named, the proprietors or clerks of which can at once say if such letters originated with them or are on their business; if not, then the postmaster should so mark and return them to the Dead-Letter Office. It is not proper to deliver them *simply according* to the card, because in a majority of cases they will prove to have been written by some *transient* guest, or some one who has used their envelope, but is not in any way connected with the establishment.

SEC. 444. Postmasters must see that proprietors of hotels do not retain letters addressed to their care longer than thirty days.

SEC. 445. Requests printed on circulars or newspapers are *not* to be regarded.

SEC. 446. The dates of receiving letters bearing special request must be carefully written or stamped upon them, and also the dates of

remailing them to the writers; and when so remailed, the words "*Returned to writer*" should be plainly written or stamped across the face of each, and the *whole* original address erased.

SEC. 447. If, after their return to the writers, such letters are not delivered within one month, they must be sent to the Dead-Letter Office with other unclaimed letters.

SEC. 448. A statement of the whole number of such letters sent back to the writers during each quarter must be sent by special letter to the Third Assistant Postmaster General. *Such statement must never be included in the quarterly returns.*

SEC. 449. When dead letters containing money are forwarded to a postmaster for delivery to the owners thereof, every effort must be made to discover the proper party to whom they may be delivered, and to this end these letters are inclosed to the postmaster open, that he may be enabled to properly identify the owner or claimant. If it becomes necessary to read the letter to discover the writer or owner thereof, *the strictest secrecy must be maintained as to the contents*, and under no circumstances whatever can a postmaster, or any other person through whose hands such letters pass, be allowed to make any exchange for other funds of the money originally contained therein. *A violation of this regulation will subject the offender to immediate dismissal from office.*

SEC. 450. When such letters cannot be delivered by the postmaster, after holding thirty days from date of receipt, the reason for non-delivery must be indorsed on the circular which accompanies each letter, when they must be carefully enveloped, sealed, and addressed to the "Third Assistant Postmaster-General, Dead-Letter Office, Washington, D. C.," *properly registered*. If a postmaster neglects to register packages containing valuable dead letters when returning them to the Department, and they are lost, he will be held responsible for the amount of money in each.

SEC. 451. Dead letters containing money or other inclosures, sent from the Department for delivery to the owners, must never be forwarded to another office, but must be returned to the Department with all the information obtainable as to the present whereabouts of the writer or owner; nor must they be retained by the postmaster longer than one month, unless he has been specially authorized by the Department to hold them for a longer period.

SEC. 452. Letters containing articles of value, other than money, are not to be registered when returned to the Department, (unless they were received registered;) but they must be inclosed in one sealed envelope or package and addressed to the "*Third Assistant Postmaster-General, Dead-Letter Office, Washington, D. C.*" No other kind of letters must be sent in the same package.

SEC. 453. "Return letters," *i. e.*, dead letters without any inclosure, may be forwarded to another office when necessary to deliver the same to the writer.

SEC. 454. The date of receipt must be written or stamped upon every "return letter," and if refused, or, from any other cause, not delivered, such letters must be included in the next weekly or monthly return of dead letters thereafter, postmarked on the sealed side, and with the reason for non-delivery specified on each letter.

SEC. 455. Unclaimed domestic circulars, newspapers, and periodical publications are *not* to be returned to the Dead-Letter Office, but must be sold at the expiration of each quarter (after due notification to the publishers) as waste paper for the highest price obtainable, which must be entered in Article No. 16 of the quarterly account-current and accounted for as other postal funds. If the publisher of any periodical or newspaper shall send to the postmaster a request for the return of any of his unclaimed publications, with a sufficient sum to pay the postage due thereon and for the return thereof, such matter shall be returned to him.

SEC. 456. Books, pamphlets, and all foreign printed matter, when unclaimed the usual time, must be sent to the Dead-Letter Office as part of the regular weekly or monthly return, but no entry thereof need be made on the bill.

SEC. 457. When any newspaper or magazine, regularly sent through the mails, has been refused by a subscriber thereto, or not called for by him for one month, the postmaster will write a statement of the facts to the publisher of the same, under cover to the postmaster where such publication is mailed, to be by him delivered to the publisher.

SEC. 458. Obscene books or other matter deposited in a post-office, when the party depositing the same is unknown to the postmaster, must be sent to the *Third Assistant Postmaster-General*, in a sealed package, and at the same time a letter must be forwarded containing all particulars in reference to such package.

SEC. 459. *Fictitious letters*, *i. e.*, those addressed to fictitious or assumed names, or to initials, must be sent to the Dead-Letter Office from the offices at New York City and offices of the first, second, and third classes each week, and from offices of the fourth and fifth classes each month. They must be accompanied by a bill showing the number of letters to each address, and each letter must be plainly marked on its face, "*Fictitious.*"

SEC. 460. Postmasters, or others, in making application to the Third Assistant Postmaster General for the return of a dead letter, must give the address on the letter in full, the name and address of the writer, and where and when it was mailed, the contents, (whether money, drafts, or other articles of value,) the date it was advertised or detained as "unmailable," or "held for postage," and when it was sent to the Dead-Letter Office. If the letter was registered, the registered number must be given.

SEC. 461. No record whatever is kept in the Dead-Letter Office of letters which do not contain articles of value; and it is therefore use-

less to apply for the return of such letters. Whenever it is possible they are returned to the writers, and if not so returned are destroyed.

SEC. 462. Foreign letters are not retained in the Dead-Letter Office, but are at once returned, *unopened*, to the countries in which they originated.

CHAPTER XXVIII.

REGISTRATION OF LETTERS.

SEC. 463. Only letters, or other mail-matter on which letter rate of postage is fully prepaid, can be registered.

SEC. 464. The fee for registering a *domestic* letter, *i. e.*, a letter mailed at any post-office in the United States or Territories, and addressed to any other office in the United States or Territories, is fixed at fifteen cents, in addition to the regular letter rate of postage.

SEC. 465. Letters and other correspondence can be registered to the following foreign countries and places, on prepayment of a fee of eight (8) cents in addition to the established rates of postage, (see table of postages, chapter of foreign mails,) viz: Belgium, Germany, Great Britain and Ireland, Italy, Jamaica, The Netherlands, Panama, Shanghai, Switzerland, Yokohama, (Japan;) and to the following countries, on prepayment of a fee of ten (10) cents in addition to the established rates of postage, viz: Brazil, Denmark, Faroe Islands, Greenland, Iceland, New Zealand, (*via* San Francisco.)

SEC. 466. Letters and other correspondence can be registered, *via* England, to any of the following-named countries and places, on prepayment of a fee of sixteen (16) cents in addition to the established rates of postage, viz: Australia, Azores Islands, Borneo, Cape of Good Hope, Cape de Verde Islands, East India, Falkland Islands, Fernando Po, Gambia, Gibraltar, Gold Coast, Java, Lagos, (Africa,) Liberia, Madeira, Malta, Mauritius, Natal, New Zealand, Philippine Islands, Portugal, Sierra Leone, St. Helena.

SEC. 467. Letters ONLY can be registered, *via* British Packet Agencies at St. Thomas, Havana, or Panama, to any of the following places on prepayment of a fee of eight (8) cents in addition to the established rates of postage, viz: Belize, Bolivia, Chili, Graytown, Guiana, Peru, Turks Island, West Indies.

SEC. 468. Letters ONLY can be registered, *via* Germany, to any of the following countries and places, on prepayment of a fee of eight (8) cents in addition to the established rates of postage, viz: Constantinople, Egypt, (Lower and Middle,) Greece, Heligoland, Jerusalem, Moldavia, Norway, Roumania, Russia, Servia, Spain, Sweden, Turkey, Wallachia.

SEC. 469. Letters ONLY can be registered, on prepayment of a fee of five (5) cents in addition to the established rates of postage, to Canada, Prince Edward Island, and Newfoundland.

SEC. 470. The following-named blanks are required for use in the registration of letters, and are furnished on application to the First Assistant Postmaster-General, viz:

Registered-letter bill and return registered-letter bill.

Registered-letter receipts. (Receipt for a registered letter, with corresponding marginal entry, and return registered-letter receipt.)

Account of registered letters received.

Account of registered letters sent.

Receipts for registered letters delivered.

Record of registered matter in transit.

Receipt for registered packages.

Record-books for postal-clerks and route-agents.

SEC. 471. Registered-package envelopes and seals, and ordinary envelopes for official use in the registration of letters, are furnished, on application, by the Third Assistant Postmaster-General.

SEC. 472. Postmasters must not allow their supply of registered-package envelopes and seals, or any of the blanks used, to become exhausted. Being without these articles will not be accepted by the Department as an excuse for refusing to register.

SEC. 473. In case the supply of these envelopes at any post-office shall become exhausted before the new supply ordered has been received, the postmaster will obtain from the nearest post-office such number as can be conveniently spared, being careful to return an equal number when the new supply arrives. This practice of borrowing, however, must not become habitual, and a postmaster will not be considered excusable for allowing his supply of "registered-package envelopes" to become exhausted a second time.

SEC. 474. When a letter is presented for registration at any post-office, the postmaster must require that the name and post-office address of the writer thereof be indorsed on its face; he must see that the postage, as well as the "fee" for registering, is *fully* prepaid by postage-stamps affixed to such letter; he will then fill out the "receipt for a registered letter," entering the registered number of the letter, the date and name of his office, the name and address of the writer, and the address of the letter, sign and deliver it to the person presenting the letter, after filling up the corresponding marginal stub in the same manner. (The marginal entry or stub is to be retained by the postmaster.)

The letter will then be plainly numbered to correspond with the receipt given to the sender, and postmarked, and the stamp thereon canceled. The "return registered-letter receipt" is next to be filled out with the same items as have been inserted in the marginal stub; this receipt must be attached to the letter in such manner that it can be readily removed at the office at which the letter is to be delivered.

SEC. 475. The postmaster will then enter in a "registered-letter bill," on the first line in the *heading*, the name of his office; on the second line, the date of mailing; and on the third line, the name of the office to which the same is to be sent. He will next enter in the proper columns in the *body* of the bill the name of the party to whom the letter is addressed, and that of the office of destination; also the number of the letter, and the number of the registered-package envelope in which it is to be inclosed. Then record the letter on "account of registered letters sent," copying thereon the items given in "registered-letter bill." The "return registered-letter bill," which must be *separated* from the "registered-letter bill," will then be filled up the same as the "registered-letter bill," except that the name of the office to which it is to be sent must be inserted on the first line in the heading, the second line left blank for date of receipt at the office to which it is to be sent, and the third line in the heading must contain the name of the mailing office, together with the time of mailing. When the time approaches for closing the mail, he will inclose the letter, together with the "registered-letter bill," in the "registered-package envelope," which must be securely sealed, plainly postmarked, with the date of mailing, numbered, addressed to the postmaster at the office to which it is sent, and placed in the proper pouch, or delivered into the hands of the route-agent or postal-railway clerk authorized to receive the same. The "return registered-letter bill" must be inclosed in an envelope, (furnished by the Department for the purpose,) and forwarded (unregistered) by the same mail to the postmaster to whom the registered package envelope is addressed.

SEC. 476. If there be a distributing office located on the route between the mailing office and the office of destination of the letter, the postmaster must, in filling up the "registered-letter bill" and return bill, enter under the proper heading the name of such distributing post-office, adding the initials "D. P. O.," and in the body of the bills give the office of destination, and the registered-package envelope must be addressed to the postmaster at such distributing office. Should there be more than one distributing office on the route between the mailing office and office of destination, the letter must be billed and enveloped to the LAST of such distributing offices.

SEC. 477. Postmasters at distributing offices must be careful to retain in their accounts of registered letters, and on the registered-letter bills, the ORIGINAL NUMBER of the letters.

SEC. 478. In case a package too large to be inclosed in a "registered-

package envelope" is presented for registration at any post-office, it should be securely wrapped, and a "registered-package envelope," properly directed and numbered, secured to the wrapper by paste, twine, or otherwise, in such a manner that it will not become displaced before reaching its destination. The weight of a package, however, must not exceed four pounds, the limit fixed by law.

SEC. 479. If the letter is destined for a *foreign* country, no "return registered letter receipt" is required to be used. The registered-letter bill and return registered-letter bill must be prepared for mailing to the proper *exchange* office, and the registered-package envelope addressed to such office. The list of exchange offices is given in Chapter XLII.

SEC. 480. Registered letters must never be sent except inclosed in one of the "registered-package envelopes" furnished by the Department for that purpose to all post-offices.

SEC. 481. Registered-package envelopes, when mailed, must never be wrapped in paper or tied in a package with letters or other matter. The postmaster, his deputy, or a duly qualified clerk, must be prepared at any time to make affidavit that any particular "registered-package envelope" left the mailing office inclosed in a pouch properly locked and labeled, and was forwarded by the proper route; and in all cases where it is practicable, *two* persons should be present at the mailing of a registered-package envelope, and be prepared to testify as above, in case it should be required.

SEC. 482. The numbering of registered letters must commence anew each quarter; the first one received being No. 1, the second No. 2, and so on to the end of the quarter. The registered-package envelopes must also be numbered anew each quarter, commencing with No. 1.

SEC. 483. If a registered-package envelope is to be transmitted over a route on which there is a route-agent or postal-railway clerk, the postmaster will fill up a "receipt for registered packages," which, with the packages, he will deliver to such agent or clerk, who will, if possible, immediately sign and return him the receipt; but if it is to be transmitted over a route on which there is no route-agent or postal-railway clerk, the postmaster will, after filling up the receipt, attach it to the registered-package envelope in such manner that it can be easily removed, and place it in the pouch. The postmaster at the office where the pouch is next opened will detach, sign, and return the receipt by mail to the postmaster by whom sent.

SEC. 484. The postmaster opening a pouch as provided for in the preceding section, after signing and returning the receipt, will affix to the envelope a similar receipt, which in turn will be detached at the next office, signed, and returned to him. This process will be repeated by every postmaster opening the pouch until it reaches its destination, thus forming a chain of receipts.

SEC. 485. Every postmaster, route-agent, or railway clerk through whose hands a "registered-package envelope" shall pass in transmission

through the mail, is required to make a record of the number, postmark, and direction of the same, in the book or blank sheet provided for that purpose, together with its condition when received by him.

SEC. 486. Postmasters at separating offices, and postmasters at all offices where pouches are opened containing mail-matter for other offices on the same route, will make upon the sheets of "record of registered matter in transit" a note of every registered package of letters, stamps, or envelopes which may pass through their offices, entering the number, date, postmark, and direction of each such package, and the condition thereof. They will be at all times prepared to make prompt reply to any inquiry from a special agent or postmaster concerning any such package. The "registered-package envelopes" are of so conspicuous an appearance that their presence among the contents of any opened mail-pouch cannot fail to be observed, and an omission to make the note required will not be excused. The sheets upon which these entries are made must be carefully preserved by the postmaster, kept in good order, and be at all times open to the inspection of special agents.

SEC. 487. In no case shall a postmaster, route-agent, or postal-clerk give a receipt for a registered letter without carefully examining it and indorsing a statement of its condition across the face of the receipt, and also in the blank printed for the purpose on the envelope, together with his name and that of his office or route, and the date of receipt. In case the length of time the mail conveyance stops at a station will not permit of the careful examination of the registered package presented by the postmaster for receipt and transmission, the agent or clerk will examine the same at the earliest possible moment, and return the receipt by mail to the postmaster from whom he received the package.

SEC. 488. Registered matter that is to pass from a route-agent or postal-clerk into the hands of another railway postal-clerk or route-agent, on a connecting or intersecting route leading from or past a way office on his route at which he delivers mail, for which he cannot at the time obtain a receipt of such clerk or agent, he will send with a receipt, the same as above directed in case of registered matter for delivery from such way office, and the postmaster at such way office is required to sign and return such receipt *by the next mail* to the address of the postal-clerk or route-agent leaving the same, and to take a receipt of the postal-clerk or agent to whom he may deliver such registered matter. When this receipt is returned properly signed, he will make a note of the fact on his book of record opposite the description of the registered package, and file away the receipt for future reference.

SEC. 489. When a head clerk or route-agent has registered matter that is to pass through the hands of another railway postal-clerk or route-agent, on a connecting or intersecting route leading from or past his terminal office, and he cannot at the time obtain a receipt of such clerk or agent, (*as positive safety to registered matter is of more importance than expedition, and as there is no positive safety without a perfect chain of*

receipts;) he will take such registered matter into his terminal office, and take a receipt for the same upon his book of record the same as for registered matter left there for delivery.

SEC. 490. All registered packages, including stamps, stamped envelopes and postal-cards, must, when practicable, be conveyed by route-agents or postal-clerks in a leather pouch separate from all other mail-matter. They must be receipted for by route-agents or postal-clerks personally, and delivered by them personally to the proper officers, except in case a package is destined for a way office on a route, when the same will be placed in the pouch for that office, with a receipt attached, which the postmaster receiving will sign and return by the next mail.

SEC. 491. All registered matter must be kept separate from the ordinary mail, and in that part of the office most secure from accident or theft.

SEC. 492. On the arrival of a mail at any office, the pouch shall be opened only by the postmaster, his deputy, or a sworn clerk; and if a "registered-package envelope" addressed to the postmaster be found, search shall be made among the ordinary letters received by the same mail for the envelope addressed to the postmaster containing the "return bill," which should have been sent at the same time. The "registered-package envelope" will then be opened, (by cutting the end thereof,) *and retained on file*, and the registered numbers and addresses of the registered letters contained therein compared with the entries which appear on the registered and return bills. If these are found to correspond, the date on which the letter or letters are received must be entered on the return bill, and the word "*Correct*" indorsed thereon, with the signature of the postmaster, and the "return bill" forwarded by next mail to the postmaster of the office from which it was received. The number, name of person addressed, and postmark (with date) on each letter, are then to be entered on the sheet of "receipts for registered letters delivered," each item in its proper column, and the appropriate entries, copied from the registered-letter bill, made in the account of "registered letters received."

SEC. 493. When a registered package is received at an office for delivery, the postmaster will require the person receiving it to sign his or her name in the last column of the sheet of "receipts for registered letters delivered," and also sign the "return registered-letter receipt." The date of delivery must then be entered in the column headed "date of delivery" on the sheet of receipts, and the postmark of the office of delivery must be affixed to the return receipt, which will be detached from the letter and immediately forwarded, *in one of the envelopes furnished by the Department*, to the postmaster at the office where the letter was originally mailed, *who will deliver the return receipt to the person who sent the letter*. (It will be noted that the return bill is always to be returned to the postmaster at the office from which the registered-letter bill was received, whether it be a distributing office or the office of origi-

nal mailing ; but the return *receipt* is in all cases to be returned to the office from which the letter was *originally* sent.) Registered letters must never be delivered to any person but the one to whom they are addressed, or to a person whom the postmaster *knows* to be authorized to receive them. A receipt for *each* registered letter delivered must always appear on the sheet provided for that purpose.

SEC. 494. Upon the receipt of a registered letter for delivery, the postmaster must ascertain whether the full postage and registry fee are prepaid thereon, as required by law ; and if any part of the postage remains unpaid, it must be collected from the receiver, and stamps to the amount affixed to the letter and canceled before delivery.

SEC. 495. When a registered letter arrives addressed to a person who has removed, or who for any other cause wishes it forwarded to him at another office, it may be done at his *written request*. A memorandum of the order to forward should be entered on the account of registered letters received, opposite the name of the person making the request. The letter should then be sent forward as a *registered* letter, in the same manner as if originally mailed as one, but no additional registry fee nor postage is to be charged on it. The order for forwarding must be filed by the postmaster as his voucher.

SEC. 496. If a registered letter or package received at an office for delivery is not delivered within the specified time, *i. e.*, thirty days or such time as may be named in a request indorsed on the face of the letter, the postmaster must, if within that period he has been unable to deliver it, return it to the postmaster at the mailing office, duly registered, without additional charge for registry or postage, provided the letter bears the name of the writer on its face. But if the name of the writer does not appear, it must be forwarded to the Dead-Letter Office, as provided in Section 438, chapter on dead letters.

SEC. 497. On receipt of a "returned" registered letter, the postmaster will deliver it to the writer, taking a receipt therefor ; but if, after reasonable and diligent effort, it cannot be so delivered, the postmaster will, at the expiration of thirty days from its receipt, forward it to the Dead-Letter Office.

SEC. 498. If, on the opening of a pouch arriving at any post-office, a return bill be found addressed to the postmaster, and no corresponding registered-package envelope nor registered letters be found or received within a few days, the postmaster will indorse the same "Not received," and forward it by mail to the postmaster at the office from which it was sent, and also report all the facts by letter to the Second Assistant Postmaster General, depredation division, Washington, D. C.; also to the nearest resident special agent of the Department, in order that the case may be investigated. In case the missing letters should afterward be received, the postmaster will at once notify the above mentioned officers of the fact. If, on the arrival of a "registered-package envelope" at any post-office, no return bill has been received, the

postmaster will, after opening the "registered-package envelope," fill up from the numbers, addresses, &c., of the registered letters, a return bill, and send it to the postmaster at the office from which the "registered-package envelope" was sent, indorsing upon the same as follows: "*No bill received,*" which will be considered an acknowledgment of the receipt of the letters. If the bill should afterward arrive, it should be indorsed "*Correct,*" and forwarded according to instructions above.

SEC. 499. Registered-package envelopes which have been received at an office, and the contents properly delivered, returned, or forwarded to the Dead-Letter Office, must be kept on file for a period of twelve months from date of receipt, when they will be forwarded to the Third Assistant Postmaster-General.

SEC. 500. At the expiration of each quarter, postmasters must forward to the Department (Third Assistant Postmaster-General) a report, showing, separately, the number of domestic registered letters sent and fees thereon; number of foreign registered letters and fees thereon; and registered-package envelopes used, of each class.

SEC. 501. Postmasters receiving registered letters from foreign countries, with "return registered-letter receipts" attached, will be careful to have the same properly signed, &c., by the person addressed, and immediately returned to the United States exchange offices from which such letters and receipts were received—New York, Philadelphia, Boston, or Chicago, as the case may be.

SEC. 502. Postmasters, special agents, and all others in the service are particularly enjoined to report promptly any neglect or violation of these regulations which may come to their knowledge; and upon satisfactory proof thereof being presented to the Department, the postmaster, route-agent, or other officer in fault will be liable to immediate removal from office. A disregard of the regulations can easily be discovered, and the delinquent officer brought to account for his misconduct. But it is expected that all connected with the service will feel such an interest in its efficiency and improvement as to induce them, from that motive alone, to give careful attention to every duty prescribed.

SEC. 503. Registered matter passing between distributing post-offices, after being billed and enveloped in accordance with Sections 474 and 475, must be inclosed in a pouch, secured by a lock furnished by the Department for the purpose, with a label affixed thereto bearing the name of the office of destination of such pouch, and also the postmark of the mailing office. The pouch will then be delivered into the hands of the proper route-agent or postal-clerk, who will receipt for and otherwise treat the same as though it were a registered package.

[NOTE.—The Department has not, as yet, determined upon the lock to be used, as provided in the preceding section; but upon the adoption of a lock, the proper offices will be furnished with the same, together with full instructions as to its use.]

SEC. 504. Postmasters will hand to the letter-carriers, for delivery, all registered letters, (except those addressed to box-holders,) first requiring them to sign their names in the last column of the sheet for "receipts for registered letters delivered." The carrier will, on the delivery of every such letter, require the person receiving it to sign the "return registered-letter receipt," and also a receipt for the same in a book furnished for that purpose.

SEC. 505. Under Section 190 of the law, it is the duty of postmasters to register, without fee, all letters containing fractional or other currency of the United States sent to the Treasurer of the United States for redemption, and delivered to them for mailing.

In every such case they will be governed by the following regulations:

First. They will require the contents of every such letter or package to be exhibited to them, with a descriptive list of the contents, giving an accurate and detailed description of the money to be remitted. In the case of fractional currency, the number and denomination of pieces will be sufficient; but of currency of denomination of one dollar and upward, the letter, number or series, and date of each note, as well as the denomination, must be given.

Second. This list must be carefully examined and compared with the money to be remitted, and when found to be correct will be filed in the office, to be subject at all times to the inspection of proper agents of this Department.

Third. The money will then be inclosed and the package sealed in presence of the postmaster, who will then give the usual registered-letter receipt therefor.

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

SEC. 506. Under the above-mentioned section (190) of the law, the postmaster at Washington will register, in like manner, without fee, all letters mailed by the Treasurer of the United States marked with the word "register."

SEC. 507. While the Department does not claim to hold postmasters responsible under their official bond for registered packages, yet, in order as far as possible to protect the public, they and all other agents of the Department handling the said packages, and failing to account for the same, will be held responsible for the value of their contents.

CHAPTER XIX.

OFFICE OF THE AUDITOR OF THE TREASURY FOR THE POST-OFFICE DEPARTMENT.

SEC. 508. To this office, which is not a bureau of the Post-Office Department, but an office of the Treasury Department, established for the adjustment and preservation of the accounts of the former, are assigned the duties of examining the returns of postmasters, and of notifying them of errors found therein; of adjusting their accounts; of designating the post-offices from which contractors shall make collections, and of furnishing them the blank orders and receipts necessary for that purpose; and, upon receipt of such collection-orders, together with the acknowledgments of collections and of certificates from the inspection-office of the performance of service, of adjusting their quarterly compensation, and of transmitting to them the drafts issued in payment of the balances found due; of adjusting the accounts for all blanks furnished to post-offices, for advertising, mail-bags, mail locks and keys, stamps, special agents, and all other demands properly arising under the laws, contracts, regulations, or orders of the Department; of closing the accounts of the Department quarterly, and of reporting the amounts paid by postmasters pursuant to appropriations made by law; and of registering, charging, and countersigning all warrants upon the Treasury for receipts and payments when warranted by law, as well as all drafts issued in payment or collection of debts.

SEC. 509. To the Auditor is also assigned the duty of adjusting and settling the money-order accounts of postmasters, and attending to all correspondence relating thereto.

SEC. 510. It is the duty of the Auditor to report to the Postmaster-General all delinquencies on the part of postmasters in paying over the moneys in their hands, all failures of postmasters to render their quar-

terly returns according to law, and all failures of appointees to qualify.

SEC. 511. To the Auditor is also assigned the duty of collecting from late postmasters balances due the United States upon their general postal and money-order accounts; and in cases of failure to collect such balances by drafts in favor of postmasters or other authorized agents of the Department, to prepare and transmit to the Department of Justice certified copies of all accounts and papers necessary for the institution of legal proceedings against such late postmasters and their sureties.

SEC. 512. To the Auditor should be transmitted all quarterly and general accounts; all vouchers and letters relating thereto; all receipts of postmasters for money and stamps turned over to them by their predecessors or other postmasters; all acknowledgments of drafts issued in payment of balances; all receipts of mail contractors for, and their acknowledgment of, the collections from postmasters; all letters admitting or contesting balances due on the general accounts of postmasters and mail contractors; all receipts for drafts issued in collecting such balances; all letters returning such drafts, or reporting the non-payment thereof; and all letters in relation to the settlement of the money-order accounts of postmasters.

CHAPTER XXX.

THE QUARTERLY RETURN.

SEC. 513. At the close of every quarter, which is on the last day of March, June, September, and December, every postmaster must make up his accounts and forward transcripts of them to the Auditor. The *originals* must be retained by the postmaster, subject to inspection. QUARTERLY RETURNS MUST NOT BE ADDRESSED TO THE THIRD ASSISTANT POSTMASTER-GENERAL.

SEC. 514. The quarterly return is composed of the following accounts and papers:

1. A transcript of the *account of money received during the quarter on mails sent* from the office where it is impossible to procure stamps at the time the letters are mailed. The entries in this account must, of course, be made every post day, before the mail is sent from the office.

2. A transcript of the *account of unpaid postages on mails received* at the office for the quarter. At all large offices the entries in this account should be made daily, and it should be transcribed daily, so as to prevent any delay in making it out at the close of the quarter.

3. A transcript of the *account of regular newspapers and pamphlets received* at the office during the quarter, to which is to be added the amount of the *miscellaneous* account.

4. From the post-offices where such accounts should be kept, a transcript of the *account of ship and steamboat letters received* in the quarter, and the moneys paid for them.

