

POSTAL LAWS AND
REGULATIONS

1921

POSTAL LAWS AND REGULATIONS

AND

GENERAL INSTRUCTIONS APPLICABLE TO THE RURAL MAIL SERVICE

PREPARED UNDER THE DIRECTION OF

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Fourth Assistant Postmaster General



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NOTE.

This book contains sections of the Postal Laws and Regulations amended to date (together with general instructions) applicable to the Rural Mail Service. Each carrier will be furnished with a copy, which must be taken with him while on the service of his route.

Much of the matter in this revised edition of the Manual is new and carriers will be required to familiarize themselves thoroughly with these regulations and to correct their books as amendments to the regulations appear in the Monthly Supplements to the Official Postal Guide.

The Postal Laws are printed in small type and the regulations in large type. General instructions appearing herein which are not part of the Postal Laws and Regulations are printed in italics.

A regulation has all the force of law when not in conflict with a statute.

This book is the property of the Post Office Department and should be surrendered by the carrier at the expiration of his term of service.

H. H. BILLANY,
Fourth Assistant Postmaster General.



POSTAL LAWS, REGULATIONS, AND INSTRUCTIONS APPLICABLE TO THE RURAL MAIL SERVICE.

Sec. 8. Regulations.—The head of each department is authorized to prescribe regulations, not inconsistent with law, for the government of his department, the conduct of its officers and clerks, the distribution and performance of its business, and the custody, use, and preservation of the records, papers, and property appertaining to it.

2. All regulations or amendments thereof shall be promulgated by the Postmaster General and duly entered of record in the journal.

* * * *

Sec. 14. Office of the Fourth Assistant Postmaster General.—To the Fourth Assistant Postmaster General are assigned the general supervision of the rural mail service, including rural-delivery routes, star routes (except in Alaska); the custody and distribution of supplies for the postal service; general supervision of the mail-bag repair shops, mail-bag storehouse, and the mail-lock shop; the manufacture and repair of mail bags, locks, keys, and key chains; the making, printing, and distribution of post-route and rural-delivery maps, and the making and printing of parcel-post maps.

* * * *

3. The Division of Rural Mails, under the supervision of the Superintendent Division of Rural Mails, is charged with the consideration of all matters pertaining to the



rural-delivery service and the service on star routes (except in Alaska); the appointment and discipline of rural carriers; the preparation of advertisements inviting proposals for service on such star routes, the drafting of orders awarding service, and the preparation of contracts therefor; the examination of monthly and special reports of postmasters as to the performance of service, and the preparation of orders making deductions and imposing fines for nonperformance of service and other delinquencies on the part of contractors and carriers; and the preparation of monthly statements to the Auditor for the Post Office Department of the amounts found upon administrative examination to be due contractors for the performance of such star-route service.

* * * * *

Sec. 5a. That hereafter the Postmaster General shall have authority to employ acting employees in place of all employees or substitutes hereinafter mentioned (railway postal clerk, substitute railway postal clerk, supervisory official of the Railway Mail Service, post-office inspector, letter carrier in the City Delivery Service, rural letter carrier, post-office clerk, or special-delivery messenger) who are injured while on duty, who shall be granted leave of absence with full pay during the period of disability, but not exceeding one year, then at the rate of 50 per cent of the employees' salary for the period of disability exceeding one year, but not exceeding 12 months additional. * * * *Provided,* That no compensation shall be paid any such employee for any injury occasioned by his own negligence. (Act of Mar. 9, 1914.)

2. Whenever an employee specified in paragraph 1 of this section is injured while on duty, the division superintendent, Railway Mail Service, inspector in charge, or postmaster, as the case may be, shall immediately report to the department the fact of such injury and the circumstances connected with it so far as he may be advised, and



if necessary may employ a substitute to take the place of the injured employee.

The injured employee may apply to the department through the regular official channels for leave of absence with pay on account of such injury for a period not exceeding 30 days from the date of the injury, and shall furnish in support of his application a certificate of his attending physician or surgeon, sworn to before an officer authorized to administer oaths, who has an official seal, setting forth the nature and extent of his disability and the probable duration of the same; and such further evidence as to the character of the disability as may be necessary shall be furnished. The injured employee shall include in his application a sworn statement of the facts as to how the injury occurred and whether or not it was occasioned by his own negligence. He may also be required to undergo an examination at his own expense by a physician or surgeon designated by the supervisory officer or the department.

3. The division superintendent, Railway Mail Service, inspector in charge, or postmaster, as the case may be, shall forward, with his recommendation, a full report of the facts, and the application of the injured employee supported by the certificate of his physician or surgeon, together with such affidavits or statements as he (the supervisory officer) may have been able to obtain with respect to the accident, to the chief of the bureau or office having jurisdiction of the service under which the injured employee comes, who, if satisfied that the injury was not occasioned by the employee's own negligence and otherwise the facts warrant, may grant leave of absence with



pay to the injured employee for a period not exceeding 30 days, and appoint the substitute as an acting employee for not exceeding the 30-day period at a rate of compensation equal to the amount which he (the acting employee) would receive as the substitute for the injured employee if the injured employee was on leave of absence without pay, from any funds appropriated for the employment of acting employees in place of employees granted leave of absence with pay on account of injuries received while on duty.

4. If it is apparent that the disability will extend beyond 30 days from the date of the injury, the injured employee may apply to the department for leave of absence with pay for additional periods of not exceeding 30 days at a time. In such cases the procedure outlined in paragraph 3 of this section shall be followed, excepting that the chief of the bureau or office having supervision of the service under which the employee comes shall forward the application for additional leave, accompanied with a new sworn certificate of physician or surgeon, and if deemed necessary a certificate obtained at his own expense from a physician or surgeon designated by the supervisory officer or the department, together with all papers in the case, with his recommendation, to the Solicitor for the Post Office Department for examination and report as to whether or not, in his opinion, the evidence warrants the approval of the application for leave of absence with pay, and who, in turn, shall forward the application, with his recommendation, to the Postmaster General for final action.

5. In case the injury is found to be of a character that will disqualify the injured employee from further duty



in the position which he held when injured or from other duty to which he might otherwise be assigned, or in other exceptional cases which have been passed upon by the Solicitor for the Post Office Department any of the provisions of these regulations may be waived by the Postmaster General and leave of absence with pay granted and an acting employee appointed for all or any part of the full period provided for by law.

NOTE.—The act of March 9, 1914, upon which section 5a is based, is construed not to apply to special-delivery messengers employed to deliver special-delivery letters at so much apiece. This act can only apply to such special-delivery messengers as may be employed on a salary basis.

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Sec. 29. Removal from classified service.—No person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however,* That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service or the presenting by any such person or groups of persons of any griev-



ance or grievances to the Congress or any Member thereof shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member thereof, shall not be denied or interfered with.

Sec. 36. Post-office inspectors.—Post-office inspectors are the special representatives of the Postmaster General. They are charged with the investigation of post offices and all matters connected with the postal service, and with keeping the department advised as to the condition and needs of the service. Alleged violations of law are to be investigated and reported upon by them, and they will, when necessary, aid in the prosecution of all criminal offenses.

2. Postmasters, clerks, employees, contractors, and others connected with the postal service are subordinate to post-office inspectors when acting within the scope of their duty and employment. But no arbitrary power is hereby conferred upon them. They are not to interfere with any officer or employee who is in the proper discharge of his duty further than to examine his methods, system, and accounts, or any complaints which may be made against him. Nor are they to interfere with the mails or the transportation thereof, except as expressly authorized by law, and as permitted by the regulations.

3. Inspectors are empowered to open pouches and sacks and examine the mails therein and are authorized to enter and inspect post offices at all times.

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Sec. 158. Omission to take oath.—Every person employed in the postal service shall be subject to all penalties and forfeitures for the



violation of the laws relating to such service, whether he has taken the oath of office or not.

See sec. 29, as to removals from classified service.

Sec. 159.—That unless otherwise specially authorized by law, no money appropriated by this or any other act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia. (Act of May 10, 1916, 39 Stat. 120; act of Aug. 29, 1916, 39 Stat. 582.)

Postmasters should not, even in an emergency, employ a rural carrier to serve more than one route when the combined salaries exceed the rate of \$2,000 per annum.

Sec. 163. Political contributions.—No Senator or Representative in or Delegate or Resident Commissioner to, Congress, or Senator, Representative, Delegate, or Resident Commissioner elect, or officer or employee of either House of Congress, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall directly or indirectly solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States. (See sec. 167.)

Sec. 164. No person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in the preceding section (sec. 163, P. L. and R.), or in any navy yard, fort, or arsenal, solicit in any manner whatever or receive any contribution of money or other thing of value for any political purpose whatever. (See sec. 167.)

Sec. 165. No officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or



Member of or Delegate to Congress, or Resident Commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever. (See sec. 167.)

Sec. 166. Immunity from official proscription.—No officer or employee of the United States mentioned in section one hundred and eighteen (sec. 163, P. L. and R.) shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose. (See sec. 167.)

Sec. 167. Punishment for violations.—Whoever shall violate any provision of the four preceding sections (secs. 163, 164, 165, and 166, P. L. and R.) shall be fined not more than five thousand dollars, or imprisoned not more than three years, or both.

Sec. 168. Gifts.—No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ.

2. Whoever, being an officer of the United States, or a person acting for or on behalf of the United States, in any official capacity, under or by virtue of the authority of any department or office of the Government thereof; or whoever, being an officer or person acting for or on behalf of either House of Congress, or of any committee of either House, or of both Houses thereof, shall ask, accept, or receive any money, or any contract, promise, undertaking, obligation, gratuity, or security for the payment of money, or for the delivery or conveyance of anything of value, with intent to have his decision or action on any question, matter, cause, or proceeding which may at any time be pending, or which may by law be brought before him in his official capacity, or in his place of trust or profit, influenced thereby, shall be fined not more than three times the amount of money or value of the thing so asked, accepted, or received, and imprisoned not more than three years; and shall, moreover forfeit



his office or place and thereafter be forever disqualified from holding any office of honor, trust, or profit under the Government of the United States.

Sec. 169. Employees interested in mail contracts.—Whoever, being a person employed in the postal service, 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, shall be immediately dismissed from office, and shall be fined not more than five thousand dollars, or imprisoned not more than one year, or both.

*Provided * * ** That, in the discretion of the Postmaster General, postmasters, assistant postmasters, and clerks at post offices of the third and fourth classes may enter into contracts for the performance of mail-messenger services, ** * ** *Provided * * ** That the total amount payable under such contract to any postmaster, assistant postmaster or clerk shall not exceed \$300 in any one year. (Act of July 28, 1916.)

Sec. 170. Employees forbidden to receive fees from public.—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.

Sec. 171. Conduct of postal employees.—Employees in the postal service shall not borrow money or contract debts which they have no reasonable prospect of being able to pay. They are expected to pay their just debts, but the department will not participate in the collection of debts of employees. They shall not solicit nor accept from patrons of the service, in person or through others, contributions of money; neither shall they solicit in person or through others, gifts, presents, advertisements, or benefits; issue addresses, complimentary tickets, prints, publications or any substitute therefor intended or calculated to induce the public to make them gifts or presents; distribute, offer for sale, or collect the proceeds of the sale of tickets for theaters, concerts, balls, fairs, picnics, excursions, or places of amusement or entertainments of any kind, issue for profit souvenirs or postal handbooks



to secure the patronage of the public; compile city directories for public use or assist publishers in compiling the same; nor request publishers to send free copies thereof to them, nor accept any money or gratuity arising from the publication of such directories.

The preceding paragraphs shall not be interpreted as prohibiting the solicitation of the purchase of Government securities of any character, or the collection of moneys in payment of such securities, under instructions of the department.

Sec. 171½. Loss of or damage to Government property.—

1. Whenever Government property of any kind is lost or damaged through the carelessness, negligence, willfulness, or malice of a postal employee, the facts should be reported by the postmaster to the proper bureau of the Post Office Department for determination as to whether such postal employee shall be held personally responsible for the value of the property so lost, damaged, or destroyed.

2. Whenever in pursuance of the preceding paragraph a postal employee is held to be personally responsible for the value of any Government property lost, damaged, or destroyed by him, the postmaster at the post office to which such employee is attached shall withhold from such employee any and all salary or compensation due such employee until he has paid over to the postmaster such amount of money as the department may determine to be the value of the property lost, damaged, or destroyed. The postmaster shall account for such money in his quarterly postal account under the head of Miscellaneous Receipts.



Sec. 171½. Employees forbidden to place personal indorsements on mail matter.—Employees in the Postal Service are prohibited from placing personal or unofficial indorsements or messages of any kind upon mail matter handled by them in their official capacity.

Sec. 300. Instructions for civil-service examinations.—
 * * * 4. No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

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Sec. 332. Unlawful pledging or sale of stamps.—Whoever, being a postmaster or other person employed in any branch of the Postal Service, and being intrusted with the sale or custody of postage stamps, stamped envelopes, or postal cards, shall use or dispose of them in the payment of debts, or in the purchase of merchandise or other salable articles, or pledge or hypothecate the same, or sell or dispose of them except for cash; or sell or dispose of postage stamps or postal cards for any larger or less sum than the values indicated on their faces; or sell or dispose of stamped envelopes for a larger or less sum than is charged therefor by the Post Office Department for like quantities; or sell or dispose of, or cause to be sold or disposed of, postage stamps, stamped envelopes, or postal cards at any point or place outside of the delivery of the office where such postmaster or other person is employed; or induce or attempt to induce, for the purpose of increasing the emoluments or compensation of such postmaster, or the emoluments or compensation of any other person employed in such post office or any station thereof, or the allowances or facilities provided therefor, any person to purchase at such post office or any station thereof, or from any employee of such post office, postage stamps, stamped envelopes, or postal cards; or sell or dispose of postage stamps, stamped envelopes, or postal cards, otherwise than as provided



by law or the regulations of the Post Office Department, shall be **fined** not more than five hundred dollars, or imprisoned not more than **one** year, or both.

See sec. 270, as to unusual sales of stamped paper.

Sec. 341½. War-saving certificates and stamps.—* * *

2. In connection with the operations of advertising, selling, and delivering, * * * war-savings certificates of the United States provided for in this act, the Postmaster General, under such regulations as he may prescribe, shall require, at the request of the Secretary of the Treasury, the employees of the Post Office Department and of the Postal Service to perform such services as may be necessary, desirable, or practicable, without extra compensation. (Sec. 9, act of Sept. 24, 1917.)

3. Stamps known as United States war-savings certificate stamps and as United States Government thrift stamps, furnished by the Secretary of the Treasury under authority of the act referred to in the preceding paragraphs, shall be issued by the Third Assistant Postmaster General, Division of Stamps, to postmasters at all accounting post offices. Postmasters at central-accounting offices shall supply such stamps to postmasters at district money-order offices accounting to such central-accounting offices. Central-accounting postmasters shall allow to district money-order postmasters a fixed credit for war-savings certificate stamps and thrift stamps. Postmasters at nonmoney-order offices shall obtain such stamps, as sold, from their respective central-accounting offices. Rural and city carriers shall sell the stamps and shall be supplied by postmasters on fixed credit.

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17. Postmasters, rural carriers, city carriers, and all other employees of the Postal Service shall make every possible effort to promote the sale of war-savings certificate stamps and thrift stamps, and to this end shall bring the same to the attention of the public, explaining the plan under which the stamps are issued and sold and emphasizing their advantages as a means not only of saving but also of rendering patriotic assistance to the Government.

Fixed credits to * * * carriers for war-savings and thrift stamps.—Fixed credits granted by postmasters to city or rural carriers for war-savings and thrift stamps, under the provisions of paragraph 11, page 9, of the instructions issued November 17, 1917, should be limited for ordinary service to 10 war-savings stamps and 50 thrift stamps, unless exceptional conditions require a greater amount.

Special credits, *to be closed the same day*, may be granted to carriers to meet large orders. Postmasters will exercise discretion in granting special credits, and satisfy themselves by careful inquiry as to the necessity therefor. Sufficient stamps needed for actual sales should be provided, but excessive quantities should not be furnished to carriers because of the serious danger of damage or loss.

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Sec. 342. Postage-stamp credits to employees.—
* * * 4. Postmasters shall issue to superintendents and clerks in charge of stations, stamp clerks, and rural carriers a sufficient supply of postage stamps and other stamped paper, within the amounts of the respective bonds of these employees, to meet the public demand.

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The postmasters shall take receipts for stamp supplies so issued, and carry the supplies in their records as stock on hand. Money received from the sale of stamped paper to the public shall be used by the superintendents and clerks in charge of stations, stamp clerks, and rural carriers to purchase additional stamp supplies from the postmaster as needed. Postmasters shall take inventories not less frequently than once in three months of the stamped paper and cash held by employees to whom stamp supplies are intrusted. Upon discontinuance of the service of such an employee, the stamped paper and cash held by him shall be returned to the postmaster.

Sec. 344. Redemption of stamped paper.—Postage stamps, or special-delivery stamps, whether affixed to envelopes or not, shall not be redeemed from the public, nor exchanged for other postage stamps, stamped envelopes, newspaper wrappers, or postal cards, except as provided in paragraph 7. Stamps removed from embossed stamped envelopes, newspaper wrappers, or postal cards shall not be redeemed nor accepted in payment of postage.

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7. When, through inadvertence, a postmaster sells damaged or unserviceable postage stamps, international reply coupons, stamped envelopes, newspaper wrappers, or postal cards, or when a patron through error purchases postage stamps of the wrong denomination, or stamped envelopes of the wrong color, quality, size, or denomination, or newspaper wrappers of the wrong denomination, or postal cards of the wrong size, postmasters may exchange such stamped paper at full value, provided that it is presented for exchange by the original purchaser thereof



within a reasonable time after the sale, not to exceed two business days. Errors made by purchasers in ordering special-request envelopes shall be adjusted by redemption at postage value only. * * *

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Sec. 395. Domestic rates and conditions.—The domestic rates of postage and conditions apply to mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and officers or members of crews of United States naval vessels and to or from the United States postal agency at Shanghai, China, and to officers and men of the United States Navy in the United States naval hospital at Yokohama, Japan. The term "United States and its possessions" includes Porto Rico, Hawaii, the Philippine Islands, Guam, Tutuila and Manua Islands of the Samoan group, the Canal Zone and the Virgin Islands of the United States.

Sec. 396. Prepayment of postage.—Postage on all mail matter must be prepaid by stamps at the time of mailing, unless herein otherwise provided for.

Sec. 397. Deficiency in postage.— * * * 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 any prepayment, double the prepaid rates shall be charged and collected on delivery.

Sec. 398. First-class matter.—Mailable matter of the first class shall embrace letters, postal cards, and all matter wholly or partly in writing, except as hereinafter provided.

For the exceptions see secs. 441, 447, 451, 453, and 458.

2. All matter sealed or otherwise closed against inspection shall be treated as first-class matter. (See sec. 469.)



Sec. 399. Rate of postage on first-class matter.—Upon all matter of the first class * * * postage shall be charged * * * at the rate of two cents for each ounce or fraction thereof; and drop letters shall be mailed at the rate of two cents per ounce or fraction thereof, including delivery at letter-carrier offices, and one cent for each ounce or fraction thereof where free delivery by carrier is not established. (Acts of Mar. 3, 1885, 23, Stat. 387, sec. 1, and Feb. 24, 1919, sec. 1401.)

2. Postage on letters deposited in rural or star-route boxes, or mailed to persons who are served by rural or star-route carriers, shall be charged at the rate of two cents for each ounce or fraction thereof.

3. When persons or concerns of any city or place send their letters in bulk for mailing for local delivery at a post office at another place where the one-cent drop-letter rate is applicable, such letters are not drop letters and are not entitled to the 1-cent drop-letter rate, but shall be charged with postage at the rate of two cents for each ounce or fraction of an ounce.

NOTE.—A drop letter is one addressed for delivery from the office at which it is posted. There is no drop rate on any matter except letters. (See sec. 408 as to rates of postage on ship and steamboat letters.)

Sec. 400. Postal cards shall be transmitted through the mails at a postage charge of 1 cent each, including the cost of manufacture. (Acts of Mar. 3, 1879, 20 Stat. 358, sec. 9, and Feb. 24, 1919, sec. 1401.)

(See secs. 127 and 128 as to postal cards.)

Sec. 401. Postal cards.—Postal cards issued by the Post Office Department may bear written, printed, or other additions as follows:

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



(b) Addresses upon postal cards * * * may be either written, printed, or affixed thereto, at the option of the sender.

(c) Very thin sheets of paper may be attached to the card on condition that they completely adhere thereto.

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

2. The addition to a postal card of matter other than as above authorized destroys its privilege as a postal card and subjects it to postage according to the character of the message—at the letter rate if wholly or partly in writing, or the third-class rate if entirely in print—but does not impair the postage value of the stamp impressed on the card.

Sec. 402. Private mailing cards ("post cards") authorized.—It shall be lawful to transmit by mail, at the postagerate of a cent apiece, payable by stamps to be affixed by the sender, and under such regulations as the Postmaster General may prescribe, written messages on private mailing cards, such cards to be sent openly in the mails, to be no larger than the size fixed by the Convention of the Universal Postal Union, and to be approximately of the same form, quality, and weight as the stamped postal card now in general use in the United States. (Acts of May 19, 1898, 30 Stat. 419, and Feb. 24, 1919, sec. 1401.)

Sec. 403. Requirements for post cards.—Private mailing cards ("post cards") in the domestic mails shall conform to the following conditions:

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

(b) It shall in form and in the quality and weight of paper be substantially like the Government postal card.



(c) It may be of any color not interfering with a legible address and postmark.

(d) It may or may not, at the option of the sender, bear near the top of the face the words "Post card."

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

(f) Very thin sheets of paper may be attached to the card, and then only on condition that they completely adhere thereto.

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

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

3. Cards which do not conform to the prescribed conditions shall be charged with postage according to the character of the message—at the letter rate if wholly or partly in writing, or the third-class rate if entirely in print.

4. Cards bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, shall not be accepted for mailing, except when inclosed in envelopes tightly sealed to prevent the escape of such particles, or when treated in such manner as will prevent the objectionable substances from being rubbed off or injuring persons handling the mails.

NOTE.—Cards mailed under cover of sealed envelopes (transparent or otherwise) shall be charged with postage at the first-class rate, and, if in unsealed envelopes, according to the character of the message. The postage stamps should be affixed to the envelopes covering the cards. Stamps affixed to matter inclosed in envelopes can not be recognized in payment of postage thereon.



Sec. 405. Insufficiently prepaid first-class matter.—All mail matter of the first-class upon which one full rate of postage has been prepaid shall be forwarded to its destination, charged with the unpaid rate, to be collected on delivery; * * *.

Sec. 406. Soldiers', sailors', and marines' letters.—
* * * 2. Letters sent by soldiers, sailors, and marines in the United States service, located in the United States or any of its possessions, or other places where the United States domestic mail service is in operation, addressed to places in the United States or any of its possessions, when indorsed "Soldier's letter," "Sailor's letter," or "Marine's letter," and signed thereunder, either with facsimile hand stamp or in writing, with his official designation, by a field or staff officer, post or detachment commander, to whose command the soldier belongs, or by a surgeon or chaplain at a hospital where he may be; and in the Navy and marine service by any commissioned officer attached to the vessel, or officer commanding a hospital or detachment ashore, may be dispatched to destination without prepayment of postage, and only the single rate of postage shall be collected on delivery.