5. A transcript of the *account of letters sent by sea* from the offices at seaports.

6. *Accounts and receipts for contingent expenses.*

7. The *account of dead letters* upon which postages remain unpaid, and a bill of them.

8. *The account-current.*

SEC. 515. Postmasters are *strictly required* to fill the blanks in the account-current, as also those at the head of *each page* of their accounts of mails received and sent, and carefully to add each and every column of said accounts. They will then recapitulate the amount of each column on a blank page, so as to enable the Auditor to report quarterly the aggregate amount of such columns.

SEC. 516. The expense account and the box-rent account, with the vouchers belonging to them, must also accompany the quarterly account of all postmasters whose duty it is to render such accounts. A recapitulation of the expense account must also accompany the quarterly return.

SEC. 517. To insure a correct and expeditious settlement of the quarterly accounts of postmasters, it is indispensable that each return should arrive at the Department in one perfect, unbroken bundle or packet. Each postmaster, therefore, should observe the following directions in packing up his returns for transmission in the mail:

SEC. 518. Put up each part of the return, if large, in a separate parcel, with strong paper, tying it with twine, and writing on each parcel its proper contents, and the name of the office, county, and State. Then pack up all the parcels constituting the entire quarterly return in one compact bundle or packet, *and having postmarked it*, direct it plainly to the "AUDITOR OF THE TREASURY FOR THE POST-OFFICE DEPARTMENT." The words, "Quarterly returns," should be plainly written on the package.

SEC. 519. NO LETTER, RECEIPT, PAPER, OR OTHER THING WHATSOEVER, NOT STRICTLY BELONGING TO THE QUARTERLY RETURN, AS ENUMERATED AND DESCRIBED IN THIS CHAPTER, SHOULD BE PUT UP IN IT.

SEC. 520. *Newspaper account.*—Every postmaster will keep an account in which he will enter at the beginning of the quarter, or on first receiving any particular paper, all newspapers by name that are to come regularly to his office, and in the proper column, opposite each paper, the amount of postage thereon for the quarter. The postage is to be collected in advance. In the same account, and in the same manner, he will enter all periodicals regularly received, and which have not been prepaid at the mailing office. At the end of the quarter he will correct this account, first, by adding to it all the extras, supplements, and duplicates of said papers which have been received; and second, by deducting the amount he may have refunded for papers which failed to arrive.

SEC. 521. An account, in the form prescribed by the Department, must be kept by every postmaster of all printed matter received at his office other than that embraced in the above account, and on which the postage was payable at his office. This account will therefore include the amount of postage on each and every transient newspaper, unsealed circular, handbill, engraving, pamphlet, periodical, magazine, book, and

every other description of printed matter received at his office, except newspapers for actual and *bona-fide* subscribers, and periodicals published at intervals of not more than three months. It will also include the postage on any such matter deliverable at his office, which, through inattention of the postmaster, or otherwise, may not have been prepaid at the mailing office, and the postage on every description of printed matter mailed or received at his office to or from foreign countries.

SEC. 522. Where a postmaster collects from regular subscribers the postage on printed matter for more than a quarter in advance, he must account in each quarterly return for that portion *only* which has been collected for that particular quarter.

SEC. 523. In case of a change of postmasters, the late postmaster should turn over to his successor all postages collected in advance of the quarter in which he surrenders the office.

SEC. 524. The postmaster must forward with his quarterly return a complete transcript of his newspaper account, both regular and transient. In case of a failure to do so, the Auditor will charge, in the settlement of the quarterly return, the full amount of quarterly newspaper postages reported in the sworn statement upon which the salary of the office was based.

SEC. 525. Postmasters *should never send an account-current without the transcripts from which it is made up; and never neglect to send with the transcripts an account-current.* The postmaster's *signature should be attached to each paper.*

SEC. 526. Quarterly returns must be made upon the regular blanks furnished by the First Assistant Postmaster-General. Written accounts will not be audited.

SEC. 527. A quarterly return must not include *more* than the business of one quarter.

SEC. 528. Postmasters at offices of the first, second, and third classes will be furnished by the Auditor, on application, with printed labels, which they are required to paste upon the package containing their quarterly returns. The use of these labels in transmitting to the Auditor the quarterly returns enables the receiving clerks to distinguish these returns from those of fourth and fifth class offices, and very greatly expedites the settlement of the accounts.

SEC. 529. Postmasters at offices of the first, second, and third classes are required to transmit with their quarterly returns, upon the printed blank furnished them for that purpose, a detailed statement of stamps, stamped envelopes, newspaper-wrappers, and postal-cards received during the quarter.

SEC. 530. Where a change of postmaster occurs, the outgoing postmaster will render an account to and *including* the day upon which the office is delivered to his successor; and the successor will render an account for the remainder of the quarter, unless, by agreement between the parties, the late postmaster or his successor renders the account for the entire quarter.

SEC. 531. In case of the death of a postmaster, the assistant, deputy, or the sureties may render the account to and including the day upon which the new postmaster enters upon the discharge of his duties. Such account will be duly audited, compensation allowed in the settlement of the same, and credited to the account of the deceased postmaster.

SEC. 532. The execution of a new bond by a postmaster does not in any way change the manner of rendering the quarterly return; as the sureties upon the former bond are held responsible until the last day of the quarter in which the new bond is executed.

SEC. 533. Many postmasters are in the habit of forwarding to the Department, contrary to regulation, their *original accounts*, keeping no duplicate or copy. This violation of rule cannot be permitted or overlooked. *Transcripts or copies only* must be sent, and the original accounts must be carefully preserved for inspection by any agent of the Department who may require it.

SEC. 534. The quarterly account-current and all other official papers must be signed by the postmaster himself, unless necessarily absent or sick, in which case it may be signed as follows:

A——— B———, *P. M.*,
By C——— D———, *Assistant P. M.*

The blank heading of the account-current must be filled up with the name of the office, its county and State.

SEC. 535. The accounts of all postmasters are examined and adjusted by the Auditor as they are received, and the errors, if there be any, are carefully corrected, and the postmasters at offices of the first, second, and third classes are notified of the corrections made. Postmasters at all other offices are notified of errors which increase by as much as fifty cents the balance due to the United States. Postmasters, therefore, will understand that any alteration in the balances of their accounts is occasioned either by the correction of some numerical error, or by some deviation on their part from a strict conformity to the law and the instructions.

SEC. 536. Postmasters are required to forward, with their quarterly accounts, a sworn statement that such quarterly accounts exhibit truly and faithfully the entire receipts collected at their respective offices and the entire sum which could have been by due diligence collected thereat, and that the credits claimed are just and true, as they verily believe. The following is a form for such statement:

“I, ——, postmaster of ——, do swear (or affirm, as the case may be) that the accounts which I have rendered to the Post-Office Department for the quarter ended ——, 18—, exhibit truly and faithfully the entire receipts of my office which have been collected thereat, and the entire sum which could have been, by due diligence, collected thereat during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and further-

more, that during the said period I have not knowingly delivered or permitted to be delivered to any person any mail-matter on which the postage had not been paid at the time of such delivery.

“———, *Postmaster.*”

“Sworn and subscribed before the undersigned (a magistrate or justice of the peace) for the —— of ——, this —— day of ——, A. D. 18—.

“———.”

SEC. 537. Every postmaster shall keep in a book, separate from his other accounts, a record—

1. Of all postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards received by him.

2. Of all postal books, blanks, or other property turned over by his predecessor, or received from the Post-Office Department, or from any of its agents, during his term of office.

3. Of all payments of postages in money.

4. Of all box-rents. (The entry of money received for box-rents should show the number of the box and the period for which the payment was made.)

5. Of all other rents, emoluments, and moneys received by him as postmaster, or as custodian of the building in which the post-office is located.

SEC. 538. Every postmaster will keep the above accounts separately, and charge himself with all receipts thereon. He will make quarterly returns thereof to the Auditor, and turn over his records to his successor.

SEC. 539. If any postmaster shall neglect to render his quarterly returns within one month after the expiration of the quarter, and in the form and manner prescribed by law and by the Postmaster-General's instructions, he shall forfeit the amount of his quarterly salary, and will be charged on his general account with all stamps, stamped envelopes, newspaper-wrappers, and postal-cards which were in his hands at the time of rendering his last returns, and also all that may have been sent him during the quarter for which his returns are delinquent.

SEC. 540. The postmaster, though he may have mailed his returns, will not be considered as discharged from the penalty mentioned in the foregoing section, unless, after being notified that they have not been received at the Department, he transmits *forthwith* duplicate transcripts from the original accounts retained in his possession.

CHAPTER XXXI.

THE QUARTERLY ACCOUNT-CURRENT.

SEC. 541. The quarterly account-current is numbered to consist of twenty-six articles, and full instructions with reference to making out such accounts are given below :

In Article 1, every postmaster will make himself debtor for the whole amount of postage on the unpaid letters, if any, which remained on hand at the close of the preceding quarter.

In Article 2, every postmaster will make himself debtor for the whole amount of the postage on all unpaid letters.

In Article 3, every postmaster will debit himself with amount of postage *undercharged* on letters from other offices. (For instructions on this point see note at bottom of sheets of "mails received.")

In Articles 4 and 5, every postmaster will debit himself with the number and amount of ship and steamboat letters received for delivery.

In Article 6, every postmaster will debit himself with the whole amount he has paid during the quarter for advertising letters in newspapers, and credited as contingent expenses. He will mark the cost of advertising on each letter advertised. Upon every letter delivered he will collect this cost, in addition to the postage, and upon those remaining, sent as dead letters to the Department, he will also charge it. (*Postmasters are not allowed to pay for advertising lists of non-delivered letters unless by special authority from the Third Assistant Postmaster-General.*)

In Article 7, every postmaster will credit himself with amount of postage on unpaid letters which have been missent to and forwarded from his office, and the amount overcharged on letters received at his office.

In Article 8, every postmaster will credit himself with the amount of postage on unpaid dead letters, if any, remaining in his office at the end of the quarter, and on letters refused, or which could not be delivered,

and sent to the Department as dead. This credit will include the cost of advertising any letters returned, and its amount will be the aggregate amount of the bill then to be made out. This bill is to be prepared from the duplicates which the postmaster must keep of the bills sent during the quarter to the Dead-Letter Office.

In Article 9, the amount of postage of unpaid letters, if any on hand at the close of the quarter, is now to be entered to his credit. This is a temporary credit, given because the postmaster is already charged with the amount in Article 2 of this account. The exact sum of this temporary credit must be entered to his debit in the first article of his next quarterly account.

Having added together the sums of the first six mentioned articles, and placed the amount at the foot of the column, and at the foot of the column in the same line opposite, he will then deduct the sum of Articles 7, 8, and 9 from this amount, and the balance will be the amount of the letter postage collected by him during the quarter.

The balance which has been placed on the credit side of the account as Article 10 is now to be entered to his debit as Article 11.

In Article 12, the postmaster will debit himself with the whole amount of unpaid postage on circulars, books, newspapers, periodicals, pamphlets, and other printed matter received at his office during the quarter; also, (13) the amount of postage *paid in money* on such matter sent from his office during the quarter.

In Article 14, the postmaster will deduct, if entered in the account, the amount of postage on such newspapers as have continued during the quarter to come to the office after he has given the publishers one month's notice that they are not taken out. He will sell such newspapers, and, in Article 15, he will charge himself with the amount received therefor.

In Article 16, the postmaster will debit himself with the amount received for waste paper and twine sold during the quarter.

In Article 17, the postmaster will charge himself with the amount of box-rents collected for the quarter.

In Article 18, the postmaster will charge himself with amount of postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards received from the Department or his predecessor in office, and on hand at the close of the last quarter, to which he will add (Article 19) the amount of postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards received from the Department during the present quarter. From this gross amount he will deduct (Article 20) the amount of postage-stamps, stamped envelopes, newspaper-wrappers, and postal-cards on hand at the close of the quarter, showing the amount (Article 21) sold during the quarter. Credit for damaged stamps and stamped envelopes returned to the Department must be entered in the general account upon receipt of the notice from the Third Assistant Postmaster-

General. SUCH CREDIT MUST NOT BE TAKEN IN THE QUARTERLY ACCOUNT-CURRENT.

In Article 22, the postmaster will credit himself with the amount of his compensation *for the quarter*.

In Article 23, the postmaster will set down the number of ship and steamboat letters which he has paid for this quarter, and enter the amount of such payment.

In Article 24, it now remains for the postmaster to enter the amount of *contingent expenses*, which consist of advertising of letters and repairs of mail-bags, for which proper vouchers must be furnished.

In Article 25, postmasters at offices of first and second classes will credit themselves with the amount of ordinary expenses for conducting their offices, such as rent, light, fuel, clerk-hire, &c., not to exceed one-fourth of the annual allowance made by the Postmaster-General for each separate item named. (This account, it will be seen, is distinct from the contingent account, Article 24.)

The postmaster will now strike the balance of the account, (Article 26,) which should show how much he is indebted to the Department for postages for the quarter.

SEC. 542. As the account-current is intended to show the net proceeds of the office for the quarter, no balance due on a former quarter, nor any payment to or collection for the Department, is to be inserted in it. All vouchers for expenses charged in the account current, whether for contingent or general expense account, must be transmitted with the said accounts, and if for advertising letters, must state the number of letters. Unreasonable delay not only implies neglect of the public business, but is calculated to bring suspicion upon the claims withheld; *and the Department, therefore, reserves to itself the right to reject all such claims made after the quarterly accounts have been adjusted.*

SEC. 543. When proper authority has been given to the postmaster by the Postmaster-General, one cent will be allowed for advertising each letter, and the *printer's receipt must state the number of letters* and the amount paid for advertising.

SEC. 544. The whole amount paid for advertising must be charged on No. 6 of the account-current.

SEC. 545. The cost of advertising must be marked upon each letter advertised, and be collected on delivery.

SEC. 546. The postages on dead letters returned to the Department should include the amount paid for advertising the same, and be credited on No. 8 of the account current.

SEC. 547. Postmasters must send with their quarterly accounts-current *a complete dead-letter bill for the whole quarter*, corresponding in amount with the credits claimed for dead letters in Article 8.

SEC. 548. Items relating to money-order business should not be entered on the account-current.

SEC. 549. Items relating to previous quarters should not be entered in subsequent returns.

SEC. 550. No allowance will be made for any charge to the contingent or incidental expense unless accompanied by the *proper voucher*—that is, a *bill receipted*.

SEC. 551. No allowance can be made for fees paid for administering oaths to accounts.

SEC. 552. The postmaster must indorse plainly upon the back of the account-current, in the blanks prepared for that purpose, the class and name of the office, the name of the State, the period for which the account is rendered, and the name of the postmaster.

SEC. 553. Blank forms for quarterly accounts-current are furnished on application to the First Assistant Postmaster-General, blank agency; and postmasters should so arrange their orders as to have a supply sufficient for one year constantly on hand.

SEC. 554. As a guide to postmasters at small offices, the following forms are given for an account-current, with the transcript of newspaper-postages, dead-letter bill and box-rent account pertaining to the same:

FORM OF ACCOUNT-CURRENT.

CLASS 4.—Post-office at _____, county of _____, State of _____, in account-current with the United States, for the service of the Post-Office Department, from July 1 to September 30, 1872.

DR.		Cr.	
1. To postage of unpaid letters, which remained in the office at the close of the last quarter	\$0 00	7. By unpaid postage, overcharged this quarter.....	\$0 13
2. To postage of unpaid letters received from other offices this quarter.....	97	8. By unpaid postage of dead and refused letters sent to the Post-Office Department this quarter.....	27
3. To amount of postage undercharged on letters from other offices this quarter.....	06	9. By unpaid postage of letters now remaining in this office.....	63
4. To unpaid postage of _____ ship letters, at _____ cents each, originally received at this office for this delivery.....		10. Balance carried down.....	63
5. To unpaid postage of _____ steamboat letters, originally received at this office for this delivery.....			
6. To amount paid for advertising letters this quarter, and which amount has been added to the postage on letters so advertised.....			
	1 03		1 03
11. To balance brought down, being amount of postage on letters collected this quarter.....	0 63	22. By salary.....	55 71
12. To amount of unpaid postage on circulars, books, newspapers, periodicals, pamphlets, and other printed matter received at this office this quarter.....	\$1 84	23. By _____ ship and steamboat letters paid for this quarter, as by receipts herewith, at _____ cents each.....	35
13. To amount of postage paid in money on such matter sent from this office this quarter.....	1 84	24. By contingent expenses, per vouchers herewith.....	35
14. Deduct unpaid postage on printed matter received this quarter, postage on which is charged in the last item, and which matter still lies dead in the office.....	06	25. By expenses, per vouchers herewith.....	
	1 78		
15. Amount received for dead newspapers and printed matter sold during the quarter ...	35		
16. Amount received for waste paper and twine sold during the quarter.....	2 13		
17. Box-rent.....	12		
18. Amount of postage-stamps, stamped envelopes, and wrappers received from the Department and on hand at close of last quarter.....	\$250 00		
19. Amount of postage-stamps, stamped envelopes, and wrappers received from the Department this quarter.....	175 00		
	425 00		
20. Deduct amount of postage stamps, stamped envelopes, and wrappers now on hand.....	186 75	26. Balance due the United States.....	191 57
21. Leaving amount of stamps and stamped envelopes sold during the quarter.....	238 25		
	247 63		247 63
Value of stamps canceled during the last week of the quarter.....			

I, _____, postmaster of _____, _____, do _____ that the accounts which I have rendered to the Post-Office Department for the quarter ending _____, 187-, exhibit truly and faithfully the entire receipts of my office which have been collected thereat, and the entire sum which could have been, by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and furthermore, that during the said period I have not knowingly delivered or permitted to be delivered to any person any mail-matter on which the postage had not been paid at the time of such delivery.

Sworn and subscribed before the undersigned, a _____ for the _____ of _____, this _____ day of _____, A. D. 187-.

_____, Postmaster.

FORM OF NEWSPAPER-TRANSCRIPT.

Account of newspapers and periodicals received at the post-office at _____, county of _____, and State of _____, and which were delivered to regular subscribers, for the quarter ending September 30, 1871.

Names of newspapers or periodicals.	Where published.	State.	Number of subscribers.	How often published.		Amount collected at this office.	Name of newspaper or other printed matter sold, having remained in this office over three months.	Proceeds of sale.
				Times a week.	Times a quarter.			
Ave Maria	Notre Dame...	Indiana	11	13	\$0 55	Artisan Amer.	\$0 35
Anzeiger	Clinton	Iowa	3	13	15		
Age	Clinton	Iowa	5	13	25		
Advocate	Cincinnati	Ohio	2	13	10		
Artisan American	New York City	N. York	5	13	25		
Aurora	Buffalo	N. York	6	13	30		
Atlantic Monthly	Boston	Mass	4	3	24		
						1 84		

FORM OF TRANSCRIPT OF MAILS RECEIVED.

Account of mails received at _____, county of _____, State of _____.

Time of receiving.	Name of office from whence received.	Date of the bills.	Unpaid letters, including unsealed circulars, handbills, &c.	Undercharged.	Unpaid letters overcharged.
1871.					
August 26	Greensburgh, Kentucky	August 25	\$0 12	\$0 01	
August 30	New York City, New York	August 28	03	03	
September 4	Chicago, Illinois	September 4	38		
September 7	Saint Louis, Missouri	September 8	41		
Forwarded					\$0 13
			0 97	0 06	0 13

FORM OF DEAD-LETTER BILL.

Dead letters sent from _____, county of _____, State of _____, to the Post-Office Department, for the _____ ending September 30, 1871.

Class.	No.	Rates.	Unpaid.
Domestic	1	\$0 03	\$0 03
Domestic	1	03	03
Foreign	2	03	06
Foreign	1	15	15
			27

FORM OF BOX-RENT ACCOUNT.

Quarter-yearly return of all receipts for boxes, drawers, &c., by me received as post-master of _____, State of _____, for the quarter ending September 30, 1871.

	No.	Rate.	Total.
Rent of boxes	12	\$0 25	\$3 00
Rent of drawers	7	50	3 50
			6 50

CHAPTER XXXII.

THE BOX-RENT ACCOUNT.

SEC. 555. Postmasters at offices where letter-boxes are in use must, at the close of each quarter, forward with their quarterly account-current an account under oath, to be called the *box-rent account*, in the following form:

*Quarter-yearly return of all receipts for boxes, drawers, &c., by me received as postmaster of
——, State of ——, for the quarter ending ——, 187—.*

	No.	Rate.	Dollars.	Cents.
Rent of boxes				
Rent of drawers				

I, —— ——, postmaster of ——, do —— that the above and foregoing is a true and correct account of all receipts (profits, fees) and emoluments, other ——.
—— ——, *Postmaster.*

—— and subscribed before the undersigned, a —— for the —— of ——, this —— day of ——, A. D. 187—.

SEC. 556. The aggregate of the box-rent account should be carried to Article 17 of the account current.

SEC. 557. Where boxes or drawers are rented for a *portion* of a quarter only, and the number rented, multiplied by the rate per quarter, amounts to more than the amount actually received, that fact should be stated in the account.

SEC. 558. The special attention of postmasters is directed to Section 200, on letter-boxes in post-offices.

CHAPTER XXXIII.

THE GENERAL POSTAL ACCOUNT.

SEC. 559. Every postmaster must keep in his office a *general or ledger account with the United States for the service of the Post-Office Department*, subject to the inspection of the Postmaster-General, or of any general or special agent of the Post-Office Department.

SEC. 560. Postmasters at offices of the first, second, and third classes are required to transmit to the Auditor of the Treasury for the Post-Office Department, at the close of each quarter, a statement of their general postal accounts as kept by themselves.

SEC. 561. Postmasters at offices of the fourth and fifth classes are not required to render a statement of their general accounts to the Auditor quarterly, but this regulation does not relieve them from the duty of keeping such general accounts in their offices; and the Auditor may at any time, if he deems it necessary, require postmasters at such offices to furnish statements of their general accounts for examination and comparison with the accounts as kept in his office.

SEC. 562. On the debit side of the general postal account the postmaster will charge himself with the balance on the account, as rendered, for the preceding quarter; with corrections of former quarterly and general account; with the balance on the quarterly account for the current quarter; with drafts *collected*, giving dates when paid, dates of issue, numbers, names of offices and by whom paid; with deposits *received*, giving dates, names of offices and depositors; with transfers from money-order fund to postal fund, giving dates and amounts.

SEC. 563. On the credit side should be entered corrections of former quarterly and general accounts; aggregate amounts, for the quarter, paid to route-agents, to letter-carriers, and to railway postal clerks; amounts and dates of payments to contractors, mail-messengers or special mail-carriers; deposits made, when, where, and with whom; drafts *paid*,

with dates of payment and of issue, numbers, and to whom paid; also, transfers from postal to money-order fund, with amount and date of each.

SEC. 564. Particular care should be taken not to include in the statement of the general postal accounts any items which have been charged or credited in the quarterly accounts-current, and also to enter only items of the general postal account pertaining to the quarter for which it is rendered.

SEC. 565. The general postal account should not be inclosed with the quarterly account-current, but must be transmitted in a separate envelope addressed to the "Auditor of the Treasury for the Post-Office Department."

SEC. 566. The duplicate quarterly accounts, the duplicate certificates of deposit, the duplicate collection-orders and the drafts paid, and also all instructions, are to be filed as vouchers with this account, and be subject to inspection.

SEC. 567. The postmaster, upon being furnished with a statement of his general account as kept by the Auditor, will immediately compare it with the account as kept by himself, and at once acknowledge to the Auditor the balance appearing on such statement, or point out specifically the particulars wherein the accounts disagree.

SEC. 568. Blanks for general accounts will be furnished to postmasters at offices of the first, second, and third classes only, on application to the Auditor.

SEC. 569. As a guide to postmasters at offices of the fourth and fifth classes, the following form of a general postal account is given :

GENERAL ACCOUNT.

Joseph Jones, postmaster at Jonestown, N. Y., in account with the United States, for the
 Dr. Cr.
quarter ending December 31, 1872.

Nov. 16	To balance on general account last quarter	\$49 32	Dec. 31, 1872	By amount paid mail messenger	\$25 00
	To corrections on former accounts	4 87	Jan. 5, 1873	By amount paid R. and W. R. Co.	192 47
	To balance on quarterly account rendered this day	134 12			
	To draft No. 6382, dated Oct. 30, 1872, on Peter McTimothy	29 16			
	Total	217 47		Total	217 47

JOSEPH JONES, *Postmaster.*

CHAPTER XXXIV.

COLLECTION OF DEBTS DUE THE DEPARTMENT.

SEC. 570. The collection of debts due to the Post-Office Department, whether by postmasters, contractors, or other persons, is assigned by law to the Auditor of the Treasury for the Post-Office Department.

SEC. 571. Where the convenience of the service requires it, contractors are furnished with printed blank orders upon postmasters on their routes for the entire amount due the United States at the end of the quarter. In such cases no form of order or receipt will be recognized *except the printed blank furnished by the Department*. *A payment made otherwise than strictly according to the regulations is null and void.*

SEC. 572. Whenever it shall be deemed advisable by the Auditor, drafts will be issued for the collection of balances due by postmasters, late postmasters, and others; and, immediately upon the receipt of such drafts by the postmaster in whose favor they are issued, it is his duty to notify the party or parties upon whom such drafts are drawn, and demand prompt payment thereof, as instructed by the circulars accompanying the drafts.

SEC. 573. Upon the receipt of such notice and demand, it is the duty of the postmasters or other persons upon whom such drafts are drawn, to pay the amount thereof to the postmaster in whose favor they are issued without delay, *and without risk or expense to the United States.*

SEC. 574. If the draft is collected by the postmaster, he will immediately notify the Auditor by transmitting his receipt for the amount, as instructed by the circular accompanying the draft, and will charge himself upon his general postal account with the amount of such draft.

SEC. 575. If the postmaster, late postmaster, or other person upon whom the draft is drawn, fail to respond to the demand within the time named in the Auditor's circular of instructions, the postmaster holding the draft will notify the Auditor by letter of such failure, communicating the reply to his demand, if any be received, when further instructions will be sent by the Auditor.

SEC. 576. If the exertions of the postmaster to collect from the party or his sureties prove unavailing, he will communicate to the Auditor the cause of such failure, and also the residence and pecuniary circumstances of all the parties, if alive, or, if dead, the condition of their estates and the names of their administrators or executors.

SEC. 577. If due diligence be not used in making the collection, or, if being unsuccessful, any postmaster fail to return the draft or demand to the Auditor, or otherwise to give notice of such failure, or fail to give any information required in relation to the same, such neglect and want of fidelity will amount to a breach of the condition of his bond, and the draft will be permanently charged to the general account of the postmaster holding it, and he and his sureties will be held responsible for the amount of the same.

SEC. 578. The failure or refusal of a postmaster to comply strictly with instructions sent him in relation to the collection of drafts will be considered just ground for his removal from office.

SEC. 579. Upon the return of a collection-draft upon a late postmaster or contractor, unpaid, the Auditor will at once prepare and transmit to the Department of Justice certified copies of all the accounts and other papers necessary for the immediate institution of a suit against the principal and sureties for the recovery of the balance due the United States.

SEC. 580. Collection-drafts are not issued upon late postmasters for balances due the United States upon their *money order accounts*. If a late postmaster fails to pay to his successor, immediately upon his taking charge of the office, the full amount of money-order funds in his hands, as shown by the last statement rendered, the Auditor will instruct the postmaster, *by letter*, to demand immediate payment of such balance; and if payment be not made promptly, the postmaster will be directed to require payment of the sureties of the late postmaster, as in the case of the collection of drafts for postal balances. Should payment be refused by the sureties, the case will be submitted to the Department of Justice for suit, as provided in the preceding section.

CHAPTER XXXV.

RENEWAL OF LOST WARRANTS OR DRAFTS.