Sec. 409. Weather Bureau reports.—Weather Bureau reports shall be treated as letter mail, whether sent by officers of the service under penalty envelopes or by private persons and prepaid by stamps.

Distribution of weather forecasts on rural routes.—The United States Weather Bureau is desirous of effecting as widespread a distribution as possible of the daily weather forecasts, and finds the Rural Delivery Service to be an excellent medium for this distribution. It is the desire of the department that postmasters and rural carriers cooperate as far as possible in the distribution of



these forecasts, which will be treated as other official mail matter. Occasionally, owing to unfavorable weather or other conditions, telegrams containing forecasts are delayed. In such instances carriers should not be held for an undue length of time for their receipt, but reports of the delay should be made to the sending offices in order that steps may be taken, where practicable, to remedy the matter.

Sec. 411. Second-class matter.—Mailable matter of the second class shall embrace all newspapers and other periodical publications which are issued at stated intervals, and as frequently as four times a year and are within the conditions named in sections twelve and fourteen.

NOTE.—Secs. 12 and 14 referred to are given as secs. 466 and 412. P. L. and R. There are two classes of second-class matter: (1) That sent by publishers or news agents (see sec. 429); (2) that sent by others than publishers or news agents (see sec. 435).

See sec. 433, as to definition of "newspapers" and "periodical publications."

Sec. 433. Free county matter and rates on second-class matter at letter-carrier offices.—Publication of the second class, one copy to each actual subscriber residing in the county where the same are printed in whole or in part, and published, shall go free through the mails; but the same shall not be delivered at letter-carrier offices or distributed by carriers, unless postage is paid thereon at the rate prescribed in section thirteen of this act (the cent-a-pound rate): *Provided*, That the rate of postage on newspapers, excepting weeklies, and periodicals not exceeding two ounces in weight, when the same are deposited in a letter-carrier office for delivery by its carriers, shall be uniform at one cent each; periodicals weighing more than two ounces shall be subject, when delivered by such carriers, to a postage of two cents each, and these rates shall be prepaid by stamps affixed.

1½. (a) The rate of postage on daily newspapers when the same are deposited in a letter-carrier office for delivery by its carriers shall be the same as now provided by law (1 cent each); and nothing in this title shall affect existing law as to free circulation and existing rates on second-class mail matter within the county of publication. (Act of Oct. 3, 1917, sec. 1102.)



(b) Publications of the second class (mailed for delivery within the county), when sent by the publisher thereof, and from the office of publication, or when sent from a news agency to actual subscribers thereto or to other news agents, shall * * * be entitled to transmission through the mails at 1 cent a pound or a fraction thereof (except as otherwise provided in the preceding and following paragraphs of this section). (Acts of Mar. 3, 1885, and Oct. 3, 1917.)

2. The right of a publisher to mail his publication free of postage, including delivery by rural or star-route carriers, under the provisions of this section, depends upon the existence of the three following conditions:

First. The addressee must be an actual subscriber.

Second. The residence of the subscriber must actually be within the county in which the publication is printed, in whole or in part, and published.

Third. The publication must be addressed for delivery from a post office (or rural route emanating from such post office) not having city-delivery service.

* * * * *

Sec. 435. Rate on transient publications.—The rate of postage on newspaper and periodical publications of the second class, when sent by others than the publisher or news agent, shall be one cent for each four ounces or fractional part thereof, and shall be fully prepaid by postage stamps affixed to said matter.

* * * * *

1½. Where a newspaper or periodical is mailed by other than the publisher or his agent or a news agent or dealer, the rate shall be the same as now provided by law (1 cent for each 4 ounces or fraction thereof). (Act of Oct. 3, 1917, sec. 1106.)

Sec. 441. Permissible writing, printing, or additions on second-class matter.—Mailable matter of the second class shall contain no writing, print, or sign thereon or therein in addition to the original print, except as herein provided, to wit: The name and address of the person to whom the matter shall be sent, index figures of subscription book either printed or written, the printed title of the publication and the



place of its publication, the printed or written name and address without addition of advertisement of the publisher or sender, or both, and written or printed words or figures, or both, indicating the date on which the subscription to such matter will end, the correction of any typographical error, a mark, except by written or printed words, to designate a word or passage to which it is desired to call attention; the words "sample copy" when the matter is sent as such, the words "marked copy" when the matter contains a marked item or article. And publishers or news agents may inclose in their publications bills, receipts, and orders for subscriptions thereto, but the same shall be in such form as to convey no other information than the name, place of publication, subscription price of the publication to which they refer, and the subscription due thereon.

* * * * *

Sec. 447. Third-class matter.—Mail matter of the third class shall embrace * * * circulars, and (except books) other matter wholly in print (not included in sec. 12), proof sheets, corrected proof sheets, and manuscript copy accompanying the same, and postage shall be paid at the rate of one cent for each two ounces or fractional part thereof, and shall fully be prepaid by postage stamps affixed to said matter.

Sec. 451. Letters for the blind.—All letters written in point print or raised characters used by the blind, when unsealed, shall be transmitted through the mails as third-class matter. * * *

Sec. 453. Permissible additions on third-class matter.—

* * * 3. It is permissible to place on third-class matter, or on a card inclosed therewith, a written designation of contents, a serial number, and such simple inscriptions as "Merry Christmas," "Happy New Year," "Dear Sir," "My Dear Friend," "Sincerely yours," "With best wishes."

* * * * *

7. The words "Please send out," or "Post up," or other similar directions or requests not part of the address nor necessary to delivery, written on the wrapper of a package



of third-class matter, subject it to postage at the first-class rate. (See sec. 399.)

Sec. 454. Fourth-class matter.—Fourth-class mail matter shall embrace all other matter, including farm and factory products (and books), not now embraced by law in either the first or second class, or (with the exception of books) in the third class, not exceeding 70 pounds in weight (when mailed for delivery within the first, second, or third zones, nor exceeding 50 pounds in weight when mailed for delivery within any of the other zones), nor greater in size than 84 inches in length and girth combined, nor in form or kind likely to injure the person of any postal employee or damage the mail equipment or other mail matter and not of a character perishable within a period reasonably required for transportation and delivery.

2. For the purposes of this section (sec. 8, act Aug. 24, 1912) the United States and its several Territories and possessions, excepting the Philippine Islands, shall be divided into units of area thirty minutes square identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude, represented on appropriate postal maps or plans, and such units of area shall be the basis of eight postal zones, as follows:

(a) The first zone shall include all territory within such quadrangle, in conjunction with every contiguous quadrangle, representing an area having a mean radial distance of approximately fifty miles from the center of any given unit of area.

(b) The second zone shall include all units of area outside the first zone lying in whole or in part within a radius of approximately one hundred and fifty miles from the center of a given unit of area.

(c) The third zone shall include all units of area outside the second zone lying in whole or in part within a radius of approximately three hundred miles from the center of a given unit of area.

(d) The fourth zone shall include all units of area outside the third zone lying in whole or in part within a radius of approximately six hundred miles from the center of a given unit of area.



(e) The fifth zone shall include all units of area outside the fourth zone lying in whole or in part within a radius of approximately one thousand miles from the center of a given unit of area.

(f) The sixth zone shall include all units of area outside the fifth zone lying in whole or in part within a radius of approximately one thousand four hundred miles from the center of a given unit of area.

(g) The seventh zone shall include all units of area outside the sixth zone lying in whole or in part within a radius of approximately one thousand eight hundred miles from the center of a given unit of area.

(h) The eighth zone shall include all units of area outside the seventh zone.

Sec. 455. Rates of postage.—The rate of postage on fourth-class matter weighing not more than four ounces shall be one cent for each ounce or fraction of an ounce; and on such matter in excess of four ounces in weight the rate shall be by the pound, as hereinafter provided, the postage in all cases to be prepaid by * * * postage stamps affixed.

2. Except as provided in the next preceding paragraph postage on matter of the fourth-class shall be prepaid at the following rates:

(a) On all matter mailed at the post office from which a rural route starts, for delivery on such route, or mailed at any point on such route for delivery at any other point thereon, or at the office from which the route starts, or on any rural route starting therefrom, and on all matter mailed at a city carrier office, or at any point within its delivery limits, for delivery by carriers from that office, or at any office, for local delivery, five cents for the first pound or fraction of a pound and one cent for each additional (two pounds or fraction thereof).

(b) For delivery within the first zone, five cents for the first pound or fraction of a pound, and one cent for each additional pound or fraction of a pound, except as provided in the next preceding paragraph (and except where the distance by the shortest regular mail route from the office of origin to the office of delivery is 300 miles or more, in which case the rates of postage shall be six cents for the first pound or fraction of a pound and two cents for each additional pound or fraction of a pound).

(c) For delivery within the second zone, five cents for the first pound or fraction of a pound, and one cent for each additional pound or fraction of a pound (except where the distance by the shortest regular mail route from the office of origin to the office of delivery is 300 miles or more, in which case the rates of postage shall be six cents for the first pound or



fraction of a pound and two cents for each additional pound or fraction of a pound).

(d) For delivery within the third zone, six cents for the first pound or fraction of a pound and two cents for each additional pound or fraction of a pound.

(e) For delivery within the fourth zone, seven cents for the first pound or fraction of a pound and four cents for each additional pound or fraction of a pound.

(f) For delivery within the fifth zone, eight cents for the first pound or fraction of a pound and six cents for each additional pound or fraction of a pound.

(g) For delivery within the sixth zone, nine cents for the first pound or fraction of a pound and eight cents for each additional pound or fraction of a pound.

(h) For delivery within the seventh zone, eleven cents for the first pound or fraction of a pound and ten cents for each additional pound or fraction of a pound.

(i) For delivery within the eighth zone and between the Philippine Islands and any portion of the United States, including the District of Columbia and the several Territories and possessions, twelve cents for the first pound or fraction of a pound and twelve cents for each additional pound or fraction of a pound.

3. The classification of articles mailable as well as the weight limit, the rates of postage, zone or zones, and other conditions of mailability under this act, if the Postmaster General shall find on experience that they or any of them are such as to prevent the shipment of articles desirable, or to permanently render the cost of the service greater than the receipts of the revenue therefrom, he is hereby authorized, subject to the consent of the Interstate Commerce Commission after investigation, to re-form from time to time such classification, weight limit, rates, zone or zones or conditions, or either, in order to promote the service to the public or to insure the receipt of revenue from such service adequate to pay the cost thereof.