SEC. 581. In all cases where application is made for the issue of a duplicate warrant, upon the allegation that the original is lost, every such application must be addressed to the Auditor of the Treasury for the Post-Office Department, who will furnish the applicant with a blank "bond of indemnity," to be filled up in accordance with the conditions specified in the same, which bond, duly executed, must be returned to the Auditor, accompanied by a statement, on oath or affirmation, by the applicant, or the person who is the legal holder thereof, showing the time, place, and all the circumstances attending the loss or destruction of the warrant, with its number, date, and amount; in whose favor it was issued; and if assigned, to whom made payable; together with any other particulars relating to it within the knowledge of the applicant.

SEC. 582. The applicant must also produce a letter or certificate from the officer or person on whom the warrant may have been drawn, showing that it has not been paid; also that payment of the same will not thereafter be made to the owner, or any other person whatever.

SEC. 583. When the application is for a duplicate *draft*, the applicant must conform to the above requirements, except as to the execution of the bond of indemnity.

SEC. 584. The duplicate, when issued, shall have the same tenor, force, and effect as the original, unless, in case of assignment, the assignee of the lost draft or warrant produce due authority from the drawee for the issue of the duplicate in his own favor.

SEC. 585. Where collection-drafts sent to postmasters are lost, the postmasters to whom they are sent are required to make affidavit, either that they have never received the same, or that payment has been requested and refused, or that the draft has been forwarded by mail. The postmaster will be required to make further affidavit that neither the whole nor any part of such draft has been paid to him nor to any other person, so far as he knows or is able to ascertain. Forms for this affidavit will be furnished by the Auditor.

CHAPTER XXXVI.

MAIL LOCKS AND KEYS.

SEC. 586. Mail locks and keys are furnished from the office of the Second Assistant Postmaster-General, division of mail equipments. Applications for mail locks or keys must always assign the reasons therefor.

SEC. 587. The careful use of mail-locks and the safe-keeping of mail-keys are essential to the integrity of the postal service. The mail-key must never be exposed to public observation nor placed where it may be lost or stolen. It must not be suffered to pass, even for a moment, into the hands of any person not a sworn officer of the Post-Office Department. The loss of a mail key, as it may afford peculiar facilities for stealing from the mails, is an act of carelessness likely to be more pernicious to the service than almost any other a postmaster or agent of the Department can commit. It is therefore deemed sufficient cause for removing the postmaster or agent so offending, enforcing the penalty of the official bond of the former, and even in certain cases for discontinuing the post-office.

SEC. 588. The mail keys bear, each of them, a different number stamped upon them. Every postmaster or agent to whom such keys are intrusted will be charged therewith and held to a strict account therefor. On the receipt of any such mail-key by a postmaster, he should make a record, to be kept in his office, of the date of its receipt, and of the number stamped upon it. Whenever such or any other mail-key shall afterwards be referred to, in any communication to the Department, *its number must invariably be specified. Every casualty whatever concerning a mail-key must be promptly reported.*

SEC. 589. Every retiring agent or railway post-office clerk, when succeeded in office by another person, is required to transfer and turn over, promptly, to his successor, all mail-keys in his possession, and obtain and transmit to the Second Assistant Postmaster-General a

receipt therefor, specifying the numbers stamped on the keys so transferred. It is the duty of those postmasters who are designated to pay the salaries of route-agents, to see that this requirement is duly complied with on the part of such route-agents, and, in every case of the discontinuance of the services of any such route-agent who is not succeeded by another, to obtain all mail-keys in his possession, and to transmit the same to the Second Assistant Postmaster-General. *All mail-keys returned to the Department should be securely inclosed in a sealed letter or package, duly registered in every case.*

SEC. 590. In all cases of an exchange of routes between route agents, or between railway post-office clerks, there must also be an exchange of mail keys between them, so that every mail-key shall always be retained in the particular office for which it was originally furnished by the Department, and never be taken away for use elsewhere.

SEC. 591. No mail key shall be transferred or exchanged except to a successor in office, nor be furnished nor loaned, without special instructions from the Department. No such key, not obtained directly from the Department or from a predecessor in office, shall be kept or detained, but promptly returned to the Department, with a full report of facts in relation to it. If a mail-key be received from a discontinued office, or elsewhere, it must be sent without delay to the Department by the postmaster receiving it, stating when and from whom it was received by him. Whenever a retiring postmaster turns over a mail-key, he must obtain and transmit to the Second Assistant Postmaster-General a receipt for the same, specifying the number stamped upon it, in order that he may receive due credit on the books of the Department, and he and his sureties be released from all further responsibility therefor.

SEC. 592. No attempt shall be made to have a mail-key or a mail lock repaired. No damaged or defective mail-key shall be kept in post-offices, but each one, as soon as it becomes damaged or defective, must be promptly returned to the Department with an explanatory letter. With every application for a new mail-key in lieu of one broken, the broken parts must be inclosed, and the number of the broken key stated.

SEC. 593. When a mail-key is perceived to be much worn and becoming defective, timely notice should be given of the fact, *always stating the number of the key*, so that a new one may be furnished before the old one becomes entirely useless; the latter to be returned to the Department. Whenever extra keys are furnished they should be kept in reserve for an emergency, and be locked up in a safe place in the office, accessible to the postmaster and his assistant only.

SEC. 594. In those post-offices where the use of the brass locks and keys is allowed for through mails, it will be deemed very reprehensible if sufficient care be not always taken to prevent such locks being used, instead of iron locks, on bags dispatched to post-offices where their use is not allowed, and where, of course, there is no key to open them. If, however, a bag secured with a brass lock be received at a post office

where there is no brass key allowed, *the lock should not be broken or tampered with, nor the bag be mutilated*; but it should either be returned unopened to the office whence it came, or be sent to some nearer office using the brass key, with the request to substitute an iron lock for the brass one. But in either case, the postmaster at whose office the irregularity occurred must be advised of it, and, if there be a repetition of it, be reported to the Second Assistant Postmaster-General.

SEC. 595. If the only mail-key in a post-office be broken or so defective as not to open all the locks, the bags should be passed, *unopened*, to the nearest post-office, with a request to the postmaster to take out the letters, &c., for the office where the lock could not be opened, and send them back by the mail-carrier *outside the bag, in a sealed package*, until another key be received from the Department. In such case any mutilation of the bag is inexcusable.

SEC. 596. When a postmaster cannot open a lock securing a bag, because of a defect in the lock, *and not of his key*, he will then cut that staple of the bag to which the lock is attached, *provided he has another bag and lock to substitute for them*; but if he has no other bag and lock, he will pass the bag, *unopened*, to the next office, as in the case indicated in the last preceding section.

SEC. 597. The fastening-strap of a mail-bag should never be cut; but if ever done, *the strap must not afterwards be spliced*, but a new one put on instead of the strap cut. When the staple is cut asunder the bag should have a new one applied before being used again.

SEC. 598. The mail-locks must be used with care and economy. Care must also be taken to equalize the exchange of locked pouches, and thereby secure to every office a return of the same number of locks sent from it. If at any post-office (not a depository) locks from unknown sources should accumulate in excess of its current wants, all such surplus locks must be forwarded with an explanatory letter to the Department.

SEC. 599. It is the duty of postmasters and agents of the Department to reclaim and transmit to the office of the Second Assistant Postmaster-General, mail equipment division, all mail locks and keys found to be in improper hands, or applied to any other than their lawful use, and to see that the law (Section 292) is enforced in every case of its violation known to them, by exerting due diligence always in collecting and reporting to the Department the facts and proofs to sustain a prosecution against the offender.

SEC. 600. All communications required by this chapter to be sent to the Department must be addressed to the Second Assistant Postmaster-General, division of mail equipments. Such communications must invariably give the name of the office, county, and State from which they are sent, and must not embrace any other subject, unless it be that of *mail-bags*.

CHAPTER XXXVII.

MAIL-BAGS, LABELS, AND CATCHERS.

SEC. 601. All communications relating to *mail-bags*, *mail-bag labels*, and *mail-catchers*, should be addressed to the office of the Second Assistant Postmaster-General, division of mail equipments.

SEC. 602. The general term "*mail-bags*" includes MAIL-POUCHES (used for every mode of conveyance excepting horseback) of five different sizes, the largest being No. 1; HORSE MAIL-BAGS (for horseback service only) of three different sizes, the largest being No. 1; MAIL-CATCHER POUCHES, (of one size only,) designed exclusively for exchanges of mails on railways by catchers and cranes; CANVAS MAIL-SACKS, (not locked, but tied with cord,) designed for printed matter only. When canvas sacks are used for through-letter mails, for city delivery alone, they must be duly tied, labeled, and inclosed in pouches secured with brass locks.

SEC. 603. Every mail-route must always be duly provided with suitable mail bags and locks, in good and safe condition. Postmasters, especially those at the ends of routes, must see to this, and promptly make application for such as are needed. It is their duty to look constantly to the condition of mail-bags in use, permitting none to be used which are too much worn or otherwise unsafe, and to report any damage discovered to have been done to them, whether through accident, negligence, or design, while in the custody of carriers.

SEC. 604. Applications for mail-bags should explain why they are needed, and specify the number and size or capacity of each, also the number of the route, (or the terminal points thereof,) and especially the *mode of conveyance thereon*.

SEC. 605. Postmasters must obtain requisite supplies of mail-bags by direct application to the office of the Second Assistant Postmaster-General, division of mail equipments, and not by withholding the return of such as were received with mail-matter from other post-offices. Before old mail-bags in use become too much worn for safety, timely application must be made for new ones by postmasters at the ends of the routes where they are used, and the old bags must be sent to the nearest depository, on receipt of new ones.

SEC. 606. When a mail-bag in use becomes so damaged as to require

slight repairs, the postmaster at the end of the route where it first arrives in that condition must immediately have it duly repaired, at a reasonable cost, charging the amount paid therefor in his account of contingent expenses, and sending to the Auditor with his quarterly returns a bill and receipt rendered by the mender of the bag as a proper voucher for the allowance of the money so paid and charged by him. In having repairs of mail-bags done, he should direct the person performing the work to specify in his bill, whenever practicable, the number of each size of every kind of mail-bags repaired, and the nature and price of the repairs done to each.

SEC. 607. In case a mail-bag in transit becomes too unsound to convey the mail with safety to the end of the route, the postmaster first discovering its bad condition must have it repaired immediately, even if he has no suitable mail-bag to substitute for it, and must therefore detain the mail until the needful repairs can be done.

SEC. 608. Postmasters whose offices are not mail-bag depositories should not have *surplus* mail-bags repaired, but such bags only as are in demand for immediate use.

SEC. 609. When a mail-bag has a damaged or defective lock upon it which cannot be opened with the proper key in good order, such lock should be removed without further damage, where there are a bag and lock in good condition to substitute for them, by filing or cutting asunder that staple of the bag to which the lock is fastened. No other mutilation of a mail-bag is admissible under such *or any other circumstances whatever*. When the staple is cut the mail-bag must not be used again until a new staple shall have been applied to it. The fastening-strap of a mail-bag must never be cut, and must never be spliced nor repaired in any way, but must be replaced, when necessary, with a new one.

SEC. 610. Postmasters, (especially those at the resident places of members of Congress,) to whose offices canvas sacks containing public documents are sent from Washington, D. C., must see that all such sacks are emptied and sent back to the post-office in the latter place.

SEC. 611. Postmasters whose offices are mail-bag depositories are authorized to have proper and necessary repairs done to damaged surplus mail-bags collected in their offices, under such special instructions as may from time to time be received from the Department.

SEC. 612. Surplus mail-bags must not be allowed to accumulate and fall into disuse in any post-office not a depository for mail-bags. All such, whether in good condition or not, must be forwarded to the nearest mail-bag depository.

SEC. 613. The use of locked pouches (for letter mails) must be controlled by the rule of equal exchange or reciprocal return; therefore a separate locked pouch must not be made up in any post-office, railway post-office, or route agency, *directly for any other, with greater or less frequency than a separate locked pouch is usually received directly therefrom*, without special instructions from the Department. Repeated failures to

comply with this rule on the part of any office must be reported to the Second Assistant Postmaster-General by any postmaster, railway post-office clerk, or route-agent whose supplies of mail bags may have materially been reduced thereby. The same rule is not applicable to separate tied sacks of printed matter, which may be made up and dispatched without regard to a corresponding return of printed matter; but all such sacks, (or a like number of them,) received and emptied in post-offices not depositories, are to be promptly returned, duly labeled, to the place whence they were received, *whether there shall be printed matter to send back in them or not*. Any that may be received from unknown sources, or from places where they are not needed, must not be suffered to fall into disuse, but be forwarded without delay to the nearest mail-bag depository.

SEC. 614. In all post-offices where many lock-pouches are sent and received daily, such a register of the outgoing and incoming mails should be kept as will show the places to which separate locked pouches are sent, and from which they are received, as well as the number sent to and received from each daily. Postmasters will give particular attention to keeping such registers, and will be guided by the same in correcting all disparities in their exchanges of locked pouches.

SEC. 615. The following post-offices are depositories for mail bags and locks, where mail bags and locks, new and old, are collected and distributed under special instructions from the Second Assistant Postmaster-General: *Portland and Bangor, Maine; Concord, New Hampshire; Rutland, Vermont; Boston, Massachusetts; Providence, Rhode Island; Hartford and New Haven, Connecticut; New York, Albany, and Buffalo, New York; Trenton, New Jersey; Philadelphia, Harrisburgh, and Pittsburgh, Pennsylvania; Baltimore, Maryland; Washington, District of Columbia; Richmond, Virginia; Wheeling, West Virginia; Raleigh, North Carolina; Charleston and Columbia, South Carolina; Atlanta and Savannah, Georgia; Tallahassee, Florida; Mobile and Montgomery, Alabama; Jackson, Mississippi; New Orleans, Louisiana; Little Rock, Arkansas; Nashville and Memphis, Tennessee; Louisville, Kentucky; Cincinnati and Cleveland, Ohio; Detroit, Michigan; Indianapolis, Indiana; Springfield and Chicago, Illinois; Saint Louis, Missouri; Milwaukee, Wisconsin; Des Moines and Dubuque, Iowa; Saint Paul, Minnesota; Galveston, Texas; San Francisco, California; Portland, Oregon; Salt Lake City, Utah Territory; Lawrence Kansas; and Omaha, Nebraska.*

SEC. 616. It is the duty of every postmaster whose office is a depository for mail bags and locks to render to the office of the Second Assistant Postmaster-General, division of mail equipments, an account at the end of every month showing *the number of each kind of mail-locks and of each size of the several kinds of mail-bags on hand at the beginning of and received during the month, of those furnished to other offices, of those in actual use in his office, and of those remaining on hand, not in use, but ready for distribution*. Blanks for this purpose will be furnished from time to time on application to the Department.

SEC. 617. Each postmaster at a depository for mail bags and locks must be careful to keep apart from the mail bags and locks required for current use of his office all surplus articles of that kind, and to consider them as deposited for distribution in such manner as may be directed by the Department. For all mail bags and locks so distributed he will obtain receipts, which are to be transmitted immediately to the Department. He may withdraw mail bags and locks from the surplus stock on deposit to supply wants of his own office, but not to supply other offices, without special instructions, except in emergencies admitting of no delay. For mail-bags so withdrawn from deposit, his certificate in the former case, and receipts in the latter, must be transmitted to the Department, where, when received, they will be entered to his credit. The legitimate use of mail-bags is restricted to the transmission ofailable matter while under the care, custody, and control of the Post-Office Department, through its postmasters and other authorized agents. Their application to any other uses than those of this Department is illegal and strictly forbidden. The stealing, purloining, converting from proper use, or conveying away, to the detriment of the service, of any mail-bags, is a felony by law, punishable with fine and imprisonment.

SEC. 618. Whenever, in any post-office in the large towns and cities, there is an extreme necessity of extending to publishers the privilege of taking canvas sacks to their offices to be there filled with printed matter for the mails, the postmaster must keep an exact account with each publisher of the number of sacks taken from and returned to his office on every occasion. Besides the account kept in the post-office for that purpose, pass-books should be used between the several printing-offices and the post-office. No sacks should be delivered for any publisher, except on presentation of his pass-book, in which he is to be debited with the number of sacks intrusted to him, and credited with the number returned; and for the due return of all sacks so intrusted to him each publisher shall be held responsible.

SEC. 619. It is the duty of postmasters and other agents of this Department to prevent, whenever in their power, any waste or abuse of mail-bags; to reclaim them from improper hands; and to give information of every instance of theft or illegal use of mail-bags coming to their knowledge.

SEC. 620. Mail bags of every description are required by law to be purchased by contract made with the lowest bidder, after advertisement for proposals. They are not to be purchased by postmasters or mail-contractors, and no allowance will be made for mail-bags purchased by them without special instructions from the Department.

SEC. 621. Mail-bag labels (printed and blank) and mail-catchers (for use where they are allowed by the Department) are furnished on application to the office of the Second Assistant Postmaster-General, division of mail equipments.

SEC. 622. Every application for mail-bags, labels, and mail-catchers must state fully the reasons therefor.

CHAPTER XXXVIII.

LOST LETTERS AND MAIL DEPREDACTIONS.

SEC. 623. It is the duty of postmasters to report promptly to the Second Assistant Postmaster-General, division of special agents and mail depredations, *every* complaint which is made to them or comes to their knowledge of the loss in the mails of letters of value, whether registered or not.

SEC. 624. In every case of loss by mail the Department should be immediately informed of all the circumstances connected with it, such as the name of the office in which the letter was posted and the date of mailing; whether by the writer himself or by another person; the names of the writer and the person addressed; the amount and a description of the inclosure; the office to which addressed; whether mailed direct or for distribution; if the latter, to what distributing office it was mailed; *and whether registered or unregistered*, with any other particulars that may aid in making a thorough investigation.

SEC. 625. Whenever a post-office has been robbed, the postmaster will immediately communicate all the facts in relation thereto in a special report to the Second Assistant Postmaster-General, division of special agents and mail depredations. This report must state as fully as possible all the circumstances connected with the robbery, giving the date and extent of the loss. He must be careful to state whether the loss consists of keys, stamps, stamped envelopes, letters, (stolen or rifled,) money, or other valuables. If the loss involves any registered matter, he must be particular in stating whether the same was taken from the office or merely rifled of its contents. He must give all the particulars of which he may be in possession in relation to each registered letter, as to the office of mailing, date when mailed, by whom written, to whom addressed, contents, &c. If any registered matter in transit should be lost or rifled, he must give the number, postmark, and address of such package; and the special agent in whose district the robbery occurred should also be notified of the same.

SEC. 626. In some cases it may be proper to offer a reward, not exceeding \$50, for the apprehension of a criminal, payable on conviction; but if, in the opinion of the postmaster, it should be deemed expedient to offer a larger sum, the consent of the Postmaster-General must first be obtained.

SEC. 627. Cases of mail-robbery should at once be reported to the Department, and information given from time to time of any new facts which may be developed in regard to them.

SEC. 628. When a criminal is apprehended, the attorney for the district in which the offense was committed must be promptly informed of the facts, and his advice, and, if possible, his personal attention, be obtained. If from any cause the services of the district attorney cannot be had, and it shall become necessary to employ another attorney, the compensation of such attorney must be agreed upon before engaging in the case, subject to the approval of the Postmaster General; and it will only be paid upon recommendation of the special agent who may have charge of the case.

SEC. 629. Persons arrested for mail depreddations should be taken before a district or circuit judge, or a United States commissioner, for examination or commitment.

SEC. 630. Postmasters will spare no exertions to have justice done and the guilty punished, by procuring testimony, and giving the prosecution all lawful aid in their power.

SEC. 631. All *necessary* expenses that may be incurred in prosecuting a case of mail depreddation will be reimbursed by the Department; but payment will only be made after it shall be recommended by a special agent who is familiar with the case.

SEC. 632. If a postmaster has reason to believe that a mail has been stolen, in whole or in part, in the vicinity of his office, he shall at once examine into the evidence, and if satisfied that such robbery or theft has actually occurred, he shall take immediate and energetic measures for recovering the mail and for apprehending and prosecuting the offender.

SEC. 633. Money and other valuables sent by mail, whether registered or unregistered, are at the risk of the owner; but in case of loss the Department will endeavor to discover the cause, and, when there has been a theft, to punish the offender and recover the amount stolen.

SEC. 634. When the Postmaster-General is satisfied that money or property stolen from the mail, or the proceeds thereof, has been received at the Department, the same will be delivered to the owner upon the production of proper evidence of ownership.

CHAPTER XXXIX.

INSTRUCTIONS TO SPECIAL AGENTS OF THE POST-OFFICE DEPARTMENT ASSIGNED TO DUTY AS SUPERINTENDENTS OF DIVISIONS OF RAILWAY MAIL-SERVICE.

SEC. 635. The United States is divided into *five divisions*, to each of which is assigned one special agent, with the designation of "superintendent of railway mail-service."

These five divisions are as follows :

1. Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
2. New York, Pennsylvania, New Jersey, Delaware, Maryland, West Virginia, and the Eastern Shore of Virginia.
3. Virginia, (excluding the Eastern Shore,) North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, Kentucky, and Tennessee.
4. Ohio, Indiana, Michigan, Illinois, Iowa, Minnesota, Wisconsin, Missouri, Arkansas, Nebraska, Kansas, and the Territories of Colorado, New Mexico, Indian, and Dakota.
5. California, Nevada, Oregon, and the Territories of Wyoming, Utah, Montana, Washington, Idaho, and Arizona.

SEC. 636. Superintendents of railway mail-service have a wide range of important and responsible duties. A thorough knowledge of the various postal laws, the regulations of the Department, and their practical bearings on any question presented to them for official action, is an essential element in their capacity for usefulness. These officers are therefore required to acquaint themselves with the statutes of the United States touching postal affairs, and the regulations thereunder of the Postmaster-General, which have the force of law. Without a familiarity with these, and an experimental knowledge of the practical work-

ings of post-offices, a special agent would not be qualified to instruct postmasters and others in the service of the Department as to their duties, and properly decide cases of doubt or questions of law or fact.

SEC. 637. The efficiency of a special agent of this class in the performance of the peculiar duties assigned to him greatly depends on the minute and particular knowledge which he possesses of the mail-service in his division, as well as a general knowledge of the mail-service of the country. He should know accurately the connections of railway lines, and acquaint himself with their management, equipment, and general facilities for travel, as incidental to the questions which may arise in the classification of the several lines by the Department as mail-routes. He should know also the connections of inferior routes, not railway routes, so that this lateral service may receive due attention; and to this end he should apply to the Second Assistant Postmaster-General for pamphlet copies of the last advertisements of mail-lettings in the division where he is employed.

SEC. 638. He will inform himself as to the nature of contracts with the Department for the transportation of the mails, and the frequency of the service, upon each and every railway line in his division.

SEC. 639. It is his duty to personally inspect the facilities for the safe transfer of mails at the several connecting points, and the manner in which transfers are made, especially where there is a considerable portage between trains. Such transfers should always be made, even when two lines are connected by one continuous track, with the utmost care and watchfulness; when occurring in the night, abundant light should be furnished to prevent inaccuracy and possible loss or theft. Every faulty discharge of this duty must be corrected, and a neglect or refusal, after repeated attempts at a correction of the evil, he will report to the Department in a special letter.

SEC. 640. He will carefully observe what arrangements are made for the safety of the mails while being conveyed between the several post-offices and the railway stations or mail-cars, and how they are disposed of in the cars. There is reason to believe that through mails do not receive that care and safe custody that their importance demands. This must receive his special attention, in order that contract obligations in his respect may be enforced. On lines where there are route-agents he will see that suitable accommodations are provided for the safe and convenient assorting and bagging of the mails, and that mails for post-offices within eighty rods from the railway-station, after delivery from the cars, are promptly delivered by the contractor or his agents; and, in general, keep the most vigilant watch over the interests of the Department in all things pertaining to the transportation of the mails on all railway lines in his division.

SEC. 641. Besides certainty and celerity in the carriage of the mails, security in transit must have his personal attention. If any railroad contractor or his agents neglect or refuse to provide for the security of

the mails in transit, a special report of the facts in the case should be made to the Department; but no special report should be made until all means at command to accomplish a correction of the evil shall have been exhausted.

SEC. 642. He will inform himself of the duties and obligations of local agents, route-agents, railway post-office clerks, and mail-messengers, as set forth in their printed instructions. He is required to keep a strict watch over this branch of the service, that neglect may be detected if it exists, irregularities corrected, distribution of the mails receive proper attention, and that all other duties coming within the scope of the several instructions to such employés are intelligently and accurately performed.

SEC. 643. On railway lines where it may happen that there are no route-agents, he will notice closely who is charged with the custody of the mails; whether they are securely placed out of reach of any but duly authorized persons; and, generally, whether proper provision is made for their safety in other respects.

SEC. 644. It will also be his duty to direct the movement of local mails over the respective railway lines in his division, and to provide frequent interchanges between local points.

SEC. 645. When the transportation of the mails is by steamboat in a division, or on a dividing line between two divisions, the superintendent of either will give attention to the manner of such transportation, and in no case permit the mails to be exposed on deck; and in every other way he will exercise the same rigid scrutiny and surveillance as in cases of railway service.

SEC. 646. He will see that no unnecessary expense is either made or suffered to remain chargeable on the revenues of the Department without being brought to the notice of the Postmaster-General in special reports. This implies, on his part, an inspection of mail-messenger service on the collective railway lines in his division, local agents' service, and other matter of like nature. While economy is to be carefully kept in view, it is not intended that necessary expenditures for increased facilities for the movement of the mails shall be denied.

SEC. 647. It is expected that the superintendents will keep a careful watch for any violations of law by private expresses, or by other persons, in sending or carrying mailable matter over established routes out of the mail; and if such violations be confirmed by evidence, he will report the facts to the Department for its action.

SEC. 648. An important and incidental part of their duty will be the inspection of the large post-offices at the termini of railway lines, in order to examine the distribution therein, the manner in which mails are made up for transmission, and every other thing in connection with transportation, to the end that imperfect service may be detected.

SEC. 649. They are also required to acquaint themselves thoroughly with the instructions to postmasters, railway post-office clerks, and

route-agents, in regard to mail keys, bags, and locks, and to see that those instructions are strictly complied with.

SEC. 650. A superintendent will not consider himself bound to confine himself to the division assigned him under all circumstances. An exigency in the service may arise which would call him into an adjoining division to correct an evil, permitting no time to communicate with the superintendent of that division. In that case the usual courtesy of an explanatory note to the resident superintendent should be observed, but no interference in the arrangement of such division, other than the correction of an evil affecting his own division, should be made. Harmonious action among all of them is essential to success.

SEC. 651. All special agents are intrusted with keys to the several mail locks in use, and are, by virtue of their commissions and these instructions, authorized to open and examine the mails whenever and wherever they may find it necessary to do so. They are also empowered to enter and examine any post-office when the safety of the mails requires it, or the general interests of the service demand such examination. And by virtue of their commissions and the instructions, all contractors, post-masters, and others in the service of this Department are bound to respect and obey the authority thus conferred.

SEC. 652. The commission of a special agent of this Department will pass him free over all mail-routes where conveyance of passengers is provided for by the contractors; but if, in the performance of pressing duties, a special agent should at any time find it necessary to procure private conveyance, or to pay fare, he will charge such expense in his next monthly account, and accompany it with explanations and vouchers. If in any case the contractor on any mail-route, railroad, or otherwise, refuse him a free passage over the same, after the exhibition of his commission, he will pay the fare demanded, taking a receipt therefor, if one can be obtained, and charge the same in his account. If no such voucher can be obtained, the charge must be verified by a certificate, *on honor*, as to its correctness, in which he will, when the fare has been paid to a railroad company or contractor, clearly describe such company by its proper corporate title, and also give the termini of the route passed over, and, in the case of a contractor, give the number of his route. This must be strictly observed.

SEC. 653. While a special agent's commission entitles him to pass free over a mail-route, it is expected, nevertheless, that he will satisfy the contractor or his agent of that fact by exhibiting his commission, in order to avoid any conflict with the regulations of the contractor. The object of this section is obvious, but a special agent is not required to present his commission in order to obtain passage free, if, in his judgment, it is expedient not to do so. In such case he should pay his fare.

SEC. 654. Superintendents of railway mail-service are assigned to that duty as a specialty, but they are required to give counsel and

assistance to the post-office inspectors and other special agents in their several duties, and perform the same, if necessary, in the exigency of the service.

SEC. 655. Special agents, in the matter of transportation of the mails in any one division, are subordinate to the superintendent of railway mail-service in that division, and they will be governed by their directions. In the matter of inspection of post-offices, and the various duties arising thereunder, they are also subordinate when their co-operation is required by him.

SEC. 656. It is expected that the superintendents of railway mail-service, and other special agents in the several divisions, will act in perfect harmony with each other to elevate the character of the Department for faithfulness, efficiency, and punctuality in the several branches of its service.

SEC. 657. Special agents will, in the course of their travels, see that the printed notice of February 1, 1872, "requesting the public to include the name of the *county* in the addresses of mail-matter," is conspicuously posted in *all* post-offices, and use their efforts to secure the end desired thereby.

SEC. 658. Any question which may arise in the course of business requiring the special attention of superintendents, not touched upon in these instructions, will be made the subject of special instructions.

SEC. 659. Each superintendent will enter in a daily journal all his official actions bearing on the service, and at the close of each and every month transmit to the Department a transcript thereof, making reference to, but omitting the subject-matter of, *special reports* made to the Department during the month.

SEC. 660. A special report or other communication to the Department should not embrace more than the one subject. If special agents have occasion to communicate with the Department in the same mail on more than one topic, each must be the subject of a separate letter.

SEC. 661. Communications to the Department should be concise and explicit, in such manner as to present the subject-matter in the smallest space consistent with perspicuity.

SEC. 662. Communications made to the Department by special agents of any class, on its business, of whatever nature, (excepting those relating to reported depredations or losses by mail, the railway mail-service, the money-order system, the letter-carrier system, or the Finance and Dead-Letter Offices,) should be distinctly marked "SPECIAL" on the envelope.

SEC. 663. Official communications marked "*confidential*" from the special agents of this Department will be held as confidential. In no case will their contents be otherwise used, except as a last resort, in the administration of the affairs of the Department, or to secure the ends of justice. But no communication should be so marked unless it relates *solely to business of the Department, and in its interest*, and in pursuance of confidential instructions.

SEC. 664. All official communications from the Department must be regarded as confidential; but it may become necessary, in the prosecution of their duties, for special agents to disclose, in some cases, their contents, or portions thereof. They are required to be discreet in this particular, and make known, if the necessity arise, only so much as may enable them to further their labors to advantage. In no case, however, where a communication is evidently intended to be confidential, may its contents or purport be made known to any person. Any departure from this injunction must first be duly authorized.

SEC. 665. In urgent and important cases the telegraph may be used, at the cost of the Department.

SEC. 666. A special agent will not withdraw himself from the division or district assigned him to visit the seat of Government without leave from the Department, unless upon some sudden or urgent occasion, when such permission cannot be obtained without delay to the injury of the service.

SEC. 667. Before entering on duty, each and every special agent of this Department must take the official oath required by law.

SEC. 668. The several enactments of law defining crimes and offenses against the post-office establishment, to which reference should be frequently made by special agents, admonish every person in the employ of the Department that the law-making power intends to throw around the privacy of correspondence the solemn sanction of its protection. One of the highest obligations of the Department to the people is to preserve, by all the means in its power, the absolute sanctity of a seal. The enactments referred to are entirely explicit. Special agents are required to impress on postmasters and their subordinates, at all times, that the Postmaster-General will visit with punishment to the full extent of the law any violation of the statute in this particular.

SEC. 669. By the terms of his appointment, a special agent is expected to give all his time and attention to the service. The Postmaster-General is therefore constrained to decide that to engage actively in any business or employment requiring a division of his time, is inconsistent with the official obligations he owes the Department, and will be sufficient cause to revoke his commission.

INSTRUCTIONS TO SPECIAL AGENTS ASSIGNED TO DUTY ON MAIL DEF REDATIONS.

SEC. 670. The special agents of the Post-Office Department are charged with peculiar duties, to comprehend which a thorough knowledge of the various postal laws, the regulations of the Department, and the practical workings of post-offices, is indispensable. They are therefore required to acquaint themselves with the statutes of the United States touching postal affairs, and the regulations of the Postmaster-General in accordance therewith, which have the force of law. Without a thorough familiarity with these, and an experimental knowl

edge of the internal operations of post-offices of all classes, they would not be qualified to instruct postmasters and others in the service of the Department as to their various and multiform duties, and properly decide cases of doubt or questions of law and fact. They should know the nature of contracts with the Department for the transportation of the mails over routes not railway routes, and the frequency of the service thereon, so that this lateral service may receive intelligent supervision; and to this end they should apply to the Second Assistant Postmaster-General for pamphlet copies of the last advertisement of mail-lettings in the district in which they are employed. A special agent who is without previous experience in the performance of the duties of the position should, on receiving his appointment, spend as much time as he can spare from pressing obligations in a well-regulated post-office of the first or second class, in order to acquire a thorough knowledge of the routine duties of such office in respect to the manner and method of separating, distributing, and dispatching the mails, and the other minute details belonging to the internal management of such office under the regulations of the Department. In this respect each special agent is expected, by close application, to perfect himself as soon as possible, that the interest of the service may not suffer by any want of knowledge on his part. Special agents are required to acquaint themselves thoroughly with the instructions to postmasters, railway post office clerks, and route-agents, and in regard to mail keys, bags, and locks, and to see that those instructions are strictly complied with.

SEC. 671. They are intrusted with the investigation of mail depredations, whether resulting from criminal intention or the ignorance or carelessness of postmasters and others having charge of the mails. As the prompt and faithful discharge of this duty often involves matters of great delicacy, affecting the reputation and standing of individuals, and sometimes even life itself, it should be entered upon with a due sense of the responsibility of the agent and the rights of all parties interested; and in the performance thereof, all the tact and ingenuity of the special agent, as well as his patience and forbearance, will be called into requisition. He should do nothing rashly or without due consideration. While he should not shrink from the performance of any duty which official obligation enjoins, he is so to regard the rights of others as not to indulge in the wanton abuse of the extensive powers confided to him. Special agents are reminded that it is not only their *duty*, but the public have a *right to expect them*, to make every effort to protect correspondence intrusted to the mails, and particularly, in cases of lost or rifled valuable letters, to make an *immediate and thorough* investigation.

SEC. 672. The investigation of mail depredations or reported losses by mail will require the exercise of the greatest skill and vigilance. It is not possible for the Department to instruct a special agent as to the

particular means to be used in discovering the exact locality of an ascertained theft from the mail, or in ferreting out and arresting the perpetrator. These must necessarily be as various as the circumstances which surround each case, and must be left to the intelligence, vigilance, ingenuity, and good judgment of the agent charged with such investigation. There are, however, certain qualities and habits which are absolutely indispensable. Foremost among these are self-control, perseverance, caution, and *silence* in regard to the object of his employment and operations. He should, therefore, when traveling, attract as little notice as possible, and should conceal his official character whenever and wherever such concealment can be practiced, and he should refrain from announcing his official position on hotel books and other public registers. He should, as well after as before a successful investigation, prevent, as far as he can, publicity being given to the means by which his success was achieved, lest the same means may become inoperative and valueless in another case.

SEC. 673. When an arrest is made for an offense against the postal laws, the prisoner should be put in charge of the regular law officers of the United States as early as possible. If his examination cannot conveniently be had before a judge or commissioner of the United States, he should be taken before the nearest justice of the peace, or other State authority competent to examine and bind him over for trial. As justices of the peace have in many cases declined to issue warrants or to enter upon examinations, from a doubt as to their jurisdiction, the special agent may remove such doubt by referring them to the provisions on this subject contained in the 33d section of the judiciary act of September 24, 1789, which is as follows:

And be it further enacted, That for any crime or offense against the United States, the offender may, by any justice or judge of the United States, or by any *justice of the peace or other magistrate of any of the United States*, where he may be found, agreeably to the usual mode of process against offenders in such State, and at the expense of the United States, be arrested and imprisoned, or bailed, as the case may be, for trial before such court of the United States as by this act has cognizance of the offense. And copies of the process shall be returned as speedily as may be into the clerk's office of such court, together with the recognizances of the witnesses for their appearance to testify in the case; which recognizance *the magistrate* before whom the examination shall be may require on pain of imprisonment. And if such commitment of the offender or the witnesses shall be in a district other than that in which the offense is to be tried, it shall be the duty of the judge of that district where the delinquent is imprisoned seasonably to issue, and of the marshal of the same district to execute, a warrant for the removal of the offender and the witnesses, or either of them, as the case may be, to the district in which the trial is to be had. And upon all arrests in criminal cases, bail shall be admitted, except where the punishment may be death, in which cases it shall not be admitted but by the supreme or a circuit court, or by a justice of the supreme court, or a judge of a district court, who shall exercise their discretion therein regarding the nature and circumstances of the offense, and of the evidence, and the usages of law. And if a person committed by a justice of the supreme or a judge of a district court, for an offense not punishable with death, shall afterward procure bail, and there be no judge of the United States in the district to take the same, it may be taken by any judge of the supreme or superior court of law of such State.

The recognizances of witnesses themselves shall be sufficient, except in cases where it is feared that they will not attend the trial. In the latter case, sureties must be required. When an arrest is made, special agents are required to immediately inform the chief of division of mail deprecations, in a special report, of all the facts in relation thereto. This report must show the name and official position of the party arrested, (if an employé of the Department,) where, when, and by whom arrested, the offense, and the exact *status* of the case at date of such report. They are also required to keep the Department fully advised in relation to the progress of trials of persons arrested for violation of the postal laws in their respective districts. Special reports should be made, from time to time, of the progress in each case to its final conclusion, and the result. It is important that these instructions should be complied with so far as it is practicable to do so.

SEC. 674. Special agents are expected to be at all times ready to impart freely to other special agents of less experience all the assistance in their power in the way of information, suggestion, or advice. Any novel or successful device for the detection of deprecators upon the mails which may occur to any agent in the service of the Post-Office Department, may with propriety be communicated in a special report to the chief of division of mail deprecations, in order that such device may be made available in such other cases as in his judgment the service may require. The utmost care should be taken that strict secrecy be observed in everything of this nature addressed to the Department. Such reports should be addressed to the chief of division of mail deprecations, and marked "Personal."

SEC. 675. Special agents will give particular attention to the "Regulations respecting the registration of letters." They will make personal examination as frequently as possible to ascertain whether postmasters exercise due care in conforming to the instructions embraced in those regulations. A departure from them will not be permitted, and when any irregularity is discovered to exist, they must cause a correction to be made immediately.

SEC. 676. They will admonish postmasters, when it appears to be necessary, against permitting any person not employed in their respective offices, nor duly authorized, to have access to the tables and cases where letters are exposed. This prohibition applies to all persons not actually employed in post-offices as assistants therein.

SEC. 677. Special agents will be particularly careful to investigate, *without delay*, all cases of missing registered letters, registered packages of stamps or stamped envelopes, referred to them by postmasters, as well as all other cases sent to them from the deprecation office, and as early as possible return them to the Department, with the result of such investigation indorsed thereon. No case should be retained for a longer period than six months, which is ample for a proper investigation. This is particularly applicable to *lost registered letters*, and must

be strictly complied with. If at the termination of the period above mentioned any cases are remaining on hand unaccounted for, they should be returned to the Department with report, and the propriety of retaining or returning them for further investigation will then be determined. In particular cases, when it is absolutely necessary to produce any or all of the papers relating to them as evidence on trial, a special agent is authorized to retain them as long as it may be necessary for such purpose. In regard to a case received from the Department, if it shall be ascertained that the loss complained of did not occur in his district, he is directed to return it at once to the Department, recommending its reference to the special agent in whose district he *has reason* to believe the loss occurred, together with any information he may be able to give concerning it. The receipt of cases will be acknowledged by the special agent on a separate sheet, to accompany his monthly report *at the end of each month*. Immediate acknowledgments of receipt of cases are only required of agents on the Pacific coast and in the Territories.

SEC. 678. Special agents should impress upon all postmasters, and especially those at *distributing post-offices*, the necessity of reporting to the Department *every case* of missing registered letters or packages without delay. (See Circular No. 39, dated November 18, 1871.)

SEC. 679. In urgent and important cases the telegraph may be used, at the cost of the Department.

SEC. 680. In very many cases when small post offices are robbed, or reported to be robbed, by burglars, it is due to the negligence of the postmaster in failing to keep the premises reasonably secure; and in many cases the depredators appear to have taken only private funds, and left the public property untouched. The frequency of such cases is a cause of great annoyance to the Department, and they often occupy, with no valuable results, the time of special agents who have other and more important work to do. In each of said cases hereafter, special agents will report whether strict and careful precautions have been observed on the part of the postmaster; and if this is not the case, and public property be stolen, they will report the postmaster for removal. In the absence of any positive statute on the subject, it is probable that by the common law the postmaster would be held personally responsible to individuals for valuables lost through his carelessness in not keeping his office reasonably secure, provided the same were mailable matter and duly post-paid. (See Circular No. 27.)

SEC. 681. The several enactments of law defining crimes and offenses against the Post-Office establishment, to which reference should be frequently made by special agents, admonish every person in the employ of the Department that the law-making power intends to throw around the privacy of correspondence the solemn sanction of its protection. One of the highest obligations of the Department to the people is to preserve, by all means within its power, the absolute sanctity of a seal. The enactments referred to are entirely explicit. Special agents are required

to impress on postmasters and their subordinates, at all times, that the Postmaster-General will visit with punishment to the full extent of the law any violation of the statutes in this particular.

SEC. 682. All special agents are intrusted with keys to the several mail-locks in use, and are, by virtue of their commissions and these instructions, authorized to open and examine the mails whenever and wherever they may find it necessary to do so. They are also empowered to enter and examine any post-office when the safety of the mails requires it, or the general interests of the service demand such examination, and all contractors, postmasters, and others in the service of this Department are bound to respect and obey the authority thus conferred.

SEC. 683. The commission of a special agent of this Department will pass him free over all mail-routes where conveyance of passengers is provided for by the contractors; but if, in the performance of pressing duties, a special agent should at any time find it necessary to procure private conveyance, or to pay fare, he will charge such expense in his next monthly account, and accompany it with explanations and vouchers. If in any case the contractor on any mail-route, railroad or otherwise, refuse him a free passage over the same after the exhibition of his commission, he will pay the fare demanded, taking a receipt therefor, if one can be obtained, and charge the same in his account. If no such voucher can be obtained, the charge must be verified by a certificate *on honor* as to its correctness, and he will, when the fare has been paid to a railroad company, clearly describe such company by its proper corporate title, (not initials only,) and also give the termini of the route passed over, and, in the case of a contractor, the number of his route. This must be strictly observed. A special agent is not required to present his commission in order to obtain passage free, if, in his judgment, it is expedient not to do so. In such case he should pay his fare.

SEC. 684. A special report or other communication to the Department should not embrace more than one subject. If special agents have occasion to communicate with the Department in the same mail on more than one topic, each must be the subject of a separate letter. Communications to the Department should be concise and explicit, in such manner as to present the subject-matter in the smallest space consistent with perspicuity; and all written official communications to the Department should be addressed to the particular bureau to which they may relate.

SEC. 685. Official communications marked "*Confidential*" from the special agents of this Department will be held as confidential. In no case will their contents be otherwise used, except as a last resort in the administration of the affairs of the Department, or to secure the ends of justice. But no communication should be so marked unless it relates *solely to business of the Department and in its interest*, and in pursuance of confidential instructions.

SEC. 686. All official communications from the Department must be

regarded as confidential; but it may become necessary, in the prosecution of their duties, for special agents to disclose in some cases their contents or portions thereof. They are required to be discreet in this particular, and to make known, if the necessity arise, only so much as may enable them to further their labors to advantage. In no case, however, where a communication is evidently intended to be confidential, may its contents or purport be made known to any person. Any departure from this injunction must first be duly authorized.

SEC. 687. By the terms of his appointment, a special agent is expected to give all his time and attention to the service. The Postmaster-General is constrained, therefore, to decide that to engage actively in any business or employment requiring a division of his time is inconsistent with the official obligations he owes the Department, and will be sufficient cause to revoke his commission.

SEC. 688. Special agents are required to keep a brief but accurate journal of daily duty, which must show the locality and manner of employment of each agent on the several days of each month, and must indicate the deprecation cases in the investigation of which he is engaged, and the progress of his investigations. Each agent will forward to the Department, with his monthly account, or as soon after the close of each month as it is practicable to do so, a transcript of so much of his journal as may not have been communicated in special reports.

SEC. 689. Upon visiting money-order post-offices, he will examine the money-order registers and cash-book, for the purpose of ascertaining whether or not the former have been properly kept, and the latter balanced daily, as the regulations prescribe. He will also ascertain whether or not postmasters comply fully with the following requirements of the money-order instructions, viz: that, "at the close of each week, they shall, without delay, make out and forward a statement of the business done during the week; that they must promptly remit for deposit all surplus money-order funds not absolutely required to meet payments, as the improper retention or use of such funds will subject them to the penalties of embezzlement; and that they must, at all times, be ready to prove to a special agent that they actually have on hand the amount of reserve funds which they are permitted to hold." Should he find that a postmaster has failed to perform his duty in any of these particulars, or that he has been otherwise negligent in the transaction of the money-order business—for example, that he does not forward promptly advices of orders issued—the special agent will call his attention to such delinquency, administer a proper admonition, and, unless the matter be of minor importance, report the case to the superintendent of the money-order system. He will, furthermore, examine every communication from the money-order office, whether written or printed, which may have been received at the post-office since his last visit, in order that he may enforce a strict compliance on the part of the postmaster with all special instructions. Whenever serious difficulties are by him

reported to exist in the conduct of the money-order business at any post-office, the special agent for the money-order service will be sent, if practicable, to that office, to the end that he may cause the speedy removal of such difficulties.

SEC. 690. A special agent is liable at any time to be called on to take charge of a post-office in case of default, resignation, or death of a postmaster, and perform the full functions of a postmaster. He will therefore be in readiness to file bonds in such cases in such security as the Postmaster-General may require and approve, according to law.

SEC. 691. At each post-office of the first or second class, or any other office where allowance is made for clerk-hire, a special agent will observe whether or not the postmaster gives his personal attention to its business. A postmaster, by his commission, is bound to render his time and attention, as far as he may be required, to his office; and if this be not done, and any expense is thereby incurred on the revenues of the Department, in the way of additional help, the special agent will notify the Department of the fact in a special report. He will carefully examine, at each post-office he may visit, whether such watchful supervision is exercised over it as to secure subordination, method, and personal accountability among those employed therein. Where a flagrant abuse or imperfection in that part of the service confided to his supervision is discovered, he will make a report thereof to the Department; but when the complaint can be corrected by advice or admonition on his part, no special report should be made.

SEC. 692. It will be an incidental duty, when visiting a post-office in the discharge of his duty, to ascertain whether the quarterly accounts of the postmaster have been promptly and properly rendered. The duplicates retained by the postmaster should be carefully scrutinized. It will also be his duty, when he visits a post-office, to inquire whether the postmaster has any collection-drafts drawn on other postmasters in his possession; and if so, to ascertain if due diligence has been used to obtain payment. He will also ascertain, when he visits a post-office, in what manner the postmaster pays over the revenues of his office to the Department, whether by deposits with other postmasters, under instructions, or by payments to contractors; and if it be either a deposit or a collection office, he will examine the duplicate receipts from the depository or contractors to whom payment has been made, in order to inform himself whether the amount paid agrees with the amount reported to be due the United States each quarter. To protect the revenues of the Department, he will make personal examination, as frequently as he can, into the emolument-account of postmasters. *He must satisfy himself that all box-rents collected are strictly accounted for in this account, according to the regulations of the Department and the official oaths of the accounting postmasters.* He will make it also a special duty to make careful examinations into a postmaster's accounts of receipts of postage in money on regular and transient printed matter;

and to see that the accounts are properly kept, and that the sums so collected are charged in his account-current each quarter. He will ascertain whether the postmaster at any office which he has occasion to visit keeps a general account, according to the regulations of the Department, and if not, he will instruct him to do so, and direct the manner in which it should be done.

SEC. 693. Under the regulations, postmasters are required to *effectually* cancel postage-stamps affixed to mailable matter deposited in their offices for the mails or for local delivery. Each special agent will give particular attention to this requirement, by frequent inspection of the method of cancellation in the various offices, and correct negligence or abuses when discovered.

SEC. 694. At post-offices terminating routes, he will examine the prescribed schedules and modes of conveyance, and observe whether there is any deviation from the contract obligations. He will observe whether any errors have been embraced in schedules, or whether any other defective arrangements exist in the transportation service, causing delays or failures of connection; and if there be such, he will suggest intelligently the proper change and remedies. He will carefully observe what arrangements are made for the safety of the mails while being conveyed between the several post-offices and the railway stations or mail-cars. He will inform himself of the duties and obligations of local agents and mail-messengers, as set forth in their printed instructions. He is required to keep a strict watch over this branch of the service, that negligence may be detected, if it exists, irregularities corrected, and that all other duties coming within the scope of the several instructions to such employés are intelligently and accurately performed. But a detection of negligence, errors, or irregularities affecting the transportation or distribution of the mails, should, if not immediately corrected by him, be reported to the assistant superintendent of railway mail-service of his division for his action in the premises.

SEC. 695. He will see that no unnecessary expense is either made or suffered to remain chargeable on the revenues of the Department without its being brought to the notice of the Postmaster-General in special reports. This implies, on his part, an inspection of mail-messenger service, local agents' service, and other matters of like nature. While economy is to be carefully kept in view, it is not intended that necessary expenditures for increased facilities for the movement of the mails shall be denied.

SEC. 696. A special agent will not confine himself to the district assigned him under all circumstances. An exigency may arise in the investigation of mail depredations which would lead him into an adjoining district in his own or another division, in order to successfully prosecute his inquiries or to apprehend a criminal. In all such cases, the special agent of the district to be visited should be *consulted*, if practicable.

SEC. 697. It is expected that each special agent, in the absence of the assistant superintendent of railway mail-service, will, when a necessity arises for the exercise of any of the functions of that officer, give diligent attention to the case presented, and report his action to the assistant superintendent of the division. And it is expected that the special agents and assistant superintendents of railway mail-service in the several divisions will act in perfect harmony with each other to elevate the character of the Department for faithfulness, efficiency, and punctuality in the several branches of its service.

SEC. 698. A special agent will not withdraw himself from the district assigned him to visit the seat of government without permission from the Department, and he is required to follow strictly the instructions on the wrappers which inclose the reports of losses forwarded to him for investigation.

SEC. 699. Any question which may arise in the course of business requiring the particular attention of a special agent, not touched upon in these instructions, will be made the subject of special communication from the Department.

SEC. 700. Letters *deposited* in post-offices for transmission in the mails should be forwarded according to the address thereon; but letters sent by the writers under cover from one post-office to another, with or without request to mail the same, carry with them evidence of a fraudulent purpose. As postmasters may not refuse to *postmark* and forward them, they should be instructed that the Post-Office establishment cannot permit itself to become a party to what bears evidence of fraudulent intent, and that in all such cases they should indorse in writing, on the reverse side of such letters, the following sentence: "*Received at ——— under cover from the post-office at ———, to be forwarded in the mail.*"

SEC. 701. Before entering on duty, each and every special agent of this Department must take the official oath required by law.

SEC. 702. It is expected that no consideration of a personal nature will deter a special agent from an impartial discharge of the duties assigned him in these or subsequent instructions. The primary virtue in a public officer is fidelity to official obligations. While he is bound in honor to the Department to protect its interests and its revenues, he is, nevertheless, bound to be wholly impartial in his decisions and recommendations, so that in equity there may be no appeal from them. The Postmaster-General will regard it as a very grave offense against the sacred trust reposed in him if an existing abuse, or excessive or unnecessary expenditure of public money made or sought to be made, or any other thing affecting the revenue of the Department or the interest of the people, is permitted to remain or be accomplished, when such is known or made known in any manner to him. The uniform purity of intention of every special agent should be made manifest by his official acts, that the Postmaster-General may have that confidence which their official relationship ought to inspire. Special agents must so conduct

themselves that every official act shall be sustained by satisfactory evidence of its propriety, and its accordance with the intent and meaning of these instructions. And they are especially enjoined that their intercourse with other persons in the service, and with the general public, must be characterized by irreproachable deportment and inflexible integrity.

SEC. 703. The Postmaster-General considers special agents of the Department as his representatives, under these instructions, in the respective divisions or districts to which they are assigned, and as such, all postmasters, contractors, and others in the service are subordinate to them. They are responsible for their official acts only to him. In the discharge of their duties, as set forth in these instructions, and others that may be issued from time to time, they are required to act with the single purpose of advancing the interests of the public, and the efficiency and security of the Department. The elementary details of the postal service must receive their unremitting attention, to the end that the purpose for which the Post-Office establishment was created shall, as far as they may be concerned, have a faithful and complete fulfillment.

CHAPTER XL.

INSTRUCTIONS TO CLERKS IN RAILWAY POST-OFFICES.

SEC. 704. The general principles governing the distribution and making up of mail-matter, in all post-offices, railway post-offices, and route-agencies, are:

1. That each shall make a proper distribution of *all mail*, (*for any and all States, AND ONLY THOSE,*) *when the same or any portion thereof can be advanced or expedited by making such a distribution.*

2. That each shall make up all mail separately *by States*, marking the name of the State on the "facing slip" of the package, or, if in a pouch or bag by itself, on the label or tag of the same.

SEC. 705. Where there is more than one clerk appointed to duty in any railway post-office, one of the number will be designated as head clerk, and the others as clerks and assistant clerks.

SEC. 706. The head clerk will have charge of and be accountable for all property belonging in or pertaining to his office, and he will, for the time being, have full charge of the office. It will be his duty to see that all necessary bills are made, all distribution in his office is correct, and that all mails are properly made up and put upon the proper route to their destination. It will be his duty to attend personally to the distribution of the letter-mail, and perform a just and full proportion of the labor in his office.

SEC. 707. It will be the duty of the clerks to implicitly obey the orders of their head clerks, and to perform a just and full proportion of labor; and no head clerk or other clerk will consider his duty performed, or his labor ended, until the whole mail has been properly distributed, pouched, and transmitted.

SEC. 708. It will be the duty of the railway post-office clerks to receive and properly distribute all mail-matter sent to them by the initial or other post-office on their route, and all mail-matter that may be placed in the railway post-office letter-boxes, or that may be sent to

them by other railway post-office clerks or route-agents on any connecting or intersecting railway, or that may be sent to them for distribution from any other office.

SEC. 709. Packages made up *by States* need not be opened unless the railway post-office receiving the same makes a distribution of mail for such States, in which case the packages should all be opened and distributed.

SEC. 710. Railway post-office clerks, when making up letter-mails for other railway post-offices and distributing post-offices, *will in all cases make up the same separately by States*. This rule will also apply to paper-mails when the quantity is sufficient to warrant the making up of a bag for the same.

SEC. 711. In making up letter-mails for post-offices, letters for delivery must be placed in packages by themselves, and letters for distribution in separate packages.

SEC. 712. All packages sent to an office *for delivery* must be securely tied with twine. A letter bearing the name of the office, plainly written, for which each package is intended, must be faced out on both sides. Only the unpaid postages in *those packages* should be post-billed. Packages sent to an office for distribution must be securely tied, using "facing slips" in the address of the same in the manner prescribed in the following section; but clerks must make no bills of unpaid postages in the latter packages, as it is the duty of the office in which the letters are LAST distributed to make the bills.

SEC. 713. All *letter-packages* made up by railway post-office clerks, and intended for distribution by another railway post-office, route-agent, or distributing post-office, should have upon each of such packages a slip of paper upon which should be written the name of railway post-office, route-agent, or distributing post-office *to which* the package is made up, and should also have upon it the name of the clerk making up the same, together with the postmark (with date) of his line. *All slips received* upon letter-packages made up by any and all railway post offices, route-agents, and post-offices should be forwarded *daily* to the superintendent of railway mail-service of the division in which the receiving line lies, with such errors as may be found in the same noted upon the *reverse* side of the slip, giving the name of the post-office, county, and State of the letter or letters missent. Upon slips covering packages wherein no mistakes are found, the letters "O. K." should be noted upon the *face* of the slips, the same to be a guarantee that the packages were duly examined.