Sec. 456. Rates of postage and weight.—Parcels weighing 4 ounces or less are mailable at the rate of one cent for each ounce or fraction of an ounce, regardless of distance. Parcels weighing more than 4 ounces are mailable at the



pound rates shown in the following table a fraction of a pound being considered a full pound:

Weight in pounds.	Local.	Zones.							
		1st. Up to 50 miles.	2d. 50 to 150 miles.	3d. 150 to 300 miles.	4th. 300 to 600 miles.	5th. 600 to 1,000 miles.	6th. 1,000 to 1,400 miles.	7th. 1,400 to 1,800 miles.	8th. Over 1,800 miles.
1.....	\$0.05	\$0.05	\$0.05	\$0.06	\$0.07	\$0.08	\$0.09	\$0.11	\$0.12
2.....	.06	.06	.06	.08	.11	.14	.17	.21	.24
3.....	.06	.07	.07	.10	.15	.20	.25	.31	.36
4.....	.07	.08	.08	.12	.19	.26	.33	.41	.48
5.....	.07	.09	.09	.14	.23	.32	.41	.51	.60
6.....	.08	.10	.10	.16	.27	.38	.49	.61	.72
7.....	.08	.11	.11	.18	.31	.44	.57	.71	.84
8.....	.09	.12	.12	.20	.35	.50	.65	.81	.96
9.....	.09	.13	.13	.22	.39	.56	.73	.91	1.08
10.....	.10	.14	.14	.24	.43	.62	.81	1.01	1.20
11.....	.10	.15	.15	.26	.47	.68	.89	1.11	1.32
12.....	.11	.16	.16	.28	.51	.74	.97	1.21	1.44
13.....	.11	.17	.17	.30	.55	.80	1.05	1.31	1.56
14.....	.12	.18	.18	.32	.59	.86	1.13	1.41	1.68
15.....	.12	.19	.19	.34	.63	.92	1.21	1.51	1.80
16.....	.13	.20	.20	.36	.67	.98	1.29	1.61	1.92
17.....	.13	.21	.21	.38	.71	1.04	1.37	1.71	2.04
18.....	.14	.22	.22	.40	.75	1.10	1.45	1.81	2.16
19.....	.14	.23	.23	.42	.79	1.16	1.53	1.91	2.28
20.....	.15	.24	.24	.44	.83	1.22	1.61	2.01	2.40
21.....	.15	.25	.25	.46	.87	1.28	1.69	2.11	2.52
22.....	.16	.26	.26	.48	.91	1.34	1.77	2.21	2.64
23.....	.16	.27	.27	.50	.95	1.40	1.85	2.31	2.76
24.....	.17	.28	.28	.52	.99	1.46	1.93	2.41	2.88
25.....	.17	.29	.29	.54	1.03	1.52	2.01	2.51	3.00
26.....	.18	.30	.30	.56	1.07	1.58	2.09	2.61	3.12
27.....	.18	.31	.31	.58	1.11	1.64	2.17	2.71	3.24
28.....	.19	.32	.32	.60	1.15	1.70	2.25	2.81	3.36
29.....	.19	.33	.33	.62	1.19	1.76	2.33	2.91	3.48
30.....	.20	.34	.34	.64	1.23	1.82	2.41	3.01	3.60
31.....	.20	.35	.35	.66	1.27	1.88	2.49	3.11	3.72
32.....	.21	.36	.36	.68	1.31	1.94	2.57	3.21	3.84
33.....	.21	.37	.37	.70	1.35	2.00	2.65	3.31	3.96
34.....	.22	.38	.38	.72	1.39	2.06	2.73	3.41	4.08



Weight in pounds.	Local.	Zones.							
		1st. Up to 50 miles.	2d. 59 to 150 miles.	3d. 150 to 300 miles.	4th. 300 to 600 miles.	5th. 600 to 1,000 miles.	6th. 1,000 to 1,400 miles.	7th. 1,400 to 1,800 miles.	8th. Over 1,800 miles.
35.....	\$0.22	\$0.39	\$0.39	\$0.74	\$1.43	\$2.12	\$2.81	\$3.51	\$4.20
36.....	.23	.40	.40	.76	1.47	2.18	2.89	3.61	4.32
37.....	.23	.41	.41	.78	1.51	2.24	2.97	3.71	4.44
38.....	.24	.42	.42	.80	1.55	2.30	3.05	3.81	4.56
39.....	.24	.43	.43	.82	1.59	2.36	3.13	3.91	4.68
40.....	.25	.44	.44	.84	1.63	2.42	3.21	4.01	4.80
41.....	.25	.45	.45	.86	1.67	2.48	3.29	4.11	4.92
42.....	.26	.46	.46	.88	1.71	2.54	3.37	4.21	5.04
43.....	.26	.47	.47	.90	1.75	2.60	3.45	4.31	5.16
44.....	.27	.48	.48	.92	1.79	2.66	3.53	4.41	5.28
45.....	.27	.49	.49	.94	1.83	2.72	3.61	4.51	5.40
46.....	.28	.50	.50	.96	1.87	2.78	3.69	4.61	5.52
47.....	.28	.51	.51	.98	1.91	2.84	3.77	4.71	5.64
48.....	.29	.52	.52	1.00	1.95	2.90	3.85	4.81	5.76
49.....	.29	.53	.53	1.02	1.99	2.96	3.93	4.91	5.88
50.....	.30	.54	.54	1.04	2.03	3.02	4.01	5.01	6.00
51.....	.30	.55	.55	1.06
52.....	.31	.56	.56	1.08
53.....	.31	.57	.57	1.10
54.....	.32	.58	.58	1.12
55.....	.32	.59	.59	1.14
56.....	.33	.60	.60	1.16
57.....	.33	.61	.61	1.18
58.....	.34	.62	.62	1.20
59.....	.34	.63	.63	1.22
60.....	.35	.64	.64	1.24
61.....	.35	.65	.65	1.26
62.....	.36	.66	.66	1.28
63.....	.36	.67	.67	1.30
64.....	.37	.68	.68	1.32
65.....	.37	.69	.69	1.34
66.....	.38	.70	.70	1.36
67.....	.38	.71	.71	1.38
68.....	.39	.72	.72	1.40
69.....	.39	.73	.73	1.42
70.....	.40	.74	.74	1.44



To ascertain in which zone a post office is located from the office of mailing, first obtain the unit number of the office of address from the Guide, then find the line containing this number in the zone key for the unit of the mailing office, and the figure in the column opposite will be the number of the zone. The Guide is applicable to all offices but a separate zone key is required for each unit. The zone keys, which make the use of parcel-post maps unnecessary are furnished to purchasers of the Postal Guide and, upon application, to the postal service.

2. The parcel-post rate between any point in the United States and any point in the Hawaiian Islands, the United States postal agency at Shanghai, and any point in Alaska, and between any two points in Alaska, except for parcels weighing 4 ounces or less, on which the rate is 1 cent for for each ounce or fraction thereof, shall be 12 cents for the first pound and 12 cents for each additional pound or fraction thereof. These rates also apply to parcels mailed in the United States for delivery in the Canal Zone, and to parcels between the Philippine Islands and the United States, or its possessions. (See sec. 455.)

3. The eighth-zone rate of postage shall apply to parcels of fourth-class mail, exceeding 4 ounces in weight, exchanged between the United States, or any of its possessions, and United States naval vessels stationed in foreign waters. When such vessels are stationed in a port of the United States, or any of its possessions, the rates applicable to or from the post office at such port shall be charged.

4. The eighth-zone rate of postage, except on parcels weighing 4 ounces or less, on which the rate shall be 1 cent



for each ounce or fraction thereof (see par. 1, sec. 455), shall apply to all parcels of fourth-class matter mailed in the United States for delivery in Canada, Mexico, Cuba, and the Republic of Panama: *Provided*, (a) That as prescribed by existing special postal conventions with these countries such parcels shall not exceed 2 kilograms (4 pounds 6 ounces) in weight, and (b) that nothing in this section shall affect the dispatch of parcel-post packages to Mexico and the Republic of Panama up to 11 pounds (5 kilograms) in weight under the existing parcel-post conventions with these countries.

5. On and after March 16, 1914, the rate of postage on parcels of books weighing 8 ounces or less shall be 1 cent for each 2 ounces or fraction thereof, and on those weighing more than 8 ounces the pound rates shown in the table in paragraph 1 of this section shall apply.

6. The rate of postage on gold coin, gold bullion, and gold dust offered for mailing between any two points in Alaska, or between any point in Alaska and any point in the United States or its possessions, shall be 2 cents an ounce or fraction thereof, regardless of distance. Such gold coin, gold bullion, or gold dust shall be inclosed in sealed packages not exceeding 11 pounds in weight and sent by registered mail.

7. Upon every parcel or package transported from one point in the United States to another by parcel post on which the postage amounts to 25 cents or more there shall be paid a tax of one cent for each 25 cents or fractional part thereof charged for such transportation, to be paid by the consignor. No such parcel or package shall be transported until a stamp or stamps representing the tax due shall have been affixed thereto. (Act of Oct. 3, 1917, sec. 807, paragraph 14.)

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8. The tax on fourth-class matter referred to in the preceding paragraph is not applicable to parcels on which the postage amounts to less than 25 cents. On a parcel subject to 25 cents postage the tax is one cent; on parcels on which the postage amounts to from 26 to 50 cents the tax is two cents each, and so on. Parcels shall not be accepted for mailing unless both the required postage and tax are fully prepaid. Special internal-revenue stamps shall be used to pay the tax; postage stamps are not valid for this purpose. The failure of any postmaster to observe the foregoing shall be reported to the Third Assistant Postmaster General, Division of Classification.

Sec. 457. Seeds, bulbs, plants, etc.—Seeds, cuttings, bulbs, roots, scions, and plants shall hereafter be embraced in and carried as fourth-class matter, and for the same rates of postage: *Provided*, That all packages thereof containing 8 ounces or less shall be charged for at the rate of 1 cent for 2 ounces or fraction thereof. (Act of Apr. 24, 1914.)

2. The rate of postage on parcels of seeds, cuttings, bulbs, roots, scions, and plants, weighing 8 ounces or less, is 1 cent for each 2 ounces or fraction thereof, regardless of distance; on parcels weighing more than 8 ounces the pound rates shown in paragraph 1, section 456, apply.

These rates apply whether the articles are for planting or other purposes. (See sec. 469 as to preparation of seeds, etc., for mailing.)

* * * * *

Sec. 458. Permissible additions to fourth-class matter.—With a package of fourth-class matter prepaid at the proper rate for that class, the sender may inclose any mailable third-class matter, and may write upon the wrapper or cover thereof, or tag or label accompanying the same, his name, occupation, residence or business address, preceded by the word "from," and any marks, numbers, names, or letters for purpose of description, or may print thereon the same, and any printed



matter not in the nature of a personal correspondence, but there must be left on the address side or face of the package a space sufficient for a legible address and necessary stamps.

2. There may be placed on such mail matter (of the fourth class), or on the package, wrapper, or envelope inclosing the same, or on a tag or label attached thereto, either in writing or otherwise, the words "Please do not open until Christmas," or words to that effect.

3. The tag or label, with the printing or writing authorized thereon, may be attached to the whole parcel, or separate tags or labels, bearing the same, may be attached to each of one or more articles contained in the parcel.

4. Inscriptions such as "Merry Christmas," "Happy New Year," "With best wishes," and the like, may be placed on matter of the fourth class or on a card inclosed therewith.

5. There may be inclosed with matter of the fourth class an invoice showing, in writing or printing, the name and address of the sender and of the addressee; the names and quantities of articles inclosed, together with inscriptions indicating, "for purpose of description," the price, style, stock number, size, and quality of the articles; the order or file number, date of order, and date and manner of shipment; and the initials or name of the salesman, or of the person by whom the articles were packed or checked.

5½. When the sender desires that a parcel of fourth-class matter on which the postage is fully prepaid, with stamps affixed, at the rate for that class, be accompanied with a communication which is not a permissible inclosure at the fourth-class rate, the communication may be placed in an envelope, and after the full amount of postage at the first-class rate is affixed to the envelope it may be tied to or otherwise securely attached to the outside of the parcel



in such manner as to prevent its separation therefrom and not to interfere with the address on the parcel. The envelope shall be addressed to correspond with the address on the parcel. Parcels to which such communications are attached shall in all cases be treated as fourth-class mail.

6. A parcel containing two or more classes of mail matter is chargeable with postage at the rate applicable to the highest class of matter inclosed. A parcel composed of two articles, one being matter of the third class and the other matter of the fourth class, is chargeable with postage at the fourth-class rate when such postage is equal to or greater than that which would be chargeable if the third-class rate were applicable. However, when the postage on a parcel containing both third and fourth class matter amounts to more at the third-class than at the fourth-class rate, owing to the graduated zone rates, the parcel must be charged with postage at the third-class rate (1 cent for each 2 ounces or fraction of 2 ounces), and in such case the parcel must not exceed 4 pounds in weight, unless it is a single book.

7. A single order form, mainly in print, may be inclosed with fourth-class matter mailed at the rates for that class without affecting its classification.