SEC. 714. Railway post-office clerks, in making up mails for delivery to pass intact to destination, will in all cases mail direct in the manner described in Section 712, and especially to all offices to which their terminal or other offices, intersecting or connecting railway post offices, or route-agents, send through pouches. They will also make up packages of mail-matter for distribution in such distributing offices as they

may be instructed from time to time so to do, in the manner described in Section 712.*

SEC. 715. Letters deposited in the railway post-offices for transmission must be carefully postmarked with date, and the postage-stamps thereon effectually canceled.

SEC. 716. Railway post-office clerks will carefully distribute and make up all mails by the schemes which may be furnished them, and will conform to any changes which may be made in the same by the superintendent of their division, and will make a regular exchange of through pouches with such post-offices, railway post-offices, and route-agents as they may be directed from time to time so to do.

SEC. 717. Letters sent to a route-agent should be made up in direct packages by offices, for all post-offices within the first thirty miles from the point of receipt by such route-agent; and when there are ten or more letters for any office on the route beyond the first thirty miles from the point of receipt, they should also be made up direct. The above, however, may be modified by special directions. *All unpaid letters sent to a route-agent should be billed and mailed direct.*

SEC. 718. For no reason may a pouch in transit, labeled for any office, be withheld or diverted from its destination. A regular exchange of pouches between exchanging offices is essential.

SEC. 719. Railway post-office clerks will make a regular exchange of pouches with other railway post-office clerks on the same line at the meeting points, to the end that any mail-matter that may have been carried past the office at which it should have been left, or any mail-matter that may have been sent in the wrong direction, may be speedily returned to the proper office, or put upon the proper route to its destination; and all mail-matter which may be found irregularly mailed, or on the wrong route, should in all cases be put upon the proper route at the earliest moment possible.

SEC. 720. They will in all cases regularly return *pouches, locks, and labels*, with mail, to offices and route-agents which send pouches to them. This is indispensable, in order that the active exchange of pouches and mail may not be broken.

SEC. 721. Railway post-office clerks through whose hands registered-package envelopes or registered packages of stamps and stamped envelopes may pass in course of transmission by mail, are required to note in a book, furnished by the Department, (to be carefully preserved, and subject at all times to inspection by a special agent or other authorized officer of the Department,) the numbers, postmark, date, and address of every such envelope or package, and the disposition made

* Railway-clerks are forbidden to send letters to a distributing post-office or other office for distribution, for offices which may be supplied by other connecting or intersecting railway post-offices, or by connecting or intersecting route-agents, or by mailing direct according to these instructions, unless by doing so the letters would be advanced in transmission to the places of destination.

thereof by them. They will in all cases obtain a receipt for each such package from the postmaster or person to whom they may deliver it, as instructed in the "Regulations respecting the registration of letters." Special attention is expected to be paid to this instruction, and a violation of it will be considered a serious offense, rendering the delinquent clerk liable to a prompt removal from office.

SEC. 722. To protect themselves against fraud in the matter of receipts given to postmasters and others *en route* for registered packages, railway post-office clerks will affix the imprint of the postmarking stamp on each receipt, signed as many times as there may be packages; thus, if there be one package named in the receipt, affix the imprint once; if there be two, twice; if three, three times; and so on. Any interlineations or additions made thereon, after such receipts shall have left their hands signed, may thus be certainly detected.

SEC. 723. All railway post-office clerks are expected to use extraordinary vigilance in guarding the mails under their charge, which must not be left for a moment exposed, day or night, and especially in making transfers where there is a considerable portage between trains. Should they become aware that the mails are so exposed at any time or place, (the mails in the mean time having passed from their hands to those of other persons employed in their care, delivery, or transfer,) they are required to report the case in *writing* to the superintendent of railway mail-service for the division in which such culpable neglect occurs, for his information and action.

SEC. 724. The clerks are especially instructed that no waste-paper may pass from their offices without first making a careful examination to ascertain whether such waste does not contain letters received by them for distribution. Waste-paper and twine should be preserved in a bag, and sent to the principal terminal office of the line.

SEC. 725. Letters deposited in the railway post-office, (excepting soldiers' and sailors' letters, duly certified according to regulations,) wholly unpaid, or *less than one full rate prepaid*, are to be regarded as unmailable matter, and should be sent immediately to the office at the terminus of their routes nearest Washington, D. C., affixing to each of such letters the imprint of their postmarking stamp, in order to know where each letter originated.

SEC. 726. Letters received by them from any source to which are affixed *stamps previously used*, or *stamps cut from stamped envelopes*, and letters *not addressed*, or so *badly addressed* that their destination cannot be known, are to be regarded as unmailable matter, and treated in the same manner as above directed, omitting, however, the imprint of the postmarking stamp, excepting in case of letters deposited in the railway post-office.

SEC. 727. All railway post-office clerks are expected to post themselves thoroughly in relation to the proper rates of postage, and all other points of postal laws and regulations, as much as though they were *postmasters*.

SEC. 728. Head clerks will promptly notify the superintendent of railway mail-service of their division, in writing, of any change of schedule on their own line, or any connecting route-agent line, and the same obligation is specially imposed where there is a personal knowledge of any detention, irregularity, or obstruction imperiling celerity in the movement of the mails.

SEC. 729. Each railway post-office clerk is forbidden to absent himself from his line, or to exchange runs with a railway post-office clerk on any other line, or to employ or transfer his duties to a substitute, without the written permission of the superintendent of railway mail-service of his division; and the clerk to whom such leave is granted will be required to furnish a suitable and competent substitute, at his own expense, unless he can make satisfactory arrangements with the other clerks on his line to perform his duties during his absence. In case of sickness the duties of the sick clerk must be performed by the other clerks of the line, and when a substitute is employed he must be duly sworn.

SEC. 730. Railway post-office clerks must remain on duty the whole length of their allotted runs. The run embraces their initial and terminal offices.

SEC. 731. It is the duty of each head clerk and clerk to accompany the mails to and from the initial and terminal offices of their respective routes, and register their names and the day and hour of their departure and arrival *at the time*. Head clerks will also note in the register, on arrival, each and all failures to connect with intersecting railway post-offices and route-agents, or to receive any or all mails from any post-office, railway post-office, or route-agent with which they make a regular exchange of pouches; and the clerk making the *following* trip, if he receives the delayed mails, will note the fact in the register. They should also note any irregularities occurring on the trip.

SEC. 732. Each clerk is required to *date and sign with his official signature* all replies to official inquiries and other communications.

SEC. 733. The railway post-office is for the exclusive accommodation of mails and the persons specially appointed to take charge of the same. It is strictly private, not to be entered by any person except regular special agents of the Post-Office Department. The conductor of the train, however, will have access to the office in the performance of his duties, and in case of necessity other railway hands may pass through, but none of them shall be allowed to remain therein.

SEC. 734. Head clerks in railway post-offices are required to keep constantly on hand a supply, at their own outlay, of postage-stamps, of the denominations of two, three, and six cents, for the accommodation of the public at the cars. No application for stamps of such denominations may be refused, but no application for a number greater than is required for the emergency of the case should be furnished. Applicants should make their own change. It is a penal offense to *demand* for a postage-stamp a sum exceeding that expressed on its face.

SEC. 735. All discussions, especially where a contrariety of opinions exists, should be sedulously avoided while in the discharge of duty. Discussions trench on the time which all clerks are bound to give to the Department and the public, while in no way do they promote harmony and accuracy in the performance of the delicate work of distribution.

SEC. 736. Traffic in merchandise, while on duty, by a railway post-office clerk, for his personal profit, even though the regular tariff rates of the railway company are paid therefor, is absolutely prohibited. Railway post-office clerks must confine themselves wholly, while on the train, to the duties imposed upon them by the Department.

SEC. 737. The private interchange of thought and opinions, through the medium of correspondence, is necessarily confided to the mails. The sanctity of correspondence must be held inviolate. There can be no greater breach of the proprieties of official station than the revelation, in any way, of anything touching correspondence passing in the mails. No information may be imparted, voluntarily or otherwise, concerning letters passing through the hands of railway clerks in the process of distribution, excepting to those who may be officially authorized to receive information when such may be desired. No indorsement upon a letter, nor addition thereto, in pencil, or ink, or in any other way, excepting it be the correction of an error in the direction, will be permitted; and any impertinent or offensive indorsement will cause the clerk guilty of such gross misdemeanor to be dismissed from the service in disgrace.

SEC. 738. Railway post-office clerks must not permit postmasters to count stamps on letters deposited in the cars for mailing, pending the biennial adjustment of postmasters' salaries.

SEC. 739. On the resignation, suspension, or removal of a railway post-office clerk, he shall turn over to his successor the mail-keys and all other property, records, &c., (including the records of registered packages received and forwarded,) in his possession, taking receipts for the mail-keys at the time, and forwarding the same to the Second Assistant Postmaster-General. A refusal to deliver all or either of the above articles of property on demand is an indictable offense under the statutes of the United States.

SEC. 740. The making known by clerks of probable vacancies in railway post-offices is strictly forbidden, and it will be regarded as reprehensible if they aid in the procuring of appointments to such vacancies.

SEC. 741. It is especially enjoined upon all railway post-office clerks to observe, in their official intercourse with the public and with each other, the strictest courtesy; and each clerk, of whatever grade, must endeavor by active and intelligent effort to promote the positive interest of the service and the public.

SEC. 742. The rules and regulations of the railway companies, not in conflict with these instructions, must be respected and obeyed.

SEC. 743. The use of intoxicating liquors is strictly prohibited in the

railway post-office, and any clerk found in a state of intoxication while *off* duty will be deemed unfit for the service.

SEC. 744. In case a mail in whole or in part be burned, or otherwise injured, it is the duty of the head clerk in charge at the time to report the facts in the case to the Second Assistant Postmaster-General, and duplicate the information to the assistant superintendent of the division in which such loss occurred, for any action that may be necessary on his part in the premises.

SEC. 745. Railway post-office clerks are specially instructed not to make a delivery at the cars of letters in transit, which come into their hands for distribution, to any person whatever, (except an authorized special agent of the Department,) although it be personally known to them that the applicant is the person named in the address. The act of delivery is devolved by law and the regulations of the Department on the postmaster at the office to which the letters are addressed.

SEC. 746. Exchanges of letter-mails between post-offices of every description must always be made in locked pouches, and whether there is any letter-mail or not, a *pouch*, duly locked, must be furnished wherever one is due. Under no circumstances should mail be delivered at any place where there is not a regularly established post-office, and whenever a post-office is discontinued, the mail for it should be delivered into the nearest established post-office.

SEC. 747. The Department pays each railway clerk for daily service, whether he is on duty every day or not, and therefore has a right to demand service of him at any time. Each railway post-office clerk will therefore leave his address, giving street and number, with the superintendent of his division, if accessible, or with the postmasters at the termini of his line, so that he can be found when needed. Each clerk is forbidden to leave his place of residence when *off* duty, without first notifying the superintendent of his division.

SEC. 748. Railway post-office clerks will carefully comply with all instructions of the Department, and ignorance will never be considered an excuse for any violation or neglect of the same.

SEC. 749. Any departure from or addition to these instructions will be communicated to each head clerk at the time, and he will be required to keep a record of such communication for reference.

CHAPTER XLI.

INSTRUCTIONS TO ROUTE-AGENTS.

SEC. 750. It is the duty of route-agents to receive and properly separate and distribute all mail-matter sent to them by the post-offices on their respective routes, and all mail-matter that may be received from the public at the cars or placed in the letter-boxes designed for the reception thereof, or that may be sent them by other route-agents and railway post-offices on any connecting or intersecting route, or from any other source whatever.

SEC. 751. All previous instructions forbidding the reception of letters and other mail-matter at the cars are rescinded. Letters and other mail-matter must be received at the cars up to the last moment of the starting of the train at all stations, as in the case of railway post-offices.

SEC. 752. Letters deposited in the cars, or handed to route-agents at the cars, for transmission in the mail, must be carefully postmarked, and the postage-stamps thereon effectually canceled.

SEC. 753. Postmarking stamps will be furnished each route-agent (if needed) on application to the First Assistant Postmaster-General, stating briefly and precisely the lettering required on the face of the stamp. No postmarking stamps will be furnished any line greater in number than the mail-cars actually in use on that line.

SEC. 754. The practice of distributing letters before pouching in the same loose manner as printed matter is prohibited. Letters for any office (except in cases where there may be but a single letter for an office) must be secured together in the manner stated in Section 756. The importance of this will be readily understood from the fact that these little missives, when distributed singly, frequently slide through an almost imperceptible or hidden crack in the paper case, and, becoming lost to view, are either wholly lost or greatly delayed in transit before discovery is made.

SEC. 755. In making up letter-mails for post-offices, letters for delivery

must be placed in packages by themselves, and letters for distribution in separate packages, as prescribed in the following section.

SEC. 756. All packages sent to an office *for delivery* must be securely tied with twine. A letter bearing the name of the office, plainly written, for which each package is intended, must be faced out on both sides. Only the unpaid postages in *such packages* will be post-billed. Packages sent to an office for distribution must be securely tied, using "facing slips" in the address of the same, in the manner prescribed in the following section; but route-agents must make no bills of unpaid postages in the latter packages, as it is the duty of the office in which the letters are *last* distributed to make the bills.

SEC. 757. All *letter-packages* made up by route-agents and intended for distribution by another route-agent, railway post-office, or distributing post-office, should have upon each of such packages a slip of paper upon which must be written the name of route-agency, railway post-office, or distributing post-office *to which* the package is made up, and must also have upon it the name of the route-agent making up the same, together with the postmark (with date) of his route. *All slips received* upon letter-packages made up by any and all route-agents, railway post-office clerks, and post-offices, must be forwarded *daily* to the superintendent of railway mail-service of the division in which the receiving route lies, with such errors as may be found in the same noted upon the *reverse* side of the slip, giving the name of the post-office, county, and State of the letter or letters misssent. Upon slips covering packages wherein no mistakes are found, the letters "O. K." should be noted upon the *face* of the slips, the same to be a guarantee that the packages were duly examined.

SEC. 758. Route-agents will open and distribute *all* packages made up by *any office along the line of their routes* for any distributing office or railway post-office. Packages received for separation, *mailed direct for delivery, must not be opened.*

SEC. 759. Route-agents will interchangeably distribute for intersecting and connecting route-agencies and railway post-offices. To facilitate transmission, they will mail *DIRECT for delivery* to only such post-offices as they are specially instructed so to do, and in making up mails to pass intact to destination they will conform to instructions in Section 756.

SEC. 760. It will be the duty of each route-agent to *post-bill all unpaid postages on letters received by him, and mail the same direct*, securely tying the letters and post-bills together, so that they cannot be separated in transit. But letters upon which postage is due, which he necessarily mails upon a D. P. O., railway post-office, or another route-agency, need not be post-billed, as it is the duty of the office or route-agent *LAST* distributing them for the office of delivery to make the bills. It must be always borne in mind that, in *all* cases, letters bearing unpaid postages mailed *DIRECT* by route-agents to *ANY OFFICE FOR DELIVERY*

MUST BE POST-BILLED. It is important that this section be strictly observed.

SEC. 761. It is enjoined upon route-agents to examine with much care each locked pouch that they may receive and open, in order to be certain that there is no mail-matter left therein before putting the pouch aside for use again.

SEC. 762. When a pouch is received for any office beyond or distant from their own route, or for an intersecting, connecting, or distant railway route, (such pouches being under iron lock,) route-agents will place therein whatever mail they may have received for such office and for such railway route, in order that time may be gained in transmission.

SEC. 763. Pouches in transit received by route-agents should not be disturbed other than as directed in Section 762. For no reason may a pouch in transit, labeled for any office, be withheld or diverted from its destination. A regular exchange of pouches between exchanging offices is essential.

SEC. 764. They will in all cases regularly return pouches, locks, and labels, with or without mail, to route-agents, railway post-offices, and offices sending pouches to them. This is indispensable, in order that the active exchange of pouches may not be broken.

SEC. 765. Route-agents will make a regular exchange of pouches with other route-agents on the same line at the meeting points, to the end that any mail-matter that may have been carried in either direction past the office at which it should have been left, or any mail-matter that may have been sent in the wrong direction, may be speedily returned to the proper office, or put upon the proper route to its destination; and all mail-matter which may be found irregularly mailed, or on the wrong route, should in all cases be put upon the proper route at the earliest moment possible.

SEC. 766. When a postmaster neglects to properly face letters and tie them in packages, the route-agent is instructed to request such postmaster, either in person, if he can, or by a courteous note, to change his practice to accord with these instructions, for the sake of aiding distribution on the train.

SEC. 767. At catch stations, where cranes are erected for the exchange of mails between the trains and local post-offices on a line without slackening speed, the route-agent must, in passing, make a delivery of the pouch for such office by hand, throwing the pouch at the proper point of delivery at least ten feet from the cars, in order to avoid the suction created by the momentum of the train.

SEC. 768. Route-agents are especially instructed that no waste-paper may be discarded without a careful examination, to ascertain whether such waste does not contain letters received by them for distribution.

SEC. 769. Route-agents are strictly forbidden to leave their routes, or to transfer their duties to substitutes, without the consent of the super-

intendent of railway mail-service of the division *in writing*.* In cases, however, of sickness or disability, or when, for other sudden and urgent reasons, an immediate substitution is an actual necessity, a postmaster at either end of a route may grant *temporary* leave of absence; and the substitute must be a person known to and approved by the postmaster. All substitutes must be sworn. But no postmaster may grant leave of absence for a period longer than necessary for referring the application to the superintendent of railway mail-service of the division, and its return therefrom by due course of mail.

SEC. 770. It is the duty of each route-agent to accompany the mails to and from the initial and terminal offices of their respective routes, and register their names and the day and hour of their departure and arrival *at the time*.

SEC. 771. It is a rule that route-agents must continue on duty the whole length of their allotted runs, unless special permission is granted to the contrary. The run embraces their initial and terminal offices, and they must register their names in both offices, as stated in Section 770, *before leaving and after arrival*.

SEC. 772. The car or apartment allotted to the use of a route-agency is for the exclusive accommodation of mails and the persons specially appointed to take charge of the same. It is strictly private, not to be entered by any person except regular special agents of the Post-Office Department and those who may be otherwise duly authorized.† The conductor of the train, however, will have access to it in the performance of his duties, and, in case of necessity, other railroad hands may pass through, but none of them shall be allowed to remain therein.

SEC. 773. Route-agents are specially instructed not to make a delivery at the cars of letters in transit, which come into their hands for distribution, to any person whatever, (except an authorized agent of the Department,) although it be personally known to them that the applicant is the person named in the address. The act of delivery is devolved by law and the regulations of the Department on the postmaster at the office to which the letters are addressed.

SEC. 774. Letters deposited in the route-agencies, (excepting soldiers' and sailors' letters, duly certified according to regulations,) wholly unpaid, or *less than one full rate prepaid*, are to be regarded as unmailable matter, and should be sent immediately to the office at the terminus of their routes nearest Washington, affixing to each of such letters the

* The employment of a substitute will not, however, be permitted, *except in extreme cases*. The rule is, that in cases of sickness, disability, or other unavoidable cause of absence, the duties of an absent agent must be performed, if possible, by and among the other remaining agents on the line. The employment of another agent on the same line is not a substitution within the meaning of this section.

† When any person, *duly authorized*, is admitted and remains therein, it becomes an obligation upon the agent on duty at the time to notify the conductor of the train, in order that he may collect fare, or, if the person is entitled to passage *free*, that the conductor may satisfy himself of the fact.

imprint of their postmarking stamp, in order to know where each letter originated.

SEC. 775. Letters received by them from any source to which are affixed *stamps previously used*, or *stamps cut from stamped envelopes*, and letters *not addressed, or so badly addressed* that their destination cannot be known, are also to be regarded as unmailable matter, and treated in the same manner as above directed, omitting, however, the imprint of the postmarking stamp, excepting in case of letters deposited in the route-agencies.

SEC. 776. Route-agents through whose hands registered-package envelopes or registered packages of stamps and stamped envelopes may pass in course of transmission by mail, are required to note in a book, furnished by the Department, (to be carefully preserved, and subject at all times to inspection by a special agent or other authorized officer of the Department,) the numbers, postmark, date, and address of every such envelope or package, and the disposition made thereof by them. They will in all cases obtain a receipt for each such package from the postmaster or person to whom they may deliver it, as instructed in the "Regulations respecting the registration of letters." Special attention is expected to be paid to this instruction, and a violation of it will be considered a serious offense, rendering the delinquent agents liable to a prompt removal from office.

SEC. 777. To protect themselves against fraud in the matter of receipts given to postmasters and others for registered packages, route-agents will affix the imprint of the postmarking stamp on each receipt signed as many times as there may be packages; thus, if there be one package named in the receipt, affix the imprint once; if there be two, twice; if three, three times; and so on. Any interlineations or additions made thereon, after such receipt shall have left their hands signed, may thus be certainly detected.

SEC. 778. The private interchange of thought and opinions through the medium of correspondence is necessarily confided to the mails. The sanctity of correspondence must be held inviolate. There can be no greater breach of the proprieties of official station than the revelation, in any way, of anything touching correspondence passing in the mails. No information may be imparted, voluntarily or otherwise, concerning letters passing through the hands of route-agents in the process of distribution, excepting to those who may be officially authorized to receive information when such may be desired. No indorsement upon a letter, nor addition thereto in pencil, or ink, or in any other way, excepting it be the correction of an error in the direction, will be permitted; and any impertinent or offensive indorsement will cause the agent guilty of such gross misdemeanor to be dismissed from the service in disgrace.

SEC. 779. Route-agents must not permit postmasters to count stamps on letters deposited in the cars for mailing, pending the biennial adjustment of postmasters' salaries.

SEC. 780. Route-agents are expected to use extraordinary vigilance in guarding the mails under their charge, which must not be left for a moment unguarded, day or night, and especially in making transfers where there is a considerable portage between trains. Should they become aware that the mails are so exposed at any time or place, (the mails in the mean time having passed from their hands to those of other persons employed in the care, delivery, or transfer thereof,) they are required to report the case in *writing* to the superintendent of railway mail-service of the division for his information and action.

SEC. 781. Each route-agent will be held strictly accountable for mail-keys and other property of the Department placed in his possession from time to time during the continuance of his agency.

SEC. 782. On the resignation or removal of a route-agent, he shall turn over to his successor the mail-keys, and all other property, records, &c., (including the records of registered packages received and forwarded,) in his possession, taking receipts for the mail-keys at the time, and forwarding the same to the Second Assistant Postmaster-General. A refusal to deliver all or either of the above articles of property on demand is an indictable offense under the statutes of the United States.

SEC. 783. It is especially enjoined upon all route-agents to observe, in their official intercourse with the public, the strictest courtesy; and they must endeavor, by active and intelligent effort, to promote the positive interest of the service and the public.

SEC. 784. The rules and regulations of the railway companies, not in conflict with these instructions, must be respected and obeyed.

SEC. 785. The use of intoxicating liquors is prohibited in the route-agencies.

SEC. 786. In case a mail, in whole or in part, be burned or otherwise injured, it is the duty of the agent in charge at the time to report the facts in the case to the Second Assistant Postmaster-General without delay, and duplicate the information to the superintendent of the division for any action that may be necessary on his part in the premises.

SEC. 787. Traffic in merchandise, while on duty, by a route-agent, for his personal profit, even though the regular tariff rates of the railway company are paid therefor, is absolutely prohibited. Route-agents must confine themselves wholly, while on the train, to the duties imposed upon them by the Department.

SEC. 788. Each route-agent is required to *date and sign with his official signature* all replies to official inquiries and other communications.

SEC. 789. Any departure from or addition to these instructions will be communicated to each agent at the time, and he is required to keep a record of such communication for reference.

SEC. 790. The introduction and successful issue of the railway post-office system on many of the leading trunk-lines of railway in the United States makes it now necessary to somewhat change the method and

manner of the route-agent system on lateral lines, in order to assimilate the workings of the one to those of the other.

SEC. 791. Each route-agent in the service, or who may be hereafter appointed, will conform his practice to the foregoing instructions, and ignorance will never be considered an excuse for any violation or neglect of the same.

CHAPTER XLII.

REGULATIONS UNDER THE POSTAL CONVENTIONS WITH THE DOMINION OF CANADA AND NEWFOUNDLAND.

SEC. 792. The Dominion of Canada comprises the provinces of Quebec, Ontario, New Brunswick, Nova Scotia, Manitoba, and British Columbia.

The following are the offices of exchange for mails to or from Canada on the side of the United States and on the side of Canada, respectively :

<i>On the side of the United States.</i>	<i>On the side of Canada.</i>
Albany, New York	{ Hamilton. { Toronto. { Montreal. { St. John, New Brunswick. { Fredericton, New Brunswick. { Halifax, Nova Scotia. { Quebec.
Boston, Massachusetts	{ Montreal. { Kingston. { Toronto. { Hamilton. { Victoria, British Columbia.
Bangor, Maine	St. Stephens, New Brunswick.
Burlington, Vermont	Montreal.
Buffalo, New York	{ Toronto. { Hamilton. { Queenston. { London. { Fort Erie. { Port Dover. { Port Simcoe.

	{	Port Rowan.
	{	Port Burwell.
Buffalo, New York.....	{	Port Vienna.
	{	Port Stanley.
	{	Great Western Railroad.
	{	Buffalo and Lake Huron Railroad.
Calais, Maine	{	Postal-car East.
	{	St. Stephens.
Canada Roads, Maine	{	Marlow.
Cape Vincent, New York	{	Kingston.
Chicago, Illinois	{	Great Western Railroad.
Cleveland, Ohio	{	Port Stanley.
	{	Sarnia.
Detroit, Michigan	{	Windsor.
	{	Chatham.
Derby Line, Vermont.....	{	Stanstead.
Eastport, Maine.....	{	St. John, New Brunswick.
	{	St. Andrews, New Brunswick.
Fort Covington, New York.....	{	Huntingdon.
Fort Fairfield, Maine	{	Andover, New Brunswick.
	{	Western Express Railroad.
Houlton, Maine	{	St. Stephens, New Brunswick.
	{	Woodstock, New Brunswick.
	{	St. Andrews, New Brunswick.
Island Pond, Vermont.....	{	Montréal.
	{	Sherbrooke.
Marine City, Michigan.....	{	Sombia.
Moers, New York	{	Henningford.
Morristown, New York.....	{	Brockville.
Newport, Vermont	{	Stanstead.
	{	Lennoxville.
	{	Ottawa.
	{	Toronto.
	{	Kingston.
New York, New York.....	{	Montreal.
	{	Hamilton.
	{	Halifax, Nova Scotia.
	{	Victoria, British Columbia.
North Troy, Vermont.....	{	Mansonsville.
Ogdensburgh, New York.....	{	Prescott.
	{	Ottawa.
Olympia, Oregon.....	{	Victoria, British Columbia.
Oswego, New York.....	{	Kingston.
Pembina, Dakota Territory	{	North Pembina.
	{	Fort Garry.
Plattsburgh, New York	{	Montreal.
Port Huron, Michigan	{	Port Sarnia.
	{	St. John, New Brunswick.
	{	Halifax, Nova Scotia.
Portland, Maine.....	{	Yarmouth, Nova Scotia.
	{	Montreal.
	{	Sherbrooke.
	{	Atlantic and St. Lawrence Railroad.
Portland, Oregon	{	Victoria, British Columbia.
Railway post-office between Boston and St. Albans.....	{	Montreal.

Richford, Vermont	Southeast Company's Railroad.
Rochester, New York	{ Coburg.
	{ Port Hope.
Rouse's Point, New York	St. John, New Brunswick.
Rutland, Vermont	Montreal.
Sackett's Harbor, New York	Kingston.
San Francisco, California	Victoria, British Columbia.
	{ St. John, New Brunswick.
St. Albans, Vermont	{ St. Armand Station.
	{ Montreal.
	{ Vermont Junction River.
Sault de St. Mary, Michigan	Sault St. Mary.
Suspension Bridge, New York	{ Great Western River.
	{ Clifton.
Swanton, Vermont	Phillipsburgh.
Troy, New York	Montreal.
Vanceboro, Maine	St. John, New Brunswick.
Waddington, New York	Morrisburgh.
Whitehall, New York	St. John, New Brunswick.
Youngstown, New York	Niagara.

The offices of exchange for mails to or from Newfoundland are :

On the side of the United States. *On the side of Newfoundland.*

New York, New York	St. Johns.
Boston, Massachusetts	St. Johns.

SEC. 793. Under the postal convention with Canada, the respective United States exchange offices are required to stamp "United States" on all letters sent to Canada, as above; and to mark all *paid* letters received from Canada with the word "*Paid*," and the full amount of United States and Canada postage paid thereon, both in *red ink*; and to mark all unpaid letters received from Canada with the full amount of postage due thereon. Each mail is to be accompanied by a post-bill, giving the particulars of the mails dispatched; and accounts of the mails sent or received, showing the number of letters and newspapers exchanged, must be kept *separately* from the domestic accounts, and must be transmitted monthly to the *Auditor of the Treasury for the Post-Office Department, foreign desk*. Blanks for post-bills and accounts are specially prepared and furnished by the Post-Office Department.

SEC. 794. For postage on correspondence for Canada, see *table of rates of foreign postage*. Unpaid letters are subject to a postage charge of 10 cents per half ounce on delivery. Insufficiently prepaid letters are treated as wholly unpaid, but if one or more full rates are prepaid, the number of rates fully prepaid is always allowed, and the deficient postage only collected. The postage on correspondence other than letters is the United States domestic postage only, which must be prepaid on matter sent, and collected on matter received. Regular subscribers in the United States for newspapers published in Canada, or *vice versa*, may have the same forwarded at the domestic quarterly rates of postage

to or from the line of crossing. On such newspapers sent, these rates must be prepaid at the office of mailing in the United States, the postmaster at which office will notify the postmaster at the nearest exchange office through which such papers are sent of such prepayment. On newspapers received in the United States from Canada for regular subscribers, the postage must be paid at the receiving office.

SEC. 795. The rates of postage, &c., for correspondence to or from Canada are applicable also to correspondence exchanged with Prince Edward Island.

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CHAPTER XLIII.

RECEIVING AND FORWARDING FOREIGN MAILS

SEC. 796. Postal conventions, establishing and regulating the exchange of international correspondence, have been concluded with the United Kingdom of Great Britain and Ireland, Germany, Switzerland, the Netherlands, Belgium, Italy, Denmark, Mexico, Salvador, Guatemala, British Honduras, Ecuador, Venezuela, Brazil, Argentine Republic, Hawaiian Kingdom, New Zealand, Hong-Kong, and the Straits Settlements, respectively.

SEC. 797. The United States offices of exchange under these conventions are as follows:

For mails exchanged with Great Britain and Ireland: New York, Boston, Philadelphia, Portland, (Maine,) Detroit, Chicago, and San Francisco.

For mails exchanged with Germany: New York, Boston, Philadelphia, and Chicago.

For mails exchanged with Switzerland, Italy, Mexico, Brazil, Argentine Republic, and Venezuela: New York.

For mails exchanged with the Netherlands and Belgium: New York and Boston.

For mails exchanged with Denmark: New York and Chicago.

For mails exchanged with Salvador, Guatemala, Hong-Kong, and the Straits Settlements: New York and San Francisco.

For mails exchanged with British Honduras: New Orleans.

For mails exchanged with the Hawaiian Kingdom: New York, San Francisco, Boston, Portland, (Oregon,) Teekalet, Olympia, and Port Townsend.

SEC. 798. The mails for Europe are dispatched as follows:

1. By steamers sailing from New York on Wednesday, Thursday, and Saturday of each week: the Wednesday steamer conveying mails for Great Britain and Ireland, and closed mails for the continent of Europe, (except Denmark,) *via* England; the Thursday steamer conveying mails for Great Britain and Ireland, for the continent of Europe, (except

Denmark,) *via* England, for Germany direct and for France direct, and closed mails for Denmark and Switzerland, *via* Germany; and the Saturday steamers conveying mails for Great Britain and Ireland, closed mails for the continent of Europe, (except Denmark,) *via* England, mails for Germany direct, and closed mails for Denmark and Switzerland, *via* Germany.

2. By French mail-packets sailing from New York on every alternate Saturday, with mails for France direct.

3. By steamers sailing from New York once a month, at irregular dates, conveying mails for Denmark and Sweden direct, and for Germany, *via* Stettin.

4. By steamers sailing from Boston on Tuesday of each week, conveying mails for Great Britain and Ireland and for Belgium.

5. By steamers sailing at irregular dates from Baltimore, conveying mails for Germany, and also from New Orleans, conveying mails for Spain and for Germany.

SEC. 799. The mails for the West Indies, and for the Central and South American States, are dispatched as follows:

1. By steamer sailing from New York, on the 23d of each month, for Rio de Janeiro, Brazil, touching at St. Thomas, Pernambuco, and Bahia, and conveying mails for the West Indies, and the north and east coast of South America, *via* St. Thomas, Brazil, and the Argentine Republic.

2. By steamers sailing from New York, every Thursday, for Havana, Cuba, conveying mails for that place, and for the West Indies, *via* Havana.

3. By steamers sailing from New York, two or three times a month, for Panama, conveying mails for the Central and South American States, *via* Panama.

4. By steamers sailing from New York, at irregular dates, for St. Thomas, San Domingo, Cuba, Central and South America.

5. By steamers sailing from San Francisco, two or three times a month, for Panama, conveying mails for the Central and South American States, *via* Panama.

6. By steamers sailing at irregular dates, from Philadelphia, Baltimore, Key West, and New Orleans, for Havana.

SEC. 800. The mails for Japan and China, and the Hawaiian Kingdom, (Sandwich Islands,) are conveyed from San Francisco as follows:

1. For Japan and China, by steamers sailing on or about the 1st and 16th of each month.

2. For the Hawaiian Kingdom, by steamers or sailing-vessels leaving at irregular dates.

CHAPTER XLIV.

RATES OF POSTAGE TO FOREIGN COUNTRIES.

SEC. 801. Postmasters must bear in mind that the rates of postage to foreign countries are subject to constant changes. The following table is correct up to May 1, 1873. Any changes that may occur will from time to time be announced in the several postal publications issued in Washington, New York, Cincinnati, Chicago, and Saint Louis.

TABLE OF RATES OF POSTAGE TO FOREIGN COUNTRIES.

(*) Denotes that prepayment is optional; in all other cases it is compulsory.

(†) Denotes that the additional table should be consulted.

The postage on printed matter, samples, and patterns, and on registered letters, including registration-fee, must in all cases be prepaid.

Countries, &c., and routes by which correspond- ence may be forwarded.	Letters, per half ounce.		Registration-fee on each let- ter.		News- papers.		Book-packets and other printed matter.				Patterns and samples of mer- chandise, per 4 ounces or fraction thereof.	Registration-fee on each package of printed matter, patterns, and samples.	
	Cts.	Cts.	Cts.	Cts.	Each, respec- tive of weight.	Each, if not exceeding 4 ounces in weight.	Not over 1 ounce in weight.	Over 1, but not over 2 ounces.	Over 2, but not over 4 ounces.	Every additional 4 ounces or fraction thereof.			Per 4 ounces or frac- tion thereof.
Alexandria, German mail, direct, (registered letters, postage 14 cents per half ounce)	12	8	...	6	3	6	9	9	...	(a)	
Alexandria, German closed mail, via England, (registered letters, postage 15 cents per half ounce)	13	8	...	7	4	8	11	11	...	(a)	
Argentine Republic	18	1	10	
Ascension, British mail	28	4	4	8	12	12	
Aspinwall	10	...	2	(b)	(b)	(b)	(b)	(b)	...	(b)	
Australia, British mail, via Southampton and Suez	16	16	...	4	4	8	14	14	...	(a)	...	16	
Australia, British mail, via Brindisi and Suez	22	16	...	8	20	...	16	
Austria, German mail, direct	*6	8	...	3	2	4	6	6	...	6	...	8	
Austria, German, closed mail, via England	*7	8	...	4	3	6	8	8	...	8	...	8	
Azores Islands, British mail, via Southampton	16	16	...	6	4	8	12	12	...	(a)	...	16	
Bahamas, by direct steamer from New York	3	...	2	(b)	(b)	(b)	(b)	(b)	...	(b)	
Balearic Islands. (See Spain.)	
Belgium, closed mail, via England	*8	8	...	4	8	...	8	
Belgium, direct	*6	8	...	4	8	...	8	

Table of rates of postage to foreign countries—Continued.

Countries, &c., and routes by which correspondence may be forwarded.	Letters, per half ounce.		Registration fee on each letter.		News-papers.		Book packets and other printed matter.				Patterns and samples of merchandise, per 4 ounces or fraction thereof.	Registration fee on each package of printed matter, patterns, and samples.
	Cts.		Cts.		Cts.		Cts.		Cts.			
	Each, irrespective of weight.	Each, if not exceeding 4 ounces in weight.	Each, irrespective of weight.	Each, if not exceeding 4 ounces in weight.	Not over 1 ounce in weight.	Over 1, but not over 2 ounces.	Over 2, but not over 4 ounces.	Every additional 4 ounces or fraction thereof.	Per 4 ounces or fraction thereof.	Per 4 ounces or fraction thereof.		
	per.	per.	per.	per.								
Java, British mail, via Brindisi	34	16								20	20	16
Jerusalem, German mail, direct	11	8			7	6	8	10	10		10	
Jerusalem, German closed mail, via England	12	8			8	7	10	12	12		12	
Lagos, (Africa,) British mail, via Southampton	16	16			4	4	8	12	12		(a)	16
Liberia, British mail, via Southampton	16	16			4	4	8	12	12		(a)	16
Madagascar, British mail, via Southampton	24				8	8	12	18	18			
Madeira, British mail, via Southampton	16	16			6	4	8	12	12		(a)	16
Malta, British mail, via Southampton	16	16			4	4	8	12	12		(a)	16
Malta, British mail, via Messina	20	16			8	4	8	14	14		(a)	16
Mauritius, British mail, via Marseilles	24	16			8	6	12	18	18		(a)	16
Mexico, direct, from New York	10		(c)	(c)	(c)	(c)	(c)	(c)	(c)		(c)	
Moldavia, German mail, direct	9	8			6	5	7	9	9			9
Moldavia, German closed mail, via England	10	8			7	6	9	11	11			11
Morocco, British mail, via Southampton	16				4	4	8	12	12		(a)	
Natal, British mail, via Southampton	28	16			4	4	8	12	12		(a)	16
Netherlands	10	8			4				8			8
Newfoundland	6	5	2		(b)	(b)	(b)	(b)	(b)		(b)	
New Zealand, British mail, via Southampton	16	16			4	4	8	14	14		(a)	16
New Zealand, British mail, via Brindisi	22	16			8				20			16
Nicaragua	10		2		(b)	(b)	(b)	(b)	(b)		(b)	
Norway, German mail, direct	10	8			6	3	6	9	9			9
Norway, German closed mail, via England	11	8			7	4	8	11	11			11
Panama	10	8	2		(b)	(b)	(b)	(b)				
Paraguay	18				4				10			10
Peru, British mail, via Colon	22	8			4				10			10
Philippine Islands, British mail, via Southampton	23	16			6	4	8	14	14		(a)	16
Philippine Islands, British mail, via Brindisi	34	16			8				20			20
Portugal, German mail, direct	11	8			6	3	6	9	9		(a)	
Portugal, German closed mail, via England	12	8			7	4	8	11	11		(a)	
Prince Edward Island, (letters, if unpaid, 10 cents per half ounce)	6	5			(e)	(e)	(e)	(e)	(e)		(e)	
Romania, German mail, direct	9	8			6	5	7	9	9			9
Romania, German closed mail, via England	10	8			7	6	9	11	11			11
Russia, German mail, direct	10	8			6	3	6	9	9			9
Russia, German closed mail, via England	11	8			7	4	8	11	11			11
Salvador, via Colon	10		2		(f)	(f)	(f)	(f)	(f)		(f)	
Serbia, German mail, direct	8	8			6	5	7	9	9			9
Serbia, German closed mail, via England	9	8			7	6	9	11	11			11
Shanghai, via San Francisco	10		2		(b)	(b)	(b)	(b)	(b)		(b)	
Sierra Leone, British mail, via Southampton	16	16			4	4	8	12	12		(a)	16
Spain, via New Orleans	10		2		(b)	(b)	(b)	(b)	(b)		(b)	
Spain, German mail, direct	11	8			6	3	6	9	9			9
Spain, German closed mail, via England	12	8			7	4	8	11	11			11
St. Helena, British mail, via Southampton	28	16			4	4	8	12	12		(a)	16
Sweden, German mail, direct (g)	10	8			8	7	9	11	11			11
Sweden, German closed mail, via England (g)	11	8			9	8	11	13	13			13
Switzerland, direct, closed mail, via England	10	8			4	2	4	8	8		(a)	
Switzerland, direct, closed mail, via Germany	8	8			3	2	4	6	6		(a)	
Tripoli, German mail direct, via Brindisi	14											
Tripoli, German closed mail, via England and Brindisi	15											
Tunis, German mail, via Brindisi	14		(f)	(f)	(f)	(f)	(f)	(f)	(f)		(f)	(f)
Tunis, German closed mail, via England and Brindisi	15											
Turkey, (European and Asiatic,) comprising the following places in which there are Austrian post offices: Adrianople, Antivari, Beyroot, Burgas, Caiffa, Cavallo, Candia, Canca, Czernawoda, Dardanelles, Durazza, Galipoli, Jaffa, Janina, Jerusalem, Irbolla, Kerassundo, Kustendil, Lagos, Larnaca, Mitylene, Philippopolis, Prevesa, Retimo, Rhodes, Rustchuck, Salonica, Samsoun, Seres, Santi Quaranti, Sinyrna, Sophia, Sulina, Tenedos, Trebizand, Tutcha, Vahoua, Varna, Volo, and Widuin, German mail, direct	11	8			7	6	8	10	10			10
Turkey, German closed mail, via England	12	8			8	7	10	12	12			12

Table of rates of postage to foreign countries—Continued.

Countries, &c., and routes by which correspondence may be forwarded.	Letters, per half ounce.		Registration-fee on each letter.		News-papers.		Book-packets and other printed matter.				Patterns and samples of merchandise, per 4 ounces or fraction thereof.	Registration-fee on each package of printed matter, patterns, and samples.
	Letters, per half ounce.	Registration-fee on each letter.	Each, irrespective of weight.	Each, if not exceeding 4 ounces in weight.	Not over 1 ounce in weight.	Over 1, but not over 2 ounces.	Over 2, but not over 4 ounces.	Every additional 4 ounces or fraction thereof.	Per 4 ounces or fraction thereof.	Per 4 ounces or fraction thereof.		
	Ots.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.	Cts.		
Turkey, (European and Asiatic,) all other places, German mail, direct.....	11	8	...	7	6	8	10	10	...	10	...	
Turkey, (European and Asiatic,) all other places, German closed mail, via England.....	12	8	...	8	7	10	12	12	...	12	...	
Turk's Island.....	12	8	...	4	10	10	...	
Uruguay.....	12	8	...	4	10	10	...	
Vancouver's Island, (letters, if unpaid, 10 cents per half ounce).....	*6	5	...	(e)	(e)	(e)	(e)	(e)	(e)	(e)	...	
Venezuela.....	10	8	2	(b)	(b)	(b)	(b)	(b)	
Wallachia, German mail, direct.....	*9	8	...	6	5	7	9	9	...	9	...	
Wallachia, German closed mail, via England.....	10	8	...	7	6	9	11	11	...	11	...	
West Indies, direct.....	10	8	...	(b)	(b)	(b)	(b)	(b)	
West Indies, British mail, via St. Thomas.....	12	8	...	4	10	10	...	

(a) Book-packet rate.

(b) Two cents per two ounces.

(c) Domestic rates, adding one cent for each newspaper, and one cent per ounce on other printed matter.

(d) One cent per two ounces.

(e) Domestic rates.

(f) One cent per ounce.

(g) Small newspapers each, not exceeding two ounces, six cents by German mail, direct; seven cents by closed mail, via England.

ADDITIONAL TABLE OF RATES OF POSTAGE.

Countries, &c., and routes by which correspondence may be forwarded.	Letters, ordinary.				Letters, register'd.	Newspapers.				Book-packets.				Patterns and samples.				
	Not exceeding ½ oz.		Over ½ oz., but not over 1 oz.			Fee in addition to postage.	Not over ½ oz.		Not over 1 oz.		Not over 1 ½ oz.		Not over 2 oz.		Not over 3 oz.		Not over 4 oz.	
	Over ½ oz., but not over 1 oz.	Over 1 oz., but not over 1 ½ oz.	Per 4 oz.	Not over 1 ½ oz.			Not over 2 oz.	Not over 3 oz.	Not over 4 oz.	Not over 4 ½ oz.	Not over 5 oz.	Not over 5 ½ oz.	Not over 6 oz.					
Canary Islands, Belgian mail.....	*16	*22	*32	*32	...	6	8	10	10	12	14	14		
France, British mail.....	*10	*16	*20	*20	See below.		
France, British mail, registered letters.....	16	20	32	44		
Tripoli, German mail, direct, via Brindisi.....	14	5	7	9	4	8	12	8	10	12		
Tripoli, German closed mail, via England and Brindisi.....	15	6	8	10	5	10	14	10	12	14		
Tunis, German mail, direct, via Brindisi.....	*14	5	7	9	4	8	12	8	10	12		
Tunis, German closed mail, via England and Brindisi.....	*15	6	8	10	5	10	14	10	12	40		

SEC. 802. Every international letter insufficiently prepaid or wholly unpaid, sent to or received from *Great Britain* and *Ireland*, is subject, in addition to the deficient postage, to a fine of six cents on delivery

at the place of destination. Book manuscript or corrected proof may be sent at book-packet rate of postage.

SEC. 803. Every international letter wholly unpaid, sent to or received from *Germany*, is subject, on delivery, to double the prepaid rates, and every insufficiently prepaid letter is subject to double the prepaid rates, deducting the amount prepaid. Patterns or samples of merchandise exceeding the weight of $8\frac{3}{4}$ ounces (15 loths) cannot be sent in the mails, and letters weighing $1\frac{3}{4}$ ounces (3 loths) or more, if containing articles subject to customs duties, instead of writings, documents, coupons, &c., are in like manner excluded from the mails sent to *Germany*.

SEC. 804. Every international letter insufficiently prepaid or wholly unpaid, sent to or received from *the Netherlands, Belgium, Italy, and Switzerland*, is subject, in addition to the deficient postage, to a fine of five cents on delivery; if sent to or received from *Denmark*, to a fine of four cents; and if sent to or received from the *Straits Settlements, via San Francisco*, to a fine of 12 cents.

SEC. 805. Newspapers, book-packets, samples, or patterns sent in the mails to *Great Britain, Germany, Belgium, the Netherlands, Switzerland, Italy, and Denmark*, are subject to the following regulations:

1. No packet shall contain anything which shall be closed against inspection, nor any written communication whatever, except to state from whom and to whom the packet is sent, and the number and price placed upon each pattern or sample.

2. No packet shall exceed two feet in length, or one foot in any other dimension, and shall not exceed the weight of 24 ounces, except to *Germany*. (See Section 803.)

3. Neither country shall be bound to deliver any article the importation of which may be prohibited by the laws or regulations of the country of destination.

4. If any customs duty is chargeable on any articles exchanged in the mails, such duty may be levied in either country for the use of the customs.

Correspondence sent to or received from other foreign countries than those here mentioned is subject to the domestic regulations governing the transmission of that class of correspondence.

SEC. 806. All liquids, poisons, glass, explosive materials, and obscene books and pictures, as well as all articles which, from their nature or form, are liable to destroy, deface, or otherwise injure the contents of the mail-bags, or the person of any one engaged in the postal service, are excluded from the mails to foreign countries.

SEC. 807. Letters and other correspondence may be registered to foreign countries on prepayment of the usual rate of postage and of the fee stated in the proper column in the foregoing "table of rates of postage;" but correspondence and printed matter, samples, or patterns cannot be registered to countries under which no fee is stated.

SEC. 808. Registered correspondence for foreign countries is to be treated by postmasters in all respects as domestic registered letters, subject to the same rules and regulations, except that no "return receipt" is to accompany it. Such correspondence should be forwarded to the nearest United States exchange office. The sender of a registered letter for Germany or Switzerland may demand, by a notice on the address, a return receipt from the addressee. Such receipt, for which no additional fee is charged, will be issued by the exchange office through which the letter passes, and will in due time be returned to the sender of the letter. The postmaster, when such a receipt accompanies a registered letter from Germany or Switzerland, will cause the same to be signed by the addressee of the letter, and will return it as soon as possible to the United States office of exchange from which the letter was forwarded.

SEC. 809. To prevent possible errors, the route by which it is desired that the correspondence should be forwarded should be plainly marked on the face of the correspondence, and *this is absolutely necessary for all correspondence sent in the German mails via Brindisi or Trieste.*

SEC. 810. Letters received from foreign countries must be sent to the Dead-Letter Office, if not delivered within the time prescribed for the delivery of domestic letters, and in conformity with the rules and regulations governing the return of domestic letters.

SEC. 811. Correspondence addressed to or received from foreign countries with which the United States have no postal convention or other arrangement, or which does not pass in open mail in transit through a country with which the United States have postal convention, and forwarded by vessels regularly employed in carrying the mails, is subject to the following rates of postage, which must be prepaid on matter sent, and collected on matter received: Letters, 10 cents per one-half ounce; newspapers, 2 cents each; other printed matter, 2 cents per each two ounces or fraction thereof. The principal countries and places for which these rates apply are as follows: Aspinwall, Bermuda, Costa Rica, Cuba, France, by direct steamer; Greytown, Jamaica, Nicaragua, Panama; Spain, *via* New Orleans; Sweden, *via* Stettin; West Indies, by direct steamer.

SEC. 812. Letters conveyed by vessels not regularly employed in carrying the mails and addressed to the United States, commonly called "ship-letters," are subject to double the domestic prepaid rate on delivery.

CHAPTER XLV.

THE POSTAL MONEY-ORDER SYSTEM OF THE UNITED STATES.

SEC. 813. The money-order system is intended to promote public convenience and to secure safety in the transfer through the mails of *small sums* of money. The principal means employed to attain safety consist in leaving out of the order the name of the payee or person for whom the money is intended. In this respect a money-order differs from an ordinary bank draft or check. An advice or notification, containing full particulars of the order, is transmitted without delay by the issuing postmaster to the postmaster at the office of payment. The latter is thus furnished, before the order itself is presented, with information which will enable him to prevent its payment to any person not entitled thereto, provided *the remitter complies* with the regulation of the Department which prohibits him from sending the same information in a letter inclosed with his order.

SEC. 814. It is expected of postmasters that they will use a legitimate influence in recommending the money-order system, and, by courteous attention to the inquiries of applicants, exhibit its superiority as a safe method of transmitting small sums of money through the mails.

SEC. 815. 1. Money-order offices are divided into two classes. Offices of the first class are depositories, in which those of the second class deposit their surplus money-order funds.* Offices of the first class are printed in the list of money-order offices in *italics*.

2. Any office in either class may draw upon any other office in the

* The classification here noted does not in any manner refer to that established by Section 80 of the act entitled "An act to revise, consolidate, and amend the statutes relating to the Post-Office Department," approved June 8, 1872.

list of money-order offices, but an order cannot be drawn on an office not mentioned in the list. A single money-order may be drawn for any amount from *one cent to fifty dollars*, inclusive; but such order must not contain a fractional part of a cent.

3. The fees or charges for money-orders will be as follows: On orders not exceeding \$10, 5 cents; over \$10 and not exceeding \$20, 10 cents; over \$20 and not exceeding \$30, 15 cents; over \$30 and not exceeding \$40, 20 cents; over \$40 and not exceeding \$50, 25 cents. When a larger sum than the latter is required, additional orders to make it up must be obtained. But postmasters are instructed to refuse to issue in one day, to the same remitter and in favor of the same payee, more than *three* money-orders payable at the same post-office. The plain evasion of this rule by the substitution of a different remitter for every three orders issued in one day, in favor of the same payee, must not be tolerated by postmasters.

4. When money-orders amounting in the aggregate to \$150 are presented in one day by the same payee, at a second-class office, the postmaster will be permitted to delay the payment of such orders for five days.

5. The money-orders shall be made out upon printed forms supplied by the Post-Office Department, and no order will be valid or payable unless given upon one of such forms.

6. Any person applying for a money-order will be required to state the particulars upon a form of application, which will be furnished to him for that purpose by the postmaster.

7. If the purchaser of a money-order, from having made an error in stating the name of the office of payment, or for other reasons, desires to have the said money-order changed, the issuing postmaster will repay the first order, and issue another in lieu thereof, for which an additional fee shall be charged and exacted as for a new transaction.

8. Parties procuring money-orders should examine them carefully, to see that they are properly filled up and stamped. This caution will appear the more necessary when it is understood that any defect in this respect will throw difficulties in the way of payment.

9. When a money-order is presented for payment at the office upon which it is drawn, the postmaster or authorized clerk will use ALL PROPER MEANS to assure himself that the applicant *is the person named and intended in the advice*, or is the indorsee of the latter; and upon payment of the order care must be taken to obtain the signature of the payee (or of the person authorized by him to receive payment) to the receipt on the face of the order.

10. When for any reason the payee of a money-order does not desire or is unable to present the same in person, he is legally empowered, by his written indorsement thereon, to direct payment to be made to any other person; and it is the duty of the postmaster upon whom the order is drawn to pay the amount thereof to the person thus designated,

provided the postmaster is satisfied that such indorsement is genuine, and that the second party shall, if required, *prove his identity*, and shall give correct information as to the name and address of the person who originally obtained the order. **MORE THAN ONE INDORSEMENT IS PROHIBITED BY LAW, AND WILL RENDER AN ORDER INVALID AND NOT PAYABLE.** The signature to the receipt on the face of the order *should be that of the person who presents and receives payment of the same.*

11. Any money-order office may repay an order issued by itself, *provided the order is less than one year old, and does not bear more than one indorsement*; but the repayment must be made to the person who obtained the order, except in special cases. (See Section 834.) The fee or charge shall not in any case be refunded.

12. When a money-order has been lost by either remitter or payee, a duplicate thereof will be issued by the Department, free of charge to the owner of the original, provided he shall make application, (stating the circumstances of the loss,) to be forwarded by the issuing or the paying postmaster, from the former of whom he must obtain and furnish a certificate that the original order had not been and would not be repaid, and also a similar certificate from the latter that the same had not been and would not be paid.

SEC. 816. When a money-order is applied for, the postmaster will furnish the applicant with a printed form of application, (Form No. 1,) in which the latter must enter himself all the particulars of amount, name, address, &c., required to be stated in the money-order and advice. The postmaster is *strictly prohibited* from filling up the application unless the applicant is unable to write, in which event it must be carefully read over to him when completed. (See Articles 2 and 3 of Sec. 815.)

SEC. 817. From the items contained in such application, the postmaster will fill up the money-order required in conformity therewith, and also the corresponding form of advice. The order, when completed, is to be handed to the applicant, upon payment of the sum expressed therein and of the fee chargeable thereon, *which fee must invariably be paid in money, postage-stamps not being receivable therefor.* By the **FIRST MAIL** dispatched to the office of payment after the issue of an order, the postmaster must transmit, in a sealed envelope, the corresponding advice to the postmaster at the office upon which it is drawn. *Delay and mistakes in sending advices cause difficulty in payment and tend to discredit the system. Their repetition will lead to the removal of the negligent postmaster.* The utmost accuracy must be observed in writing both the order and the advice, neither of which should be "*post dated*," but each should in every instance bear the stamp of the actual date of issue. The application must be numbered to correspond with the order issued, and *filed for future reference.*

SEC. 818. If an error of any kind be made in filling up a money-order, and it be discovered at the time of issuing or before the advice has been dispatched, a new order must be made out, *as no alterations or erasures*

are permitted. *The special attention of postmasters is called to this important regulation.* Should an order containing alterations or erasures be presented for payment, the same may be paid, provided it agrees with the advice and the latter is *free* from these defects. The paying postmaster will report every case of this nature to the superintendent of the money-order system.