Sec. 458½. Sender's receipt for ordinary parcel.—On and after September 1, 1915, the postmaster at the mailing office may, on payment of 1 cent, give the sender of an ordinary parcel of fourth-class mail a receipt therefor. A postage stamp to cover the charge for the receipt shall be affixed thereto. The name and address of the addressee of the parcel shall be written in the receipt by the sender.



Postmasters desiring additional information on this subject should address the Third Assistant Postmaster General, Division of Registered Mails.

This fee does not insure the parcel against loss, and no receipt is obtained from the addressee on delivery. If either of the latter facilities is desired, the insurance service should be patronized.

Sender of parcel to be asked if he desires it insured.—Postmasters and postal employees, when rating domestic fourth-class parcels, shall in all cases inquire of the senders whether they desire such articles to be insured, except in those cases where the senders have previously stated that they do not desire such shipments to be sent as insured mail.

Sec. 460. Inclosing higher class in lower class matter.—Matter of the second, third, or fourth class containing any writing or printing in addition to the original matter, other than as authorized by law, shall not be admitted to the mails, nor delivered, except upon payment of postage for matter of the first class, deducting therefrom any amount which may have been prepaid by stamps affixed, unless by direction of the Postmaster General such postage shall be remitted. Whoever shall knowingly conceal or inclose any matter of a higher class in that of a lower class, and deposit or cause the same to be deposited for conveyance by mail, at a less rate than would be charged for such higher class matter, shall be fined not more than one hundred dollars.

See secs. 441, 453, and 458 for permissible additions to second, third and fourth class matter.

Sec. 462. Limit of weight of mail matter.—(a) (The limit of weight of mail matter) is hereby declared to be not exceeding four pounds for each package thereof, except in case of single books weighing in excess of that amount; (fourth-class mail matter * * * not exceeding seventy pounds in weight when mailed for delivery within the first, second, and third zones and not exceeding fifty pounds in weight when



for delivery within any of the other zones), and except for books and documents published or circulated by order of Congress, or printed or written official matter emanating from any of the departments of the Government or from the Smithsonian Institution, or which is not declared nonmailable under the provisions of section thirty-eight hundred and nine-three of the Revised Statutes as amended by the act of July twelfth, eighteen hundred and seventy-six, or matter appertaining to lotteries, gift concerts, or fraudulent schemes or devices. (See secs. 479 to 482.)

1½. Matter addressed to post offices in the Philippine Islands, other than Manila, to which the limit of weight set forth in the preceding paragraph applies, shall not exceed 20 pounds in weight.

(b) Books, pamphlets, and other reading matter in raised characters for the use of the blind, whether prepared by hand or printed, in single volumes not exceeding 10 pounds in weight, * * * shall be transmitted in the United States mails.

* * * * *

(c) The limit of weight of mail matter of the first class shall be the same as is applicable to mail of the fourth class. (Act of May 18, 1916, sec. 11 Pub. 81.)

Sec. 463. Matter to which limit of weight is inapplicable.—Mail matter of the first class addressed for delivery in foreign countries other than Canada, Mexico, Cuba, the Republic of Panama, the United States postal agency at Shanghai, China, and the United States Naval Hospital at Yokohama, Japan (to which domestic regulations apply), and mail matter of the second class prepaid at either the regular or transient rate addressed to points in the United States and in countries to which the domestic regulations apply, shall be accepted for mailing regardless of the weight thereof.



2. Books and documents published or circulated by order of Congress, without regard to their weight and whether wrapped separately or not, shall be accepted for mailing at any post office.

3. Printed or written official matter weighing in excess of 4 pounds, emanating from any of the Departments of the Government or the Smithsonian Institution, shall be accepted for mailing under a penalty envelope or label at the post office at Washington, D. C., only. Such official matter weighing more than 4 pounds, but not exceeding the limit of weight prescribed by section 462, may be accepted for mailing at other post offices only when postage is prepaid thereon. For further information with respect to the acceptance of official matter see section 499.

5. All official matter relating to the postal service, including that pertaining to the Postal Savings System, may be sent in the mails from any post office without regard to weight, except as otherwise provided by special instructions.

6. Packages of postage stamps, stamped envelopes, newspaper wrappers, postal cards, internal-revenue stamps, and copyright matter in its simplest mailable form addressed to the Register of Copyrights, Washington, D. C., shall be accepted at any post office, regardless of the weight thereof.

7. The limit of weight for miscellaneous printed matter constituting third-class mail, the rate of postage on which is 1 cent for each 2 ounces or fraction thereof, is 4 pounds. Parcels of miscellaneous printed matter weighing more than 4 pounds, but which are within the limit of weight and size for matter of the fourth class, come within that



class and are mailable at the pound rates of postage prescribed for fourth-class matter in section 456.

Sec. 464. Limit of size of fourth-class matter.—If a parcel of fourth-class matter exceeds the size, in length and girth combined, prescribed in paragraph 1, section 454, it shall not be accepted for mailing, no matter how small the excess may be.

2. In measuring a parcel the greatest distance in a straight line between its ends, *but not around the parcel lengthwise*, shall be taken as the length, while the distance around it at its thickest part shall be taken as the girth. For example, a parcel 10 inches wide, 5 inches high, and 35 inches long has a girth of 30 inches, its length and girth combined being 65 inches.

Sec. 469. Packages must admit of examination.—The Postmaster General may prescribe, by regulation, the manner of wrapping and securing for the mails all packages of matter not charged with first-class postage, so that the contents of such packages may be easily examined; and no package the contents of which can not be easily examined shall pass in the mails, or be delivered at a less rate than for matter of the first class.

2. Matter of the second and third classes should be inclosed in an unsealed envelope or wrapped in such manner that the contents of the package can be easily examined. Unfolded cards and double advertising cards with detachable parts for reply may be mailed without cover. In all cases the matter should be prepared in such form as to facilitate its handling in the mails.

3. Parcels of fourth-class matter shall not be accepted for mailing unless packed so as to insure safe shipment and permit the contents to be easily examined. (See sec. 474.) Such matter inclosed in boxes to which the



lids are nailed or screwed may be accepted for mailing at the fourth-class rates of postage if, with reasonable effort, the lids can be removed by the use of a chisel, screw driver, or other suitable instrument, for the purpose of permitting examination of the contents. When a postmaster to whom is presented for mailing a bag which is sewed up is satisfied from an examination of it that it contains only fourth-class mail, he should accept it at the fourth-class rates of postage and mark it: "Examined at mailing office; contains only fourth-class mail."

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

NOTE.—See paragraph 5½, section 458, prescribing the conditions under which a communication may be attached to a parcel of fourth-class matter.

4. Seeds or other articles not prohibited, which are liable from their form or nature to loss or damage unless specially protected, shall be put up in sealed envelopes made of material sufficiently transparent to show the contents clearly without opening, and accepted as fourth-class mail.

5. Proprietary articles of merchandise not in themselves unmailable * * *, such as fancy soaps, tobacco, pills, tablets, or other harmless medicinal preparations, put up in fixed quantities by the manufacturer for sale by himself and others, which may be sealed in such manner as properly to protect the articles, but to allow examination of such package in its simplest mercantile form,



shall be accepted for mailing at the fourth-class rates of postage.

6. When any matter offered for mailing is sealed against inspection, except as provided in paragraphs 4 and 5 of this section, or contains or bears writing not permissible (see secs. 441, 453, and 458), it shall be charged with postage at the first-class rate and treated as first-class matter. * * *

* * * * *

Sec. 470. Directions for transmission, etc., part of address.—In all cases directions for transmit (transmission), delivery, forwarding, or return shall be deemed part of the address. * * *

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

3. Space should be left on the address side of all mail matter sufficient for a legible address and for all directions permissible thereon, for postage stamps, for postmarking, rating, and any words necessary for forwarding or return. Watermarks or printing in light tints which do not render the reading of the address difficult will be permitted.

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



Sec. 472. Poisons, explosives, etc., not mailable.—1. All kinds of poison, and all articles and compositions containing poison, and all poisonous animals, insects, and reptiles, and explosives of all kinds and inflammable materials, and infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode and all disease germs or scabs, and all other natural or artificial articles, compositions, or material, of whatever kind, which may kill or in anywise hurt, harm, or injure another or damage, deface, or otherwise injure the mails or other property, whether sealed as first-class matter or not, are hereby declared to be nonmailable matter, and shall not be conveyed in the mails or delivered from any post office or station thereof, nor by any letter carrier; but the Postmaster General may permit the transmission in the mails, from the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, and veterinarians, under such rules and regulations as he shall prescribe, of any articles hereinbefore described which are not outwardly or of their own force dangerous or injurious to life, health or property: *Provided*, That all spirituous, vinous, malted, fermented, or other intoxicating liquors of any kind are hereby declared to be nonmailable, and shall not be deposited in or carried through the mails. Whoever shall knowingly deposit or cause to be deposited for mailing or delivery, or shall knowingly cause to be delivered by mail, according to the direction thereon or at any place at which it is directed to be delivered by the person to whom it is addressed, anything declared by this section to be nonmailable, unless in accordance with the rules and regulations hereby authorized to be prescribed by the Postmaster General, shall be fined not more than \$1,000 or imprisoned not more than two years, or both; and whoever shall knowingly deposit or cause to be deposited for mailing or delivery, or shall knowingly cause to be delivered by mail, according to the direction thereon or at any place to which it is directed to be delivered by the person to whom it is addressed, anything declared by this section to be nonmailable, whether transmitted in accordance with the rules and regulations authorized to be prescribed by the Postmaster General or not, with the design, intent, or purpose to kill or in anywise hurt, harm, or injure another, or damage, deface, or otherwise injure the mails or other property, shall be fined not more than \$10,000 or imprisoned not more than twenty years, or both.

(Act approved, May 25, 1920.)



2 (a) Spirituous, vinous, malted, fermented, or other intoxicating liquors of any kind, poisons of every kind, and articles and compositions containing poison (except as prescribed in the fourth paragraph hereof), and poisonous animals, insects, and reptiles, corrosive materials, fireworks, and explosives of every kind, and inflammable materials liable to cause fire by self-ignition through friction, through absorption of moisture, or through spontaneous chemical changes, and infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode, and disease germs or scabs (except as prescribed in sec. 473), and other natural or artificial articles, compositions, or materials of whatever kind which may kill or in anywise hurt, harm, or injure another, or damage, deface, or otherwise injure the mail or other property, live animals, insects, birds or fowls (except as prescribed in sec. 476), fresh hides or pelts, or any articles exhaling bad odor, whether sealed as first-class matter or not, shall not be admitted to the mails.

(b) Inflammable liquids and substances, such as paints, varnishes, automobile tire-repair outfits containing rubber cement, etc., that are not liable to cause fire by self-ignition through friction, through absorption of moisture, or through spontaneous chemical changes, and are not poisonous or explosive or unmailable for reasons other than their inflammability, shall be accepted for transmission in the domestic mails, when in quantities of not more than 4 ounces and when contained in tightly closed metal tubes or cans and packed in strong papier-mâché tubes or in boxes made of good quality double-faced corrugated pasteboard. The word "Inflammable" and the proper



name of the article must be plainly marked on the outside of the package.

(c) Substances mentioned in the preceding paragraph (b) when in larger quantities shall be accepted for transmission in the domestic mails when in tight and strong metal containers inclosed in tight and strong outside wooden boxes or cases: *Provided*, That the maximum quantity of any inflammable liquid packed in one outside container must not exceed 1 gallon when the flash point is 20° F., or below, and must not exceed 5 gallons when the flash point is above 20° F. and below 80° F., and the containers must not be entirely filled—not less than 2 per cent of their capacity to be left vacant. The proper name of the inflammable substance contained therein must be plainly marked on the outside of the package and caution labels (red for liquid and yellow for solids) must be attached thereto by the shipper. These caution labels must be diamond shaped, each side 4 inches long, with the wording printed in black letters inside of a black-line border measuring 3½ inches on each side. The wording on the red labels to be “Notice to postal employees. Caution. Keep away from fires, stoves, radiators, lighted matches, lanterns, and direct sunlight. Any leaking package must be removed to a safe place. This is to certify that the above articles are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

.....
Shipper's name.”



The wording on the yellow labels to be "Notice to postal employees. Caution. Keep fire and lights away. Sweep up and remove carefully contents of broken packages. This is to certify that the above articles are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Post Office Department.

.....
Shipper's name."

All such parcels to be handled outside of mail bags.

3. Liquids not spirituous, vinous, malted, fermented, or otherwise intoxicating (including samples of altar or communion wine used in church services), and not liable to explosion or spontaneous combustion or ignition by shock or jar, and not inflammable, fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, shall be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in sections 474 and 475.

4. Medicines which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not in themselves unmailable (see secs. 454 and 480), may be admitted to the mails for transmission in the domestic mails when inclosed in packages in conformity with the conditions prescribed in section 474: *Provided*, That the term "medicines" shall not be construed to mean poisons: *Provided further*, That the article mailed bears the label or superscription of the manufacturer thereof, or



dealer therein, or of the licensed physician, surgeon, dentist, pharmacist, druggist, or veterinarian preparing or prescribing the same.

b. Poisonous drugs and medicines and anesthetic agents which are not outwardly or of their own force dangerous or injurious to life, health, or property, and not otherwise unmailable (see secs. 454 and 480), when securely packed for safe transmission may be admitted to the mails for transmission in the domestic mails when sent by the manufacturer thereof or dealer therein to licensed physicians, surgeons, dentists, pharmacists, druggists, and veterinarians, when addressed as such: *Provided*, That the container of the article mailed is plainly labeled to show its contents, is marked "Poison," and bears the label or superscription of the manufacturer thereof.

Sec. 473. Diseased tissues.—Specimens of diseased tissues may be admitted to the mail for transmission to United States, State, municipal, or other laboratories in possession of permits referred to in paragraph 3 of this section only when inclosed in mailing cases constructed in accordance with this regulation, provided that bacteriologic or pathologic specimens of plague and cholera shall under no circumstances be admitted to the mails.

2. Liquid cultures, or cultures of microorganisms in media that are fluid at the ordinary temperature (below 45° C. or 113° F.), are unmailable. Such specimens may be sent in media that remain solid at ordinary temperature.

3. No package containing diseased tissue shall be delivered to any representative of any of said laboratories until a permit shall have first been issued by the Postmaster General, certifying that said institution has been found to



be entitled, in accordance with the requirements of **this** regulation, to receive such specimens.

4. (a) Specimens of tubercular sputum (whether **dis-**infected with carbolic acid or not disinfected) shall **be** transmitted in a solid glass vial with a mouth not less than 1 inch in diameter and capacity of not more than 2 ounces, closed by a cork stopper or by a metallic screw top **pro-**ected by a rubber or felt washer. Specimens of diphtheria, typhoid, or other infectious or communicable diseases, or diseased tissue shall be placed in a bottle made of tough glass not over 3 inches in diameter, closed with a stopper of rubber or cotton and sealed with paraffin or covered with a tightly fitting rubber cap, or in a test tube made of tough glass, not over three-fourths of an inch in diameter and not over $7\frac{1}{2}$ inches in length, closed in a similar manner. In place of a glass bottle or test tube a hermetically sealed tinned container not over 3 inches in diameter may be used.

(b) The aforesaid container shall then be placed in a cylindrical tin box, with soldered joints, closed by a metal screw cover with a rubber or felt washer. The vial or test tube in this tin box shall be completely and evenly surrounded by absorbent cotton closely packed.

(c) The tin box with its contents must then be inclosed in a closely fitting metal, wooden, or papier-mâché block or tube, at least three-sixteenths of an inch thick in its thinnest part, of sufficient strength to resist rough handling and support the weight of the mails piled in bags. This last tube shall be tightly closed with a screw-top cover with sufficient screw threads to require at least one and one-half



full turns before it will come off, and fitted with a felt or rubber washer.

5. Specimens of blood dried on glass microscopic slides for the diagnosis of malaria or typhoid fever by the Widal test may be sent in any strong mailing case which is not liable to breakage or loss of the specimen in transit.

6. Upon the outside of every package of diseased tissues admitted to the mails shall be written or printed the words "Specimen for bacteriological examination. This package to be pouched with letter mail."

Sec. 474. Articles liable to damage in mail or injure employees.—Admissible articles which, from their form or nature, might damage other mail matter or equipment or injure the person of any postal employee shall be accepted when packed in accordance with the following conditions:

2. In case of articles liable to break, the inner bag, box, envelope, or wrapping shall be surrounded by sawdust, excelsior, cotton, or other similar substance.

3. Admissible liquids and oils (see sec. 472) in packages not exceeding the limit of weight of fourth-class matter (see sec. 454) shall be accepted for mailing when intended for delivery at the office of mailing or on a rural route starting therefrom when inclosed in securely closed containers, provided it is not necessary to transport them over steam or electric railways.

4. Admissible liquids and oils, pastes, salves, or other articles easily liquefiable, shall be accepted for mailing, regardless of distance, when they conform to the following conditions:

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(a) When in strong glass bottles holding 4 ounces or less the total quantity sent in one parcel shall not exceed 24 ounces, liquid measure. Each bottle shall be wrapped in paper or other absorbent substance and then all placed in a box made of cardboard or other suitable material and packed in a container made of double-faced corrugated pasteboard of good quality. The corners of the container must fit tightly and be reinforced with tape so as to prevent the escape of any liquid if the contents should be broken, and the whole parcel shall be securely wrapped with strong paper and tied with twine. Single bottles of liquid holding 4 ounces or less may also be packed as prescribed in the following paragraphs (b) and (c):

(b) When in glass bottles holding more than 4 and not more than 16 ounces, the bottle must be very strong and must be inclosed in a block or tube of metal, wood, or papier-mâché, or similar material; and there must be provided between the bottle and the block or tube a cushion of cotton, felt, or other absorbent. The block or tube, if of wood or papier-mâché, must be at least one-eighth of an inch thick for bottles holding 8 ounces or less, and at least three-sixteenths of an inch thick for bottles holding more than 8 ounces. The block or tube must be rendered water-tight by an application on the inside of paraffin or other suitable substance and must be closed by a screw-top cover with sufficient screw threads to require at least one and one-half complete turns before it will come off. The cover must be provided with a washer, so that no liquid could escape if the bottle should be broken. Such bottles may also be packed in strong and tight receptacles of wood, metal, or waterproof corrugated pasteboard if surrounded



with bran, sawdust, or other absorbent material in sufficient quantity to absorb all the liquid if the bottle should be broken.

(c) Mailable liquids, in quantities of more than 16 ounces, when in securely sealed glass bottles, shall be accepted for mailing when packed in strong boxes and surrounded with sawdust or other suitable substance to protect the contents from breakage. All such packages to be marked "Fragile—This Side Up," or with similar inscription, and to be transported outside of mail bags.

(d) Liquid in securely closed metal containers may be mailed when suitably boxed or crated; but, when in extra strong metal containers, such as heavy milk cans, the boxes or crating may be omitted.

(e) All packages containing liquid must be marked "Fragile."

5. Pastes, salves, etc., not easily liquefiable shall be accepted for mailing when inclosed in water-tight containers and placed in a strong pasteboard or wooden box.

6. Manufacturers or dealers intending to transmit articles in considerable quantities should submit to the postmaster at the mailing office for approval a specimen parcel showing the manner of packing.

7. Sharp-pointed or sharp-edged instruments or tools shall be capped or incased so that they can not cut through their covering. Blades shall be bound so that they will remain firmly attached to each other or within their handles or sockets. Plowshares, stove castings, pieces of machinery, etc., shall have all points, edges, and corners thoroughly protected with excelsior or similar material and be wrapped in burlap, cloth, or tough paper, or be



properly boxed to prevent damage to mail or equipment, when intended for other than local delivery.

8. Ink powders, flour, pepper, snuff, or other similar powders not explosive, or any similar pulverized dry substance not poisonous, shall be accepted when inclosed in the manner prescribed herein for liquids, or when inclosed in cases made of metal, wood, papier-mâché, or similar material, in such manner as to render impossible the escape of any of the contents.

9. Candles, confectionery, yeast cakes, soap in hard cakes, etc., shall be inclosed in boxes and so wrapped as to prevent injury to other mail matter.

10. Mailable hides and pelts (secs. 472 and 477½) shall be thoroughly wrapped to prevent grease soaking through the package and damaging other mail matter.

11. Unloaded pistols or guns may be sent in the mails, but the postmaster at the mailing office shall carefully examine such packages and shall receive them only when sure they are harmless. Cartridges or loaded shells are not mailable.

12. Fragile articles, such as millinery, toys, musical instruments, etc., and articles consisting wholly or in part of glass, or contained in glass, shall be securely packed and the parcel stamped or labeled "Fragile." Parcels so labeled shall be handled with the greatest possible care.

Sec. 475. Perishable articles.—Parcels containing perishable articles shall be marked "Perishable." Articles likely to spoil within the time reasonably required for transportation and delivery shall not be accepted for mailing.



2. Butter, lard, and perishable articles, such as fish, fresh meats, dressed fowls, vegetables, fruits, berries, and articles of a similar nature which decay quickly shall be accepted for mailing to any office which, in the ordinary course of mail, they can reach without spoiling, when inclosed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents and prevent the escape of anything therefrom. If necessary for safe shipment, such parcels shall be transported outside of mail bags. Berries, fruits, and vegetables shall not be accepted for mailing unless they are in good, dry shipping condition.

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

4. Eggs for hatching shall be accepted for mailing when each egg is wrapped separately and surrounded with excelsior, wood wool, or other suitable material and packed in a basket, preferably with a handle, or other suitable container, lined with paper, fiber board, or corrugated pasteboard, in such a way that nothing can escape from the package. Such parcels shall be labeled "Eggs for Hatching," "Keep from Heat and Cold," "Please Handle with Care," or other suitable words, and shall be handled outside of mail sacks.

5. Eggs shall be accepted for local delivery when so packed in a basket or other container as to prevent damage to other mail matter.



6. Eggs shall be accepted for mailing regardless of distance when packed in containers of double-faced corrugated pasteboard, metal, wood, or other suitable material sufficiently strong to prevent the crushing of the eggs, and tight enough to prevent the escape of liquid if any eggs should accidentally be broken, and each egg is placed in a separate compartment or is wrapped separately or surrounded with excelsior, cotton, or other suitable material. All such parcels to be labeled "Eggs," and such parcels as contain more than two dozen eggs to be transported outside of mail bags.

7. Eggs in parcels weighing more than 20 pounds shall be accepted for mailing to offices in the first and second zones when packed in crates, boxes, buckets, or other containers having tight bottoms to prevent the escape of anything from the package and so constructed as properly to protect the contents. Such packages to be marked "Eggs—This side up," and to be transported outside of mail bags.

8. Eggs for hatching shall be accepted for mailing, regardless of distance, when each egg is wrapped separately and surrounded with excelsior, wood wool, or other suitable material, and packed in a basket, preferably with a handle, or other suitable container, lined with paper, fiber board or corrugated pasteboard, in such a way that nothing can escape from the package. Such parcel shall be labeled "Eggs for Hatching," "Keep from Heat and Cold," "Please Handle with Care," or other suitable words, and shall be handled outside of mail sacks.