SEC. 819. Postmasters will observe that the forms for money-orders and advices are numbered consecutively from 1 to 500 or 1,000, or to higher numbers, according to the requirements of the issuing office. This is intended as a safeguard against the improper use of the blanks; and therefore when, through mistake or from any other cause, any of them have been spoiled, the words "Not issued" must be written or stamped across both the order and the advice. The spoiled order, with the corresponding advice, must be transmitted to the money-order office of the Post-Office Department with the weekly account, and must be entered therein in its proper numerical order, with the words "Not issued" written opposite; the particulars and amount of the order being left blank. A similar entry must be made against the corresponding number in the register of orders issued. *No departure from this rule will be permitted, as the Postmaster-General imperatively requires that EVERY BLANK FORM OF A MONEY-ORDER SENT TO A POSTMASTER SHALL BE ACCOUNTED FOR AT THE END OF THE WEEK IN WHICH IT IS USED OR CANCELED.*

SEC. 820. Upon the issue of a money-order, the postmaster will record all the particulars thereof in the "register of orders issued," as directed by the headings; and if any subsequent action should be taken in reference thereto, (such, for instance, as repayment, the issue of a duplicate, &c.,) he will note the alteration opposite the entry in the register under the head of "Remarks."

SEC. 821. When the aggregate amount of orders issued by any money-order office in one day, upon a second-class office, equals or exceeds \$300, the issuing postmaster will be required to send by the first mail a special notice of the fact, stating the amount drawn for, to the money-order office of the Post Office Department. (See Form No. 4.) Postmasters are required to pay strict attention to this rule, as a neglect of the duty it enjoins may result in delay of payment, and consequent inconvenience to the payee.

SEC. 822. The issue of money-orders on credit is strictly prohibited, under the severest penalties; and no moneys shall be received by a postmaster in payment for money-orders issued, except United States Treasury notes or the notes of the national banks; nor can orders be paid in any other currency than that herein described. Checks are not to be received under any circumstances for the issue of money-orders.

SEC. 823. Money-orders can only be issued upon such offices as are enumerated in the list of money-order offices. The names of the offices which may from time to time be added thereto will be duly made

known to the postmasters at other designated offices. In issuing orders the name of the office drawn upon *must not be abbreviated*, but must be written in full upon *advices* as well as upon orders.

SEC. 824. When a postmaster receives notice of the opening of a new office, or of any change whatever relative to money-order offices, he will at once make the necessary correction in his list.

SEC. 825. A money-order may be issued for any amount from *one cent* up to *fifty dollars*, inclusive; but fractional parts of a cent must not be introduced into any money-order or account.

SEC. 826. The given names of both remitter and payee must be entered in the advice in full when possible; and married women must be described by their own names, and not by those of their husbands. Thus, the appellation "Mrs. William Brown" is defective, as it does not accurately describe the payee, whose true name may be Mrs. Mary Brown. Both names and sums must be written so legibly as to effectually guard against errors. When the applicant is unable to state the initials of the given name or names of the payee, the postmaster must refuse to issue the order. A money-order should always be made payable to one person or to one firm only, and not to either of two or more designated persons or firms.

SEC. 827. When a second or duplicate advice is required, in consequence of the original advice having been spoiled in issuing an order, or when the original advice is stated not to have reached its destination, or when it is necessary to re-advise for any reported discrepancy in number, name, or amount, one of the spare advice forms headed "second advice" must be used. Whenever the issuing postmaster receives a letter of "inquiry" from the postmaster at the office of payment, in "case of discrepancy between the advice and the statement of the payee," the former will carefully examine the original "application," and if it agrees with the statement of the payee, he will fill up a "second advice" from the application. If, however, the application agrees with the first advice, he will, when practicable, ascertain from the remitter what correction, if any, is required in the application, and fill up the "second advice" accordingly. But in case the remitter cannot readily be found, the postmaster will simply fill up from the application a "second advice," and write thereon the words, "Remitter not found."

SEC. 828. When orders are issued for sums less than one dollar, or for any amount in complete dollars, the spaces for "dollars" or "cents," as the case may be, both at the head and in the body of the order, must be filled up with a heavy dash, so as in all cases effectually to prevent any subsequent alteration. The amount in the body of the order must invariably be expressed in writing, and not in figures. Postmasters are hereby instructed to refuse to issue in one day, to the same remitter and in favor of the same payee, more than *three* money-orders payable at the same post office

SEC. 829. It is strictly required that the money-order shall bear the stamp of the office of issue as well as of that of payment, and that the advice shall bear the stamp of the office of issue. To insure at all times a clear impression, a special stamp must be employed for this purpose, which should never be used for stamping letters. Should the stamp of the issuing postmaster and the written date be wanting upon a money-order, the postmaster at the office upon which it is drawn must decline payment. Orders from which the stamp of either office has been omitted will be rejected as vouchers by the Department, and will be returned in order that the omission may be supplied.

SEC. 830. It is expected of postmasters that they will exercise their judgment with respect to the places upon which money-orders may be desired, as the applicants, from lack of information, are liable to mistakes, which will be productive of inconvenience to the payee. Therefore, when occasion requires, postmasters will endeavor to ascertain which is the money-order office most conveniently situated for the purpose of the remitter, and to advise him that the order be drawn thereon.

SEC. 831. Postmasters who are intrusted with the duty of issuing and of paying money-orders will invariably be held responsible for the acts of their subordinates in relation to such issues and payments. It is desirable that orders and other official papers should in all cases be signed by the postmaster himself; but it may occasionally happen, by reason of his unavoidable absence, that it will be necessary for the assistant postmaster or designated clerk to sign the orders, in which case the postmaster's name must be written, and beneath it the name and designation of the writer, thus:

“JOHN DOE, *Postmaster,*
“By RICHARD ROE,
“*Assistant Postmaster, (or Clerk.)*”

SEC. 832. The signature of the postmaster or designated clerk who issues a money-order must invariably be *written* and not stamped thereon. In case of the sickness or unavoidable absence for a length of time from his office of the postmaster at a money-order office, he should apply to the Postmaster General for permission to put a designated clerk in his place to discharge his duties, upon the condition that the bond of the postmaster shall cover and apply to the acts of such clerk.

SEC. 833. A postmaster may repay an order issued at his own office, PROVIDED THE ORDER IS PRESENTED TO HIM FOR THAT PURPOSE, AND IS LESS THAN ONE YEAR OLD, AND DOES NOT BEAR MORE THAN ONE INDORSEMENT; but the repayment must be made to the person who obtained the order, except in special cases. (See Section 836.) IF THE ADVICE HAS GONE FORWARD TO THE POST-OFFICE UPON WHICH THE ORDER WAS DRAWN, THE POSTMASTER WILL, BY THE FIRST MAIL, DIS-

PATCH A SPECIAL ADVICE (Form No. 5) NOTIFYING THAT OFFICE OF THE REPAYMENT. If the advice has not gone forward, it is to be transmitted to the money-order office of the Post Office Department, inclosed with the corresponding repaid order in the weekly account. *The fee must not in any case be refunded.*

SEC. 834. When the remitter of a money-order desires to change the place of payment of the same, or when a mistake has been made in drawing an order through error of the remitter, the issuing postmaster is authorized, with the above restrictions, to take back the first order, which he will repay, and issue another in lieu thereof, for which an additional fee must be charged and exacted as on a new transaction. But should the mistake be made by the postmaster, he will be held responsible therefor, and must charge himself with the fee for issuing the new order. If the advice has gone forward to the post-office upon which the original order was drawn, he will, by the first mail, dispatch a special notice, informing that office of the repayment of said order. The *special* advice is not to be used instead of the proper accompanying advice of the new order, but is additional to it. Under no circumstances must a postmaster issue a new order in lieu of another until the original order shall have been returned to him.

SEC. 835. The word "Repaid" (and the date) must be written or stamped on the face of every repaid order, and a corresponding entry made in the register of orders issued, against the particulars of the order, and in the column headed "Remarks."

SEC. 836. Every order repaid must be signed by the remitter or person who procured it. But if he should be unable to make application for such repayment in person, it can be made to another party, in which case the remitter will fill up the indorsement upon the back with the name of the person to whom he wishes the payment made, and sign his own name thereto, substituting the word "remitter" for that of "payee," where the latter occurs. But postmasters will exercise the *greatest caution* in repaying an order to a second person. It may occasionally happen that an order is presented for payment at the office of issue by the payee. The issuing postmaster is at liberty to pay the order in such case, and treat it as "repaid," provided he is satisfied as to the identity of the payee, and that the latter has good reasons for presenting the order at his office. Across the face of the order should be written these words, viz: "Paid to the payee."

SEC. 837. When an order is repaid by *duplicate*, the fact must be noted in the register of orders issued, by writing opposite the entry of the original order, in the column of "Remarks," the words "Repaid by duplicate No. —," (adding the number and the date of repayment.) Special notice must also be sent to the office on which the original order was drawn. In taking credit for such repayment in the summary of the weekly statement, the postmaster will enter the number of the

original order, and also that of the *duplicate*, thus: "By money-order No. 1286, repaid, (by duplicate No. 120,) §19.25."

SEC. 838. When a postmaster receives a special notice of the repayment of a money-order by the issuing postmaster, he will write the words "Repaid at ——" (naming the place and date) opposite the entry in the register of advices received, and also upon the original advice, which, with the special notice attached thereto, he will place on file.

SEC. 839. No money-order must be paid until the corresponding letter of advice shall have been received.

SEC. 840. Upon the receipt of an advice, the postmaster will first examine the same, to see that it is *payable at his office*, and is in all respects regular, and stamped; he will thereupon enter the particulars in the register of advices received. After being so entered, advices should be filed, alphabetically arranged, under the names of the issuing offices, so that reference may readily be made to them whenever necessary. The "paid" advices should be kept separate and distinct from the "unpaid," and should be arranged according to the several offices of issue and dates of payment, and are to be retained on file for a term of four years. Every care should be taken to guard against the loss of these important documents; and with this view, and to prevent their disarrangement, they should be kept under lock and key. Postmasters, assistant postmasters, and money-order clerks are forbidden to reveal to any person the information communicated to them by the advices in their possession of money-orders drawn upon their respective offices. Should they do so, it will be regarded by the Postmaster-General as sufficient cause for removal.

SEC. 841. In the event of an advice being received which is not drawn upon his office, the postmaster will transmit it by the first mail to its destination, previously noting on the document the circumstance of its having been missent.

SEC. 842. Postmasters are strictly enjoined carefully to check their advices before dispatching them, with the view of ascertaining that they are correctly addressed.

SEC. 843. Should a second advice be received, correcting the *number, name, or amount of the original*, the entry in the register should be altered accordingly, and the second advice, attached to the original, placed on file.

SEC. 844. Where an order is presented for payment, the postmaster will first examine the document, to see that it is properly signed, stamped, &c.; he will then compare the date, number, and amount with the advice or with the record thereof in the register of advices received, and satisfy himself, by questioning the applicant, and by such other means as may appear necessary, that the applicant is the person entitled to payment. Every person who presents a money-order for payment *should be required to prove his identity to the postmaster, unless the latter is satisfied, without obtaining such proof, that the applicant is the rightful owner of the order.*

Special caution should be exercised in the payment of orders issued in favor of women, or of soldiers or sailors. In the event of an order being paid to the wrong person through lack of necessary precaution on the part of the postmaster, he will be held accountable for such payment. Care should be taken that the signature of the payee be as full as the name given in the advice, and that it be in no way inconsistent therewith. If the payee be unable to write, he must sign the receipt by making his mark, to be witnessed in writing. The witness should sign his name, with his address, in the presence of the postmaster, and the latter will then certify the payment by adding his own initials. The witness should be known to the postmaster, but it is desirable (though not imperative) that he be not connected with the office. In no case should the postmaster act as witness himself. It is not necessary that the witness should be personally acquainted with the payee.

SEC. 845. No postmaster will be permitted to pay an order which is not drawn upon his office. This, however, does not preclude the repayment of an order at the office where it was drawn, as specified in Article 11 of Section 815, and Sections 831 and 832.

SEC. 846. When an order is presented for which no advice has been received, one of the printed letters of inquiry for missing advices (Form No. 21) must at once be dispatched to the postmaster who issued the order. Under no circumstances whatever can an order be paid until the corresponding advice shall have been received.

SEC. 847. When an order is presented which does not agree with the advice, payment must be refused until a *second advice* can be obtained, unless the difference be evidently accidental and trifling, in which case the postmaster may, if he chooses, pay the order; but he will be held responsible if the payment should turn out incorrect. Every case of difference, however small, between an order and an advice should be reported in forwarding the order at the end of the week. If the discrepancy is considerable and is not corrected by a second advice, the holder of the order should be directed to return it to the remitter, so that the latter may present it to the issuing postmaster for repayment and the issue of a new order in lieu thereof. If the said postmaster is responsible for the error, he must charge himself with the fee for the new order.

SEC. 848. *It is the special duty of the postmaster to provide* as far as possible against delay in the payment of orders on presentation, by making immediate application for funds, (using Form No. 10,) whenever the amount of advices received indicates the need of assistance to enable him to pay the corresponding orders. He is authorized to defer payment only long enough to procure the requisite funds, and the delay, if he is prompt in making his application, should not exceed five days. Should a postmaster who has sufficient funds of the Department, whether arising from the issue of money-orders or from postages, in his hands, refuse to pay orders drawn upon him when duly presented, such refusal will be deemed cause for his immediate removal.

SEC. 849. After payment of a money-order, the date of such payment must immediately be stamped upon the order and upon the back of the advice, and likewise entered opposite the record thereof in the register of advices received, with the word "Paid" written opposite the entry, in the column headed "Remarks."

SEC. 850. When an order is paid by *duplicate*, the fact must be noted in the register of advices received, by writing opposite the entry of the advice, in the column of "Remarks," the words "Paid by duplicate No. —," (adding the number and the date of payment.) *The same should be written in red ink under the particulars of the original order in the weekly statement.*

SEC. 851. Postmasters are prohibited from paying a money-order to a second person without the written indorsement to such second person by the payee on the back of the order, unless the payee has, by a duly executed power of attorney, designated and appointed some person to collect moneys due or to become due him, in which case the attorney should be required, before payment is made him, to file at the office of payment a certified copy of such power of attorney. When orders are paid upon an indorsement, the *utmost caution should be exercised*, and before paying them the postmaster must be satisfied that the signature to the indorsement is genuine, and that the person presenting the order is the one named in the indorsement. The person presenting the order should be required, if unknown to the postmaster, to prove his identity. The name of the indorsee to whom an order is paid should be entered in the column of "Remarks" in the "register of advices received."

SEC. 852. Any order not correctly receipted, or not stamped with the date of payment, will be disallowed from the weekly account and returned for correction.

SEC. 853. Under no circumstances can payment of an order be demanded on the day of issue.

SEC. 854. After once paying a money-order, by whomsoever presented, provided the required information has been given by the party who presented it, the Department will not hold itself liable to any further claim, but in case of improper payment of an order, will endeavor to recover the amount for the owner.

SEC. 855. Payment of an order may be withheld by the paying postmaster upon the receipt of a written request from the issuing postmaster or the remitter for a *sufficient time* to enable the remitter to furnish the paying postmaster with proof that the order was procured by him through a mistake, or through false representations, or other fraudulent action of the payee. The case, together with the proof furnished, must be referred to the Department.

SEC. 856. In case a money-order is lost in transmission, or otherwise, a duplicate will be issued by the superintendent of the money-order system, on the receipt of the application therefor of either the remitter, the payee, or the indorsee of the original. Such application should be

made on Form No. 7, and should be forwarded to the Department by the issuing or the paying postmaster. The duplicate can be made payable only to the payee, or, in case of indorsement, to the indorsee of the original, unless the written consent of the payee or indorsee to the repayment of the order, by duplicate, to the remitter, shall have been obtained by the latter, and duly filed in the Department. Such written consent must bear a certificate as to its genuineness from the postmaster on whom the original was drawn. If the owner of the order, (whether the payee or endorsee,) or his legal representative, *cannot, after the lapse of a reasonable time, be found*, the remitter should forward to the Department satisfactory evidence of that fact, if he desires repayment. A blank bond of indemnity, in a penal sum of double the amount of the lost money-order, will then be sent him, to be executed by himself and two sureties, and returned to the Department; the condition of such bond being that if, after the issue and payment of a duplicate order to the remitter, any other person establishes a valid adverse claim to the original order, the amount so paid by duplicate shall be refunded to the Post-Office Department. Upon full compliance with the above requirements, the remitter thus situated will receive a duplicate of the lost order.

SEC. 857. When a postmaster has been informed by the remitter, payee, or indorsee of an order that the same has been lost or destroyed, he will cause the said remitter, payee, or indorsee to sign a statement, setting forth the loss or destruction thereof, and containing a request for the issue of a duplicate. If the applicant is the indorsee of the original, his application must be accompanied by a certificate to that effect from the payee, the genuineness of which must be attested by the postmaster at the latter's place of residence. The postmaster before whom the application is made will complete the application by enumerating the particulars of the lost order, and by stating to whom the duplicate is to be made payable, whether to the payee or the indorsee, and also the full address of such person. He will thereupon execute the proper certificate relative to the payment or repayment of the original order, and dispatch the form to the issuing or the paying postmaster, as the case may be, for his certificate. The latter should be requested to forward the paper, when completed, to the superintendent of the money-order system.

SEC. 858. In case both the order and advice are lost, the issuing postmaster will, upon receiving notice of the loss of the latter from the paying postmaster, forward to him a *second advice*, embracing all the particulars of the missing advice, so that application may be made through the paying postmaster, and he may be enabled to give his certificate in the manner above described.

SEC. 859. Should the original order alleged to be lost come into the possession of the payee or indorsee thereof, and the Department be notified of the fact before a duplicate is issued, special permission will be given to pay the said original order on presentation.

SEC. 860. A duplicate order can be drawn only on the issuing or the paying office of the original order, and becomes invalid if it bear more than one indorsement.

SEC. 861. When a postmaster signs a certificate that an order drawn upon his office has not been and will not be paid, he should at once note the same by writing, in red ink, across the face of the advice, and under the entry thereof in the register of advices received, the words "Duplicate applied for—original order not to be paid;" and in case of an order issued at his office, when he has certified that the original order has not been and will not be repaid, he will write under the entry of the said order, in the register of orders issued, the words "Duplicate applied for—original order not to be repaid." *Neglect of this rule may involve a postmaster in serious trouble, AS HE WILL BE HELD STRICTLY ACCOUNTABLE SHOULD THE ORIGINAL ORDER BE AFTERWARD PAID OR REPAID AT HIS OFFICE.*

SEC. 862. If the original order be presented by the payee or indorsee after a duplicate has been applied for, the postmaster will write across it the words "Canceled—duplicate applied for." If the person who presents it requires the postmaster to return it, he may do so; but if not, the order should be sent to the Department.

SEC. 863. Duplicate money-orders will be issued only by the Department. Under no circumstances whatever will a postmaster be allowed to issue them.

SEC. 864. No fee is to be charged by a postmaster for the delivery of a duplicate issued in place of a lost or invalid order. The postmaster who receives from the Department a duplicate payable by him must forthwith send notice to the payee of such duplicate to call for payment.

SEC. 865. In paying a duplicate the postmaster is required to ascertain beyond a reasonable doubt the identity of the payee or indorsee thereof.

SEC. 866. Any order which is not presented for payment until after the expiration of one year from the date thereof, is declared "invalid and not payable" by the fourth section of the act approved June 12, 1866, and the postmaster to whom such order is presented must refuse payment of the same. In order to obtain payment of such invalid order, the holder will be required to forward the same, through the issuing or the paying postmaster, to the money-order office of the Post-Office Department. (See Form No. 8a.) If the Department is satisfied that the order has not been paid, a duplicate will be issued made payable to the remitter, payee, or indorsee, as may be requested in the application, and the same will be sent to the postmaster for delivery or payment, as the case may be.

SEC. 867. The register of advices received should be carefully examined *at least once a week*, with a view to ascertain whether any of the unpaid advices entered therein have become invalid by reason of being

more than one year old; and should it be found that any of them have become invalid for the reason stated, the several *dates and numbers* thereof in the register must be underscored in red ink, and the advices picked out at the close of the week and forwarded to the Department; the envelope containing the same being indorsed "Advices of invalid orders." Under the corresponding entries thereof in the register should then be written, "Invalid—advice forwarded to the Department ———, 187—." A strict compliance with this regulation is of the first importance.

SEC. 868. Section 112 of the law provides that "more than one indorsement upon an order shall render the same invalid and not payable." Hence, the postmaster to whom an order, whether "original" or "duplicate," thus illegally indorsed shall be presented, must refuse payment of the same; and the holder thereof, to obtain payment of the order, is required to return the same, with an application for renewal, to the money-order office of the Post-Office Department, and to furnish the statement, under oath or affirmation, of two responsible persons known to the postmaster, (whose certificate shall be appended thereto,) that the indorsement is genuine, and that the holder is the person named therein. (See Form No. 8.) Upon his compliance with these requirements, a duplicate of the illegally indorsed order will be issued, as above. In all cases of lost or invalid orders, the *owner* of the order (whether remitter, payee, or indorsee) may make application, through either the issuing or the paying postmaster, for a duplicate; and it is the duty of the postmaster to whom such application shall be made to fill up and forward the proper forms therefor. The duplicate will be issued agreeably to the request contained in the postmaster's letter—*i. e.*, to the remitter, payee, or indorsee—and made payable at the issuing or the paying office, as may be desired, and forwarded to the address specified by the applicant.

SEC. 869. In all cases where postmasters are authorized to deliver duplicates of INVALID money-orders, no fees therefor must be charged or exacted.

SEC. 870. It is to be expected that occasionally at some offices the postmaster will be called upon to pay money-orders to an amount exceeding that of the money-order funds in his hands, so that his reserve will be exhausted. *In every such event* he will transfer from the postage to the money-order account a sum of money *equal to the amount of his reserve*, and, if necessary, *large enough* to enable him to pay these orders. In case the postage funds are insufficient for such transfer, the postmaster will transfer as large an amount as practicable, (*provided it be sufficient to pay even one order.*) and must immediately notify the Department, (see Form No. 10,) when he will be furnished with a draft for the amount required. Should the payments at any office continue to exceed the receipts thereat, the postmaster at such office will be furnished with a letter of credit, to be used only when absolutely required for the payment of money-orders.

SEC. 871. In making a transfer of funds, (which must in all cases consist of *complete dollars only*, and the introduction of *cents* into transfers is hereby prohibited,) if from the "postage" to the "money-order" account, postmasters will first take credit for the amount of said transfer in their general account with the Post-Office Department; they will then debit themselves therewith in the money-order cash-book, and enter the transaction under its proper head in the weekly statement following such transfer. If from "the money-order" to the "postage" account, the amount must be entered on the credit side of the money-order cash-book, and a corresponding entry made on the debit side of the general account, the transfer to be noted in the weekly statement, as before. A notification (Form No. 9) is in all cases to be forwarded to the money-order office of the Post-Office Department immediately after a transfer of funds from either account. A transfer *from the money-order* to the postage account is only to be made **WHEN EXPRESSLY DIRECTED BY THE DEPARTMENT**. No entry of a transfer to the money-order account should be made by a postmaster in his quarterly account, and the proper credit for such transfers will be allowed him by the Auditor upon the settlement of his accounts. The strictest attention should be given to the directions contained in this section in order to avoid mistakes.

SEC. 872. The money-order accounts are to be adjusted each day, and postmasters are not allowed to retain more than \$50 beyond the "reserve" allowed their respective offices, unless their unpaid advices on hand less than two weeks exceed the reserve, in which event they can retain such a sum as, *with the reserve*, will equal the amount of such advices, and they are required to deposit, *daily, every dollar* in excess of that amount at the designated office of the first class where each postmaster may have been instructed to deposit his money-order funds. The postmaster at the office receiving these deposits will execute duplicate certificates therefor, one of which he will transmit to the money-order office of the Post-Office Department, and the other to the depositing postmaster, who will take credit in his weekly statement for the amount of the certificate, giving its proper number, date, and amount.

SEC. 873. Money-orders, payment of which has been refused, for the reason that the corresponding advices have not been received, but for which second advices have been requested, are to be included in the list of advices on hand less than two weeks.

SEC. 874. In view of the fact that certificates of deposit are in many cases not received at the Department until several days after the receipt of the weekly statements to which they apply, it has been necessary, from this cause, to suspend a large number of accounts before the deposit credits claimed could be allowed. Postmasters are therefore instructed, for the future, **NOT TO TAKE CREDIT IN THEIR WEEKLY STATEMENTS, NOR IN THEIR MONEY-ORDER CASH-BOOKS, FOR ANY DEPOSIT UNTIL SUCH TIME AS THE DUPLICATE CERTIFICATE THEREFOR SHALL**

HAVE BEEN RECEIVED BY THEM FROM THE OFFICE WHERE THE DEPOSIT WAS MADE. *Meanwhile, and pending the receipt of this certificate, they will enter the "balance on hand" precisely as they would have done had no deposit been made; but, in the margin of the statement, they will note the fact that a deposit has been or will be forwarded, stating the date thereof and the amount.* A uniform and strict compliance with this regulation is earnestly requested.

SEC. 875. The dates of the issues of the several orders, and also of the deposits, as shown in the weekly accounts, will clearly show to the Department when the moneys received for such issues and deposits should have been remitted; and postmasters will be held strictly accountable for any failure to remit or to deposit promptly in obedience to these instructions.

SEC. 876. Every postmaster is required, in making up his weekly statements, to enumerate, in detail, *carefully and accurately*, all the unpaid advices which have been in his hands *less than two weeks*, but he will take no account whatever of unpaid advices that have been on hand two weeks or more. If there is not space enough to include in the weekly statement all the unpaid advices *on hand less than two weeks*, he will enter only the aggregate amount thereof, but will make a detailed enumeration of these advices *on a separate paper*, which must be inclosed with the weekly statement, as a voucher for funds withheld from deposit. A blank form for this enumeration of advices will be furnished postmasters who need it, on application to the Department. Postmasters who fail to comply with these requirements will be considered as having improperly withheld the money. In case no unpaid advices are on hand at the close of the week, the fact should be noted in the statement by writing the words "None on hand."

SEC. 877. It has been somewhat difficult to make some postmasters understand that they are not authorized to withhold more money than will suffice to pay the orders of which they may have advices on hand less than two weeks; and to put the meaning of Section 872 beyond the possibility of misapprehension, an explanation is now offered in the following forms:

1. Suppose the postmaster's reserve is fixed at \$100, and that he has advices on hand less than two weeks to the amount of \$175; in this case he will be at liberty to keep back \$75, (which he otherwise would have been bound to deposit,) which sum, with his reserve of \$100, will pay the \$175; but he *must not*, in this case, withhold more than \$75.

2. If at the close of the week his cash balance is \$180—his reserve being \$100—and the amount of advices on hand less than two weeks \$140, he will deposit \$40.

3. In like manner, if his cash balance on completing his weekly statement is \$161, and advices on hand less than two weeks \$100 or less, his reserve being \$100, he will deposit \$61.

SEC. 878. Postmasters will take notice that the standing instructions

which they may receive from the Post-Office Department with respect to the disposal of quarterly balances, or other moneys arising from postages due from them to the United States, do not apply to money-order funds in their hands, but only to postal funds.

SEC. 879. The money-order accounts must be kept separate and distinct from those of postage, and, together with all correspondence on money-order business, must be addressed to the "SUPERINTENDENT OF THE MONEY-ORDER SYSTEM OF THE POST-OFFICE DEPARTMENT." *It is desired that every envelope should be indorsed with a memorandum stating the nature of its contents.*

SEC. 880. The books to be kept, and which, to insure uniformity, will be furnished to all the money-order post-offices by the Department, are:

1. A register of money-orders issued, in which must be recorded, daily, the particulars of all orders issued.

2. A register of advices received, which will be used for the record of advices.

3. A cash-book, showing the debit and credit transactions of each day.

The headings of the registers, together with the instructions contained in Section 881, will so effectually direct postmasters that no mistakes need occur in keeping these books.