Sec. 476. Bees, Animals, etc.—Queen bees and their attendant bees, when accompanied with a copy of a certif-



icate of the current year from a State or Government apiary inspector to the effect that the apiary from which said queen bees are shipped is free from disease or by a copy of a statement by the bee keeper made before a notary public or other officer having a seal that the honey used in making the candy used in the queen mailing cage has been diluted and boiled in a closed vessel; beneficial insects, when shipped by departments of entomology in agricultural colleges and persons holding official entomological positions; other live insects, when addressed to the Bureau of Entomology the United States Department of Agriculture, to departments of entomology in State agricultural colleges, and to persons holding official entomological positions; and dried insects and dried reptiles may be sent in the mails when so put up as to render it practically impossible that the package shall be broken in transit, or the persons handling the same be injured, or the mail bags or their contents soiled.

(a) Honey bees in quantities may be sent in the mails without insurance or C. O. D. privileges under the same conditions as are prescribed for queen bees and their attendant bees when delivery can be made to the addressees within a period of five days. If the cages are wooden the material of which they are constructed shall not be less than three-eighths of an inch thick and the saw cuts therein or space between slats shall not be over one-eighth of an inch wide; if wire screen is used for the sides of the cages there shall be two thicknesses of screen separated by slats at least three-eighths of an inch in thickness. The container shall be provided with a suitable handle and no water or liquid food shall be placed therein. Such parcels shall be transported outside of mail bags.



2. Live day-old chicks shall be accepted for mailing, without insurance or C. O. D. privileges, when the package in which they are contained is properly prepared and can be delivered to the addressee within 72 hours from the time of mailing.

3. Harmless live animals, having no offensive odor and not likely to become offensive in transit, and which do not require food or water while in transit, such as goldfish packed in moss, baby terrapin, soft crabs, shellfish, blood worms, chameleons, etc., may be sent in the mails without insurance or C. O. D. privileges, to points they may reasonably be expected to reach in good condition. They must be properly prepared for safe transmission, and containers must be labeled "Perishable," and the nature of the contents marked thereon.

4. On and after January 1, 1920, live day-old chicks, honey bees, harmless live animals, live fowls, and live domestic animals, mailed under the conditions set forth in the preceding paragraphs of this section, may be accepted for insurance or collection on delivery, and indemnity will be paid on account of the outright loss thereof only, in accordance with the provisions of amended section 488, paragraph 13.

Sec. 477. Cured meats and meat products.—Fresh, salted, dried, smoked, or cured meats and other meat products may be admitted to the mails and may be transported, regardless of distance, from one State or Territory or the District of Columbia to another State or Territory or the District of Columbia when the provisions of the act of June 30, 1906, and the regulations promulgated thereunder by the Department of Agriculture have been com-



plied with: *Provided, however,* That fresh meat in any form shall be accepted for mailing only to post offices which, in the ordinary course of mail, it can be sent without spoiling. (See sec. 475.)

* * * * *

Sec. 477½. Game birds and animals.—Postmasters shall not accept for mailing any parcel containing the dead bodies, or parts thereof, of any wild animals or birds which have been killed or are offered for shipment in violation of the laws of the State, Territory, or District in which the same were killed or offered for shipment: *Provided, however,* That the foregoing shall not be construed to prevent the acceptance for mailing of any dead animals or birds killed during the season when the same may be lawfully captured, and the export of which is not prohibited by the law in the State, Territory, or District in which the same are captured or killed.

2. Parcels containing the dead bodies of any game animals, or parts thereof, including furs, skins, skulls, or meat, or of any game or wild birds, or parts thereof, including skins, or plumage, may be admitted to the mails only when plainly marked on the outside to show the actual nature of the contents and the name and address of the sender or shipper: *Provided, however,* That no parcel containing fresh game in any form may be accepted for transmission beyond the second zone. (See sec. 475.)

3. Postmasters desiring additional information on this subject should address the Third Assistant Postmaster General, Division of Classification.

NOTE.—Sections 242, 243, and 244, act of March 4, 1909, 35 Stat. 1137, make it unlawful to ship in interstate commerce the dead bodies, or parts thereof, of any game animals or wild birds which have been killed or shipped in violation of the laws of the State, Territory, or District in which the same were killed, or from which they were shipped.



Sec. 478. Plant quarantine act.—When any State, Territory, or District of the United States, or any portion thereof is quarantined by order of the Secretary of Agriculture, with respect to a plant disease or insect infestation, under the provisions of the plant quarantine act of August 20, 1912 (37 Stat. 315), the acceptance for mailing from such quarantined State, Territory, or District, or any portion thereof, into or through any other State, Territory, or District, of any class of nursery stock, plants, or plant products covered by such quarantine order, shall be subject to the restrictions of that order.

2. Nursery stock, including all field-grown florists' stock, trees, shrubs, vines, cuttings, grafts, scions, buds, fruit pits and other seeds of fruit and ornamental trees or shrubs, and other plants and plant products for propagation, except field, vegetable, and flower seeds, bedding plants, and other herbaceous plants, bulbs, and roots, may be admitted to the mails only when accompanied with a certificate from a State or Government inspector to the effect that the nursery from which such nursery stock is shipped has been inspected within a year and found free from injurious insects, and the parcel containing such nursery stock is plainly marked to show the nature of the contents and the name and address of the sender.

Sec. 479. Unmailable matter.—Unmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being transmitted in the mails, or which by reason of illegible, incorrect, or insufficient address it is found impossible to forward to destination. Unmailable matter is classified as follows:



(a) Matter which is insufficiently prepaid to entitle it to be dispatched in the mail.

(b) Matter without address or so incorrectly, insufficiently, or illegibly addressed that it can not be transmitted to its destination.

(c) Matter which from its harmful nature is forbidden to be in the mails. (See secs. 472 to 474.)

(d) Matter so damaged in transit that it can not be forwarded to its destination, matter of value found loose in the mails without address, so that the destination can not be known, and all matter recovered after depredations in the mails, which shall be forwarded to the department for disposition.

(e) Packages exceeding the limit of weight or size allowed. (See secs. 462 and 463.)

(f) Obscene matter. (See sec. 480.)

(g) Libelous and indecent matter. (See sec. 481.)

(h) Lottery matter. (See sec. 482.)

(i) Fraudulent matter. (See sec. 484.)

(j) Publications which violate copyrights granted by the United States.

Sec. 480. Obscene matter unmailable.—Every obscene, lewd, or lascivious, and every filthy book, pamphlet, picture, paper, letter, writing, print, or other publication of an indecent character, and every article or thing designed, adapted, or intended for preventing conception or producing abortion, or for any indecent or immoral use; and every article, instrument, substance, drug, medicine, or thing which is advertised or described in a manner calculated to lead another to use or apply it for preventing conception or producing abortion, or for any indecent or immoral purpose; and every written or printed card, letter, circular, book, pamphlet, advertisement, or notice of any kind giving information, directly or indirectly, where, or how, or from whom, or by what means any of the hereinbefore-mentioned matters, articles, or things



may be obtained or made, or where or by whom any act or operation of any kind for the procuring or producing of abortion will be done or performed, or how or by what means conception may be prevented or abortion produced, whether sealed or unsealed; and every letter, packet, or package, or other mail matter containing any filthy, vile, or indecent thing, device, or substance; and every paper, writing, advertisement, or representation that any article, instrument, substance, drug, medicine, or thing may, or can, be used or applied for preventing conception or producing abortion, or for any indecent or immoral purpose; and every description calculated to induce or incite a person to so use or apply any such article, instrument, substance, drug, medicine, or thing is hereby declared to be nonmailable matter and shall not be conveyed in the mails or delivered from any post office or by any letter carrier. Whoever shall knowingly deposit, or cause to be deposited for mailing or delivery, anything declared by this section to be nonmailable, or shall knowingly take, or cause the same to be taken, from the mails for the purpose of circulating or disposing thereof, or of aiding in the circulation or disposition thereof, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both.

And the term "indecent" within the intendment of this section shall include matter of a character tending to incite arson, murder, or assassination.

2. That any person who knowingly and wilfully deposits or causes to be deposited for conveyance in the mail or for delivery from any post office or by any letter carrier any letter, paper, writing, print, missive, or document containing any threat to take the life of or to inflict bodily harm upon the President of the United States, or who knowingly and wilfully otherwise makes any such threat against the President, shall upon conviction be fined not exceeding \$1,000 or imprisoned not exceeding five years, or both. (Act of Feb. 14, 1917.)

3. The postmaster shall not give opinions to the public, and when in doubt as to the mailability of any matter under the above statutes he shall submit the question with samples of the matter to the Solicitor for the Post Office Department for instructions.

Sec. 481. Libelous and indecent matter on wrappers or envelopes.—All matter otherwise mailable by law, upon the envelope or



outside cover or wrapper of which, or any postal card upon which, any delineations, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory, or threatening character, or calculated by the terms or manner or style of display and obviously intended to reflect injuriously upon the character or conduct of another, may be written or printed or otherwise impressed or apparent, are hereby declared nonmailable matter, and shall not be conveyed in the mails nor delivered from any post office nor by any letter carrier, and shall be withdrawn from the mails under such regulations as the Postmaster General shall prescribe. Whoever shall knowingly deposit or cause to be deposited, for mailing or delivery, anything declared by this section to be nonmailable matter, or shall knowingly take the same or cause the same to be taken from the mails for the purpose of circulating or disposing of or aiding in the circulation or disposition of the same, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both.

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Sec. 482. Lottery, gift enterprise, etc., circulars not mailable.—No letter, package, postal card, or circular concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance; and no lottery ticket or part thereof, or paper, certificate, or instrument purporting to be or to represent a ticket, chance, share, or interest in or dependent upon the event of a lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part upon lot or chance; and no check, draft, bill, money, postal note, or money order, for the purchase of any ticket or part thereof, or of any share or chance in any such lottery, gift enterprise, or scheme; and no newspaper, circular, pamphlet, or publication of any kind containing any advertisement of any lottery, gift enterprise, or scheme of any kind offering prizes dependent in whole or in part upon lot or chance, or containing any list of the prizes drawn or awarded by means of any such lottery, gift enterprise, or scheme, whether said list contains any part or all of such prizes, shall be deposited in or carried by the mails of the United States, or be delivered by any postmaster or letter carrier. Whoever shall knowingly deposit or cause to be deposited, or shall knowingly send or cause to be sent, anything to be conveyed or delivered by mail in violation of the provisions of this section, or shall knowingly deliver or cause to be delivered by mail anything herein forbidden to be carried by mail, shall be fined not more than one thousand dollars, or impris-



oned not more than two years, or both; and for any subsequent offense shall be imprisoned not more than five years. Any person violating any provision of this section may be tried and punished either in the district in which the unlawful matter or publication was mailed, or to which it was carried by mail for delivery according to the direction thereon, or in which it was caused to be delivered by mail to the person to whom it was addressed.

Sec. 483. Term "lottery" defined.—The term "lottery," as used in section 482, embraces all kinds of schemes, general or local, for the distribution of prizes by lot or chance, such as gift exhibitions or enterprises, concerts, raffles, or the drawing of prizes in money or property at fairs.

2. Section 482 applies to any letter, ordinary or registered, if it concerns any lottery, gift concert, or scheme described in said section, and to lottery tickets, checks, drafts, bills, money, postal notes, or money orders for the purchase of lottery tickets, or any share or chance in a lottery or gift enterprise, and to the list of the drawings at any lottery or similar scheme.

3. The law prohibits the mailing of "lottery" matter by citizens to lottery concerns and their representatives as well as the mailing of such matter by lottery companies to their customers and other persons.

Sec. 486. Fictitious matter.—The Postmaster General may, upon evidence satisfactory to him, that any person is using any fictitious, false, or assumed name, title, or address in conducting, promoting, or carrying on, or assisting therein, by means of the post-office establishment of the United States, any business scheme or device in violation of the provisions of this act * * * instruct any postmaster at any post office at which such letters, cards, or packets, addressed to such fictitious, false, or assumed name or address arrive to notify the party claiming or receiving such letters, cards, or packets to appear at the post office and be identified; and if the party so notified fail to appear and be identified, or if it



shall satisfactorily appear that such letters, cards, or packets are addressed to a fictitious, false, or assumed name or address, such letters, postal cards, or packages shall be forwarded to the Dead Letter Office as fictitious matter.