SEC. 881. In writing up the cash-book, the balance will first be brought forward. Then, on the debit side must be entered the amount received upon a draft drawn by the postmaster under authority of the Postmaster-General's credit, the amount received for premium upon the same, the amount received on deposit from other postmasters, and the amount transferred from the postage to the money-order account, should either or any of these transactions have taken place; then the amount received from the issue of money-orders, the amount of fees thereupon, and, lastly, the balance, should there be any. The credit side must embrace the amount transferred to the postage account, the amount remitted or deposited, the amount paid on account of incidental expenses, (such as clerk-hire, stationery, &c.,) and the amount repaid on money-orders, should either or any of these transactions have taken place; then the amount paid for money-orders drawn upon the office, and, lastly, the balance. The cash-book must be written up and balanced daily at every office.

FORM OF CASH-BOOK.

_____, postmaster at _____, in account with the money-order office, Post-Office Department, the _____ day of _____, 187—.

Dr.

Cr.

To balance brought forward.....	\$40	60	By amount paid for money-orders drawn on this office.....	\$250	00
To amount transferred from postage account.....	100	00	By certificate of deposit, No. —.....	00	00
To amount received for money-orders issued, No. — to No. —, inclusive.....	118	90			
To amount of fees upon same.....		90	By balance.....	0	72
	259	72		250	72

SEC. 882. Postmasters should keep their money-order cash separate and distinct from all other cash whatsoever, and with this view a special drawer should be set apart for it. All receipts of cash on money-order account, whether for orders issued and fees, remittances from other postmasters, or postage-money transferred, should be deposited therein; and all disbursements, whether in payment of orders, remittances made to other postmasters, or transfers to postage-account, should be made therefrom. The usefulness of the cash-book depends entirely upon the money-order cash being in this manner kept intact, and it is therefore important that this regulation be strictly observed.

SEC. 883. Postmasters must be particular to number their weekly statements consecutively, beginning with No. 1 for the first statement made in the month of January of each year. The greatest care must be taken to write the names of the remitters and payees of the money-orders so plainly in the accounts that they may be easily read.

SEC. 884. On Saturday evening of each week postmasters will make up their weekly statement, being careful to state therein all the particulars required by the headings, and to compare the several items with those contained in the registers and cash-book before forwarding the same to the money-order office, Post-Office Department, which must be done by the first mail after the accounts have been closed.

SEC. 885. If no business has been transacted during the week, the postmaster will be required to send forward the usual form, with a statement of the last balance, and the words "No business" written across the face of the blank. Copies of the weekly returns should not be retained by the postmaster.

SEC. 886. Postmasters will be careful to enter into their weekly returns neither more nor less than the transactions of one week, and the week must be understood to commence on Monday and to end on Saturday. But at the expiration of each quarter of the year, viz., 31st March, 30th June, 30th September, and 31st December, should either of these days not fall on Saturday, a statement must be made up and forwarded of the business transacted from the *last Saturday but one* in the month, up to the close of the last day of that month and quarter. The next succeeding statement must embrace all the business transacted since the *first* day of the *first* month of the next quarter up to the close of the second Saturday of said month. For example, the 30th of September, 1873, falls on Tuesday; hence no statement is to be made on Saturday, the 27th of that month, but a statement must be made on Tuesday, the last day of the month, to include all the business transacted since Saturday, the 20th of the month. In like manner, no statement should be made on Saturday, October 4, 1873, but the statement of the next Saturday, October 11, must embrace all the business transacted since the first day of that month. The object of this regulation is to facilitate the quarterly settlement of the accounts of postmasters, and also to dispense with statements for fractional parts of a week.

SEC. 887. The paid, repaid, and "not issued" orders, and the vouchers for incidental expenses, must invariably accompany the returns, which will not be considered complete without them.

SEC. 888. All letters addressed by postmasters to the Department, or to the superintendent of the money-order system, should be forwarded separately, and are not, under any circumstances, to be inclosed in envelopes with the weekly statements.

SEC. 889. Whenever it is found necessary, in order to prevent delay or embarrassment in the payment of money-orders, the postmasters at certain offices will be allowed a credit, to a designated amount, with the postmaster at New York, or at some other first-class office designated for the purpose, which credit will be used in the following manner: When at any office having such credit the funds arising from the money-order business are insufficient to pay the orders presented, the postmaster will thereupon be permitted to draw a draft, payable to his own order, against the amount placed to his credit for such a sum, *and no more*, as may be necessary to meet the requirements of the case. It is therefore apparent that this credit must be drawn by installments; for example, \$100, \$200, &c., as may be required, and not in one gross sum. The amounts so drawn from time to time must be entered by the postmaster to his debit in the cash-book upon the day they are drawn, and also in the weekly account. Should the amount of orders paid at any one of these offices continue considerably to exceed the amount of orders issued, this credit will, of course, in time become exhausted; and it will then be the duty of the postmaster to make application to the Postmaster-General, through the money-order office of the Post-Office Department, for a renewal thereof. (See Form No. 14.)

SEC. 890. For the purpose of drawing against the credits, special drafts will be supplied to postmasters having such credits, who, in the margin provided for their own special use, will state the amount of the credit, and enter and deduct from it the amount drawn by the corresponding draft, by which means they will be constantly reminded of the condition of the fund. Each of these drafts bears a coupon, which the postmaster drawing the draft will fill up, date, and sign, and which the postmaster at the office drawn upon will transmit to the money-order office of the Post-Office Department whenever the draft is paid. It is presumed that no difficulty will be experienced by a postmaster in immediately obtaining the amount of such draft from any national bank in his locality. For this purpose a form of indorsement is printed upon the back. In the negotiation of these drafts the postmaster is not at liberty to receive any funds except the currency issued under the authority of the United States, inasmuch as he is prohibited from paying out any other money for orders presented. If a premium be received for a draft, the postmaster must charge himself therewith.

SEC. 891. In case of special exigency, where assistance is needed at an office the business of which does not require a standing credit, a

draft for a designated sum will be sent sufficient to meet the unpaid advices and re-establish the "*reserve*."

SEC. 892. Postmasters are prohibited from drawing drafts in manuscript, or upon any other forms than those supplied by the Department, and they must invariably sign the drafts *themselves*.

SEC. 893. The postmaster at every money-order office will make the deposits required by these instructions (see Section 872) by transmitting the amount to be deposited in a registered package addressed to the postmaster of the office named as his depository. Inclosed in this package he will also send a letter, (Form No. 18,) giving in detail an accurate description of the money therein remitted. For the sake of convenience and security, *the notes remitted should be of the highest denominations procurable*, and the postmaster must keep AN EXACT RECORD of the series, numbers, denominations, dates, and ciphers of all notes remitted by him in compliance with these instructions. Each postmaster must furthermore be ready to prove, beyond question, in every case, by a disinterested witness, who should, if practicable, be some person not employed in the post-office, that he actually inclosed the money in the package, and duly mailed the latter in the mode prescribed for registered letters; otherwise, should the money be lost, he will be held responsible therefor. If the remitting postmaster does not receive in due time an acknowledgment of the receipt of the registered package and a certificate of deposit for its contents, he will report the fact to the nearest special agent and to the superintendent of the money-order system. These deposits may likewise be made by means of drafts drawn by one national bank upon another national bank of the locality where the first class office named as the depository is situated, provided such drafts can be obtained without cost. Postmasters in the vicinity of military posts are at liberty to make deposits of surplus money-order funds by procuring from any disbursing officer of the United States a check on an assistant treasurer or designated depository located in the same city as the post office where the deposit is to be made. This check must immediately be transmitted by mail to the postmaster at such office, to whom the same must be made payable. *No premium whatever is to be paid for such checks*. The utmost promptness in depositing money-order funds is imperatively required.

SEC. 894. The Postmaster-General will allow a certain sum of money, termed the "*reserve*," to be withheld by postmasters at money-order offices, so that they may always be ready to meet the orders drawn upon them. The amount of the reserve allowed an office will be determined by the extent and nature of the business transacted thereat, and will be changed from time to time by the Department should circumstances warrant. When any post office is designated for the issue of money-orders, the postmaster will be informed of the amount of reserve allowed. The reserves are intended as a provision for paying money-orders presented at times when postmasters have little or no postage or

money-order funds on hand. Postmasters will generally know in advance the demands that may be made upon them, as they are generally in possession of the advices before the corresponding orders can be presented; and if at any time the amount of the advices on hand less than two weeks exceeds the amount of the reserve allowed, they will be permitted to withhold such an amount as, *with the reserve*, will enable them to pay the orders when presented. A comparison of the dates and amounts of deposit, and an inspection by an agent of the Department of the register of advices received, will always be sufficient to determine whether moneys have at any time been improperly withheld from deposit; and should such prove to be the case, the offender will be subject to the penalties of embezzlement, under the eleventh section of the act establishing a postal money-order system.

SEC. 895. By the terms of the section above named, *postmasters are forbidden, under severe penalties, from converting to their own use, in any manner whatever, money-order funds*; and they will be required at all times to satisfy a special agent of the Department, who may call upon them for that purpose, that they actually have on hand the balance of such funds due by them as exhibited by their accounts.

SEC. 896. Postmasters are also strictly prohibited by law from depositing money-order funds in their charge in any bank except a national bank, designated as a depository of the United States, under authority obtained by them from the Postmaster-General.

SEC. 897. At all money-order post-offices where the annual salary of the postmaster is fixed at a sum less than \$4,000, he is allowed, in addition to such salary, as a compensation for transacting the money-order business, one-third of the fees received for the issue of money-orders, and one-fourth of one per cent. upon the gross amount of orders paid. If the entire receipts from the above rates of compensation for his money-order business should, when added to his annual salary, exceed the sum of \$4,000 per annum, or \$1,000 per quarter, the surplus of such receipts shall be accounted for to the Department. At the close of each quarter postmasters will be duly notified of the amount allowed for commissions, and instructed as to the proper entry to be made thereof. Postmasters whose annual salary equals or exceeds \$4,000 receive no additional compensation for the transaction of the money-order business, but are allowed, in lieu of such compensation, a fixed sum for the clerical force requisite and actually employed in that business, which sum is established in each case upon the same basis as the commissions allowed postmasters at smaller offices. In case the money-order commissions when added to the salary make the total compensation of a postmaster \$4,000 per annum, and there remains a surplus of said commissions, an amount equal to such surplus may be allowed him for clerk-hire.

SEC. 898. Postmasters are not authorized to incur, *without special permission*, any expense whatever on account of the money-order business, except for the necessary stationery purchased, to be used exclusively

for that business; but they will bear in mind that registers and cash-books are *not* to be purchased by them, but will be furnished by the Department. They will take credit for all authorized expenses incurred on money-order account in the cash-book, and in the summary of the weekly statement, under the head of "incidental expenses," and will be careful to forward with the statement proper vouchers for the credits claimed therein. Such vouchers must specifically state that the said expense was incurred on money-order account. Upon application to the Third Assistant Postmaster-General, postmasters at money-order offices will be supplied by the Department with the number and size of envelopes required in the transaction of the money-order business.

SEC. 899. In case of the appointment of a new postmaster at a money-order office, it will become the duty of the late postmaster to render a statement of the business transacted up to the date on which he ceased to be responsible, even should it be for a fractional part of a week only. Upon giving up charge of the office, he will deposit with his successor the balance of money-order funds remaining in his hands, taking duplicate receipts therefor, one of which he will transmit, inclosed with the account, to the money-order office of the Post-Office Department. He will take credit for the amount thus deposited in the summary of his final statement. The late postmaster will also turn over to his successor the money-order books, blanks, and all circulars and instructions which have been sent to the office by the Department, and he will obtain therefor, as in the preceding case, duplicate receipts, one of which he will transmit to the Department. The receipt must distinctly state the number and description of the blanks, and must designate the *first* and the *last* number of the money-order and advice forms delivered, as, "From No. 183 to No. 500, inclusive." The late postmaster will, therefore, obtain from his successor two separate and distinct sets of receipts—one for the money-order *funds* only, and one for the money-order *blanks*.

SEC. 900. Upon taking charge of a money-order post-office, the postmaster will obtain from his predecessor full information as to the condition of the accounts of the office, the amount of the money-order reserve, the place of deposit, &c., and he will debit himself in the money-order cash-book, and in his first weekly statement, with the amount of funds received from his predecessor. And he will, in case the latter had been furnished with a credit on the postmaster at New York, apply at once to the Department for a transfer to himself of the unexpended balance of such credit, or, if there be no balance, for a renewal thereof in his favor.

SEC. 901. When a post-office is designated as a money-order office, the postmaster will be furnished with the books required to be kept, and with the requisite blank forms for conducting the money-order business. Postmasters should be careful not to suffer their stock of these blanks to become exhausted, but to make a timely application for a new

supply. The utmost economy in the use of blanks is always to be observed.

SEC. 902. The registers and cash-book being the property of the Department, must be carefully preserved, and must be delivered up when called for, or on going out of office.

SEC. 903. All circulars and instructions sent to a postmaster must be kept on file in the office, convenient for reference.

SEC. 904. Should any blank order be omitted in the series supplied to an office, the postmaster will make a note thereof opposite the blank number in the account in which, if supplied, the order would have appeared. He will also make a similar memorandum in his register of orders issued. Money-order and advice forms should be carefully examined immediately upon their receipt, and all irregularities reported. Should any of the blanks be defective or mutilated, the postmaster will cut out and return the same to the superintendent, and treat the blank or blanks as "omitted." In the event of any of the blanks being duplicated, it will only be necessary to cut out the extra ones and return them to the Department. Postmasters should keep their stock of these forms in *their own custody*, under lock and key, in some place of security to which none of the persons employed in their office, or in their private business, have access; and they will be *held responsible for any loss which the Department may suffer arising from fraud committed through a disregard of this regulation.*

SEC. 905. Postmasters whose offices are designated as money-order offices are required to give a new bond to the Government, with at least two sureties, which is conditioned for the faithful performance of the duties and obligations imposed upon them by the postal and money-order laws.

SEC. 906. *Negligence or delay in transmitting the weekly returns, forwarding advices, or in remitting or depositing funds* according to instructions, are serious obstacles to the successful working of the money-order system, and postmasters must be cautious in these respects. As intimated elsewhere, *the withholding of money* contrary to the regulations will subject the offender to serious penalties.

SEC. 907. The success of the money-order system will greatly depend upon the attention, promptitude, and accuracy of postmasters; and it is expected, therefore, that each postmaster will be careful to conform to the rules, as well as to see that the orders and advices which come to him from other offices are properly and correctly executed. *Should they be otherwise, the fact must be reported to the Department.* Postmasters are also earnestly requested to report every instance of repeated failure in the receipt of advices *from any one office.* **NEGLIGENCE IN FORWARDING ADVICES CANNOT BE TOLERATED.** It causes delay in payment, and often great hardship to the payee thereby, and, moreover, tends to derange and discredit the money-order system.

SEC. 908. It may be presumed that, in the operations of the money-

order system, circumstances of an unusual character, not provided for in these instructions, may occasionally arise. Should a postmaster at any money-order office meet with any great and unexpected difficulty, he will at once communicate the facts of the case to the Department; and when an immediate decision is absolutely necessary, he may make use of the telegraph for that purpose. But the postmaster should not refer to the Department petty obstacles or perplexities, which, though not provided for in these rules, it is his duty to decide upon according to his own best judgment.

SEC. 909. It may be anticipated, also, that circumstances will occur indicating the expediency of modifying or of adding to the provisions of the money-order system as herein described. As it is intended to make the system as efficient as possible, postmasters are requested to communicate to the money-order office of the Department any fact coming to their knowledge which may tend to show the necessity for any modification of the present rules, or any change in the method of their application which practical experience would indicate to be an improvement.

SEC. 910. No money-order business is to be transacted on Sundays.

CHAPTER XLVI.

POSTAL MONEY-ORDER SYSTEMS BETWEEN THE UNITED STATES AND FOREIGN COUNTRIES.

UNITED KINGDOM OF GREAT BRITAIN AND IRELAND.

SEC. 911. The exchange of postal orders between the two countries is to be effected through the agency of two post-offices, termed "international exchange offices." The international exchange office on the part of the United States is New York, and that on the part of the United Kingdom is London.

SEC. 912. Certain money-order post-offices in this country, designated for the purpose by the Postmaster-General, are authorized to issue money-orders on the postmaster at New York, payable to beneficiaries in the United Kingdom, and to pay orders issued by that postmaster for sums remitted by the Postal Department of the United Kingdom for payment to beneficiaries in the United States. Hence, a postmaster in either country cannot draw an international money-order for an amount deposited with him directly upon a postmaster in the other, but must draw the same upon the international exchange office of his own country. An international postal order must not be drawn for a larger sum than \$50 in United States currency, and must not contain a fractional part of a cent. The fees for the issue of international postal orders are as follows, viz: On orders not exceeding \$10, 25 cents; over \$10 and not exceeding \$20, 50 cents; over \$20 and not exceeding \$30, 75 cents; over \$30 and not exceeding \$40, \$1; over \$40 and not exceeding \$50, \$1.25. No other currency than United States or national-bank notes can be received or paid.

SEC. 913. The issuing postmaster must not undertake to decide definitively upon the actual value in United States gold coin of a certain sum in currency for which an international order is issued. He is at liberty, however, to advise the remitter as to its approximate value, which

may be found to differ materially from the real value, as the latter is to be computed upon the basis of the premium upon gold on the day of the receipt of the order by the postmaster at New York. Hence, this Department cannot undertake, on behalf of a remitter in this country, to pay a determinate sum in gold in the United Kingdom. As the premium on gold is variable, it is evident that an international order issued for a sum in United States currency may, when received at the exchange office at New York, yield a sum in gold greater or less than that considered at the office of issue as the equivalent of such order. For the same reason, the value in the United States currency of an order in gold, certified by the exchange office at London to the exchange office at New York, would depend upon the premium on gold on the day of the receipt of the list containing such certified order. This Department, therefore, can only agree to cause payment to be made to a beneficiary in Great Britain of the gold value of any international postal order issued for an amount in United States currency, and to pay to a beneficiary in this country the currency value of an international order in gold from Great Britain. To guard against misapprehension, postmasters will be careful to explain this point fully to remitters and to payees.

SEC. 914. A special form of application (Form No. 1 B) must be furnished to the applicant for an international postal order payable in Great Britain. On this form he must enter all the particulars of the amount, names, address, &c., and must state the *full name* and exact residence of the payee, giving the town or village, and county. From the items contained in such application, the issuing postmaster will fill up the international postal order and coupon, both of which he will, by the next outgoing mail, dispatch, without separating them, to the postmaster at New York. The corresponding certificate of the same number and date he will deliver, when completed, to the remitter, as a receipt for the amount paid in by the latter. No "advice" is used at the issuing office in this international system, inasmuch as the order, instead of being delivered to the remitter for transmission, is forwarded directly by the issuing postmaster to the "exchange" office at New York. The particulars of the order are to be entered in the register of international orders issued, and the application must be retained on file. The general rules in regard to issuing domestic orders contained in the domestic money-order instructions are to be observed in the issue of international postal orders, in so far as these rules are applicable. The postmaster, however, must refuse to issue an order payable to any person, if the surname and the initial letter of that person's name are not furnished by the applicant, unless the payee be a peer or a bishop, in which case his ordinary title is sufficient. If the payee be a firm, the usual designation of such firm will suffice, such as "Baring Bros.," "Smith & Son," "Jones & Co.;" but the mere term "Messrs.," such as "Messrs. Rivington," or the name of a company trading under a title which does not consist of the names of the persons composing such company, as, for example, "The Carrou

Company," must not be accepted as sufficient by the issuing postmaster, who will decline to issue an order on the United Kingdom in favor of such payee, as payment thereof would be refused in that country.

SEC. 915. When the international postal order and coupon are received by the postmaster at New York, the latter will stamp thereon the date of receipt, and insert the items to be filled in by him, viz: "Premium on gold the day of receipt at New York;" "Value of order in United States gold;" "Value of order in sterling;" "Date and number of list in which order was certified to the United Kingdom;" "Current number of certified order." When the coupon has been completed by the postmaster at New York, he will return it to the issuing postmaster, who will place it on file with the corresponding application for reference, in case the remitter of the order desires information as to the value thereof in gold when received at New York, the amount transmitted, or the date of transmission. It is expected that the issuing postmaster will cheerfully and promptly comply with a request of the remitter for information as to any of these points.

SEC. 916. It is the duty of the postmaster at New York to enter the particulars of each British international order issued in this country, and received by him since his last previous dispatch to Great Britain, in a blank form, called a "list of international postal orders," which list he transmits, by the next transatlantic mail, to the exchange office at London, together with his certificate that the several amounts of these orders have been duly received in the United States, for payment in the United Kingdom to the persons named in that list. He also forwards, at the same time, a money-order drawn by him, in sterling, in favor of and addressed to each payee mentioned in the list, which order the exchange office at London undertakes to send, *free of postage*, to the payee. The postmaster at New York, therefore, retains on file all international orders, drawn on him by postmasters in the United States, but forwards to the United Kingdom a descriptive list thereof, together with corresponding orders, payable in sterling, made out by him in favor of the several beneficiaries. The exchange office at London, in like manner, transmits, by each transatlantic mail, to the postmaster at the exchange office at New York, a similar list of international orders for sums received in the United Kingdom for payment to beneficiaries in the United States. The receiving exchange office at New York immediately issues an order in favor of each beneficiary for an amount in United States currency equivalent to that in gold mentioned in the certified list, which order is payable by the money-order office nearest his place of residence, and is transmitted to the postmaster at such office. It is provided by the convention that each exchange office shall, in the certified lists, state the amounts of the orders, in the denominations of the money of the dispatching and of the receiving country, and that, in the transaction of the international money-order business, the pound sterling of Great Britain shall be considered as equivalent in value to four dollars and eighty-six cents of the gold coin of the United States

SEC. 917. Upon the receipt of an international order, issued by the postmaster at New York, upon the postmaster of a money-order office in this country, the latter will enter the particulars thereof in his register of international orders received. He will then send a notification (Form No. 2 B) to the payee to apply for payment of the order in person, or by his duly authorized agent, who must file, with the paying postmaster, his written authority from the payee to receive payment of the order, and execute a receipt therefor, and must also prove his identity if required to do so. Such written authority, when given by a payee who does not reside within the delivery of the office of payment, should be executed in the presence of the postmaster of his locality, and should bear a certificate from the latter to that effect, as well as the impression of his office-stamp. The date of payment must immediately be stamped upon the international order, and likewise entered opposite the record thereof in the register, and the paid order must be forwarded to the Department, as a voucher, with the weekly statement of international money-order business.

SEC. 918. Whenever the remitter of an international money-order, payable in the United Kingdom, makes application to the issuing postmaster for repayment of the amount thereof, the latter should immediately communicate the fact to this Department, whereupon, if the order has not already been certified by the exchange office at New York to the exchange office at London for payment, the issuing postmaster will be authorized to repay the amount of such order. But if it has been so certified, this Department will notify the Postal Department of Great Britain that application has been made for its repayment, and, should it not have been paid in that country at the date of the receipt of the notification, it will be recertified to the exchange office at New York, in due course of business, for repayment. Authority will then be given the issuing postmaster to repay the same. All orders certified to the Postal Department of either country, which for any reason cannot be paid within twelve months from the month of issue, become *invalid*, and will be recertified to the country of issue for repayment, or other disposal, in accordance with the laws and regulations of that country. Postmasters will therefore take care to forward promptly to this Department all invalid orders of this kind, with their weekly statements containing a description thereof.

SEC. 919. In case the postmaster who issues an international order does not receive, after a sufficient lapse of time, the corresponding coupon thereof, duly filled up and stamped by the postmaster at New York, the former should send him a letter of inquiry on the subject, with the request that, if the order had not been received at the exchange office at New York, the latter would transmit to the issuing office a certificate to that effect. Upon the receipt of such a document, the postmaster who issued the original should draw and transmit a new order in lieu thereof, for the same amount, and should write across its face, and across the

coupon, in red ink, the words "In lieu of British international order No. —, not received by the postmaster at New York." The certificate of loss should be carefully filed, but it is not necessary to make out and deliver a second receipt to the remitter.

SEC. 920. If, at the close of each week, the funds in the hands of the postmaster, received from the issue by him of British international money-orders, exceed the amount of unpaid British international orders on hand *less than two months* drawn upon him, he will transfer the excess from the British international to the domestic money-order account. Whenever a postmaster is or *may be* required to pay British international orders to an amount exceeding that of the British international funds in his hands, he will transfer the sum which he needs for the purpose from the domestic to the British international account. Every transfer to or from the British international money-order account must consist of *complete dollars only*, and must be duly entered in the British international weekly statement and cash-book, and also *in the summary of the domestic weekly statement*; but no entry thereof is to be made in the postage account, nor is any notification of transfer to be sent to the Department.

SEC. 921. The British international money-order accounts must be kept separate and distinct from the Swiss, the German, and the domestic money-order accounts, as well as from those of postage. The blank-books to be used, which will be furnished by the Department, are:

1. A register of British international money-orders issued, in which must be recorded, daily, the particulars of all such orders issued on the postmaster at New York.
2. A register of British international money-orders received from that postmaster.
3. A British international cash-book, showing the debit and credit transactions.

These books are kept in the same manner as those employed for the domestic money-order business.

Statements of the British international business transacted each week must also be made up every Saturday evening, and transmitted to the Department, in accordance with the regulations established for weekly returns of the domestic money-order business.

SEC. 922. Postmasters will receive for transacting the British international money-order business the following rate of compensation, viz: One-fourth of one per cent. on the gross amount of orders issued and of orders paid. But the annual salary or compensation of a postmaster, from all sources, cannot, except in the case of the postmaster at New York, exceed four thousand dollars.

SEC. 923. The domestic money-order regulations in regard to incidental expenses, and to the transfer of funds and blanks from a late to a newly appointed postmaster, are to be followed in the transaction of the British international money-order business.

GERMANY AND SWITZERLAND.

SEC. 924. The foregoing instructions relative to the international money-order system between Great Britain and this country are, with the exception of Section 914, (explained hereafter,) to be strictly followed by postmasters in the issue of international money-orders payable in Switzerland or in Germany, and in the payment of orders for sums delivered to the postal administration of either of those countries, for transmission to the United States. The fees or rates of commission for the issue of international postal orders, payable in Switzerland, are the same as are charged for issuing international orders on Great Britain.

SEC. 925. The fees for the issue of international money-orders payable in Germany are as follows, viz: On orders not exceeding \$5, 15 cents; over \$5 and not exceeding \$10, 25 cents; over \$10 and not exceeding \$20, 50 cents; over \$20 and not exceeding \$30, 75 cents; over \$30 and not exceeding \$40, \$1; over \$40 and not exceeding \$50, \$1.25.

SEC. 926. The international office of exchange with the United States, on the part of the German Empire, is Cologne, and on the part of Switzerland, is Basle.

SEC. 927. In the issue of international money-orders payable in Germany or in Switzerland, the mode of procedure differs from that described in Section 914 of the instructions relative to British international orders, in this respect, viz: The postmaster at New York transmits, at stated periods, to the exchange office at Cologne or at Basle, as the case may require, a list of international postal orders, for sums received in the United States, for payment by either of those offices in their respective countries, *but no orders are drawn by him in favor of and addressed to the payees, and transmitted to either of those exchange offices for delivery*, in the manner detailed in Section 915.

SEC. 928. On the receipt of a "list" from New York by the exchange office at Cologne or at Basle, a domestic money-order is immediately issued in favor of each payee mentioned in the list, which order is payable at the money-order office nearest his place of residence, and is sent to him or to the postmaster at such office.

SEC. 929. ALL FORMER RULES AND REGULATIONS IN REGARD TO THE MONEY-ORDER BUSINESS WHICH ARE INCONSISTENT WITH THE FOREGOING ARE HEREBY RESCINDED.

INDEX

TO THE

POSTAL LAWS AND REGULATIONS

OF THE POST-OFFICE DEPARTMENT.

PREPARED BY F. A. FOSTER.

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