2. Whenever the Postmaster General is satisfied that letters or packets sent in the mails are addressed to places not the residence or business address of the persons for whom they are intended, to enable such persons to escape identification, he may direct postmasters to deliver such letters only from the post office upon identification of persons addressed.

Sec. 488. Insurance of fourth-class mail.—* * *

2. Fourth-class mail shall not be registered, but may be insured against injury or loss in an amount equivalent to its actual value, but not to exceed \$5 in any one case, on payment of a fee of 3 cents; not to exceed \$25 on payment of a fee of 5 cents; not to exceed \$50 on payment of a fee of 10 cents, or not to exceed \$100 on payment of a fee of 25 cents, in addition to the postage, both to be prepaid by stamps affixed; but indemnity will not be allowed in cases of such mail addressed to the Philippine Islands, unless the injury or loss occurred in the Postal Service of the United States.

3. No article of any class bearing the word "Insured" on the outside envelope or wrapper, or on a tag or label attached thereto, shall be accepted for mailing, except insured parcel-post mail.

4. When a parcel is insured, the sender shall be given a receipt showing the office, date of mailing, number of package, and the amount of insurance fee paid. The record retained at the mailing office shall also show the amount of insurance fee paid. The parcels should be numbered consecutively, the numbering to commence anew on July 1, or other authorized times. The number



of the receipt shall correspond with that on the parcel, and the latter shall be marked or stamped "Insured." The package shall then be treated as ordinary mail until it reaches the office of address.

5. Delivery of insured fourth-class mail shall be made in accordance with the regulations governing the delivery of registered mail, except that no receipt shall be taken from the person to whom delivery is made to serve as a record for the office of address. (See Secs. 935 to 939, inclusive, and sec. 1083½.)

6. Damaged articles must not be withheld from delivery.

7. Rural carriers shall accept for insurance parcels of fourth-class mail.

8. When a return receipt is desired by the sender of an insured parcel, he should indorse the envelope or wrapper of the parcel "Receipt desired." This indorsement may be written or stamped by the postmaster at the mailing office, and the postmaster at the office of delivery shall obtain a return receipt from the addressee, on Form 3811, which shall be mailed to the sender. See section 931, paragraph 3, as to method of signing. A signature by mark (x) shall be attested by a reputable witness.

Sec. 489. Collect-on-delivery service.—The sender of a mailable parcel of fourth-class matter on which the postage is fully prepaid may have the price of the article and the charges thereon collected from the addressee on payment of a fee of 10 cents in postage stamps affixed, provided the amount to be remitted does not exceed \$50, and on the payment of a fee of 25 cents in postage stamps affixed, provided the amount to be remitted does not exceed \$100. Such a parcel will be insured against injury or loss, with-



out additional charge, in an amount equivalent to its actual value, but not to exceed \$50 when a 10-cent fee is paid, and \$100 when a 25-cent fee is paid, indemnity to be paid in accordance with the provisions of amended paragraph 13, section 488.

2. The sender of a collect-on-delivery (C. O. D.) parcel shall be given a receipt showing the office and date of mailing, the number of the parcel, and the amount due him.

3. C. O. D. parcels shall be accepted for mailing only at a money-order office and when addressed to a money-order office. Rural carriers shall accept such parcels. Money-order offices are designated in the parcel post guide by an asterisk (*) or a dagger (†). The postmaster at the mailing office will be held responsible for the postage required for the return of a parcel addressed to a non-money-order office.

* * * * *

5. The C. O. D. tag shall show the amount due the sender, the money-order fee necessary to make the remittance, and the total amount to be collected. It shall be securely attached to the parcel, which shall be numbered to correspond with the tag, stamped C. O. D., and the charges to be collected plainly written thereon. The parcel shall be treated as ordinary mail until it reaches the office of address, where, on payment of all charges, it shall be delivered to the addressee or, unless otherwise directed by the addressee, to the person, firm, or corporation in whose care it is addressed, or to any responsible person to whom the addressee's ordinary mail is customarily

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delivered. A receipt for the parcel shall be obtained on the tag attached thereto. (See par. 4, sec. 488.)

6. When a C. O. D. parcel is received without the tag attached, the charges shown on the parcel shall be collected and the prescribed receipt obtained from the addressee.

7. An employee shall receipt for the total number of parcels given him for delivery. This receipt shall be surrendered to him either on the return of the parcels or the receipted tags and the total amount to be collected.

8. The receipted tag shall be considered as the addressee's application for a money order for the amount due the sender. A money order shall then be issued, stamped C. O. D., and mailed to the sender in a penalty envelope by the postmaster, who shall enter on the tag the number of the money order, the amount and date of issue, and file it with other money-order applications. No return receipt shall be furnished the sender, as the money order serves that purpose.

9. The addressee shall not be permitted to examine the contents of a C. O. D. parcel until it has been receipted for and all charges paid. A parcel may be refused when it is tendered for delivery, but after delivery has been effected it can not be returned on account of dissatisfaction with the contents or the amount collected.

10. A parcel may be forwarded, in accordance with section 595, without the payment of an additional C. O. D. fee. When so forwarded, a duplicate receipt tag shall be filed showing the office to which it is forwarded.

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12. The department will not be responsible for errors made by senders in stating the collection charges or for



any misunderstanding between senders and addressees regarding the character or contents of parcels.

When insured and C. O. D. parcels are received for delivery to patrons of rural routes, they must be assigned to the rural carriers and delivery effected in accordance with the regulations governing the delivery of registered mail in so far as they are applicable. The carriers will return any receipts requested, the charges collected on C. O. D. parcels, and receipted tags for C. O. D. parcels to the post office for appropriate disposition. Such parcels must not be placed in rural mail boxes. If the residence is more than one-half mile from a rural route, the carrier is not required or expected to make delivery thereat. In the latter case, the carrier should leave a notice in the rural mail box so that the addressee can be at the box on the next trip, or call for the mail at the post office.

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Sec. 489½. Acceptance by rural carriers of parcels for insurance and C. O. D.—Postmasters at all rural-delivery offices shall see that rural carriers are instructed to accept parcels from patrons on rural routes for insurance or collection on delivery, are equipped with zone keys and guides, and furnished with a supply of insurance receipts and C. O. D. tags.

2. A carrier shall be assigned one series of numbers for insured mail and another series of numbers for C. O. D. mail, in addition to the series assigned for registered mail, and such series of numbers shall be assigned in conformity with the scheme laid down in section 1072 for numbering registered mail. Carriers must keep a memorandum of the last number used, so that every number in each series



may be accounted for. When a patron desires to insure a parcel, the carrier shall issue a receipt therefor, properly numbered and otherwise completed, make appropriate entries on the stub of such receipt, and indorse the wrapper of the parcel with its number. If it is desired that a parcel be sent collect on delivery, the carrier shall indorse the C. O. D. number on the wrapper and furnish the patron with a correspondingly numbered C. O. D. tag after making appropriate entries on the two coupons, and the patron must fill in (if practicable, with ink or indelible pencil) the amount of charges and the names and addresses of the sender and addressee. The receipt for insured mail, and the sender's receipt on the tag if C. O. D., shall also be dated, signed with the carrier's initials and route number, and notation included thereon of any special indorsement appearing on the parcel. The stubs and mailing office coupons, respectively, for all insured and C. O. D. parcels accepted on rural routes must be kept in a numerical file at the post office.

3. Inquiry as to the manner of packing and the articles inclosed should be made by carriers when parcels are tendered by patrons, and parcels must not be accepted unless they are properly packed and indorsed. (See secs. 474 and 475, as amended.)

4. The required amount of postage and fee shall be affixed in stamps to the parcel, and it shall be delivered at the post office (the tag filled out and attached when the parcel is C. O. D.). If perishable or fragile articles are inclosed, a notation should be made by the carrier so that the parcel, and the tag coupons also if C. O. D., may be



properly impressed with the regulation "Perishable" or "Fragile" stamp at the post office.

5. Insured and C. O. D. parcels accepted by rural carriers must be carefully examined at the post office before dispatch to ascertain that appropriate indorsements are thereon, the required postage and fee are fully prepaid, and the articles are packed in accordance with the regulations; also that the tags of C. O. D. parcels are uniformly and correctly filled out.

6. A patron need not necessarily present a parcel for insurance or collection on delivery direct to the carrier, but may be permitted to leave it in the mail box for subsequent collection by the carrier. In such cases a sufficient amount in stamps must be affixed to the parcels to pay the postage and requisite fee, the parcel must be properly packed and marked "Insured" or "C. O. D." as may be, the C. O. D. tag properly filled in, attached if for collection on delivery, and the patron must leave a note for the carrier describing the contents of the parcel and stating what part of the stamps affixed represents the fee. When a patron so desires, a blank C. O. D. tag may be left in the mail box by the carrier to be filled out and attached to a parcel for collection on a succeeding trip.

7. Whenever a carrier collects a parcel at a box to be sent insured or collect on delivery he must note the fact on the stub of the insurance coupon or the mailing office portion of the C. O. D. tag and, if the patron has not attached stamps but left money therefor, enter the amount of money found with the parcel to cover postage and insurance or C. O. D. fee. This does not apply where the carrier issues an official receipt direct to the sender.



Sec. 511. Classification in international mails.—Mail matter in Postal Union mails is classified as follows:

- (a) Letters.
- (b) Post or postal cards, and post or postal cards with paid reply.
- (c) Commercial papers.
- (d) Printed matter.
- (e) Samples of merchandise.

2. Post cards must bear on the face the heading "Carte postale" in French or the equivalent of that heading in another language. This heading is, however, not obligatory for single post cards issued by private establishments.

* * * * *

10. The postage rates and conditions applicable to each of the above-mentioned classes of mail matter are prescribed by the Universal Postal Convention. Said rates, in so far as matter mailed in the United States is concerned, are as follows: Letters, 5 cents for the first ounce or fraction thereof and 3 cents for each additional ounce or fraction thereof; post or postal cards, 2 cents each for single cards and 4 cents each for cards with paid reply; commercial papers, 5 cents for the first weight of 10 ounces or less and 1 cent for each 2 ounces or fraction thereof in addition to the first 10 ounces; printed matter, 1 cent for each 2 ounces or fraction of 2 ounces; samples of merchandise, 2 cents for the first weight of 4 ounces or less and 1 cent for each 2 ounces or fraction thereof in addition to the first 4 ounces.

See Postal Guide for further details respecting classification, postage rates, etc.

11. Letters and post or postal cards may be dispatched whether or not any postage is prepaid thereon; other



articles shall not be dispatched unless prepaid at least in part; and in all cases of insufficient prepayment double the amount of the deficiency shall be collected of the addressee. The option of no prepayment or of part prepayment of postage does not apply, however, to either letters or other articles mailed with the apparent intention of avoiding prepayment.

Sec. 514. Exceptional rates—Special postal convention.—By virtue of special postal conventions or arrangements, United States domestic postage rates and conditions, except as specially provided to the contrary, apply to mail matter destined for Canada, Cuba, Mexico, and the Republic of Panama; and the United States domestic rate applies to letters destined for the United Kingdom of Great Britain and Ireland, Bahamas, Barbados, British Guiana, British Honduras, Dominican Republic, Dutch West Indies, Leeward Islands, Newfoundland, New Zealand, and Trinidad, including Tobago.

Sec. 515. Matter for Shanghai.—Mail matter addressed for delivery in the city of Shanghai, China, shall be subject to United States domestic postage rates, classification, and conditions.

Sec. 516. Matter to and from United States war vessels.—All mail matter originating in the United States for transmission to officers and members of the crews of United States war vessels stationed abroad, and all mail matter originating with officers and members of the crews of such vessels and destined for transmission to persons in the United States, shall be admitted to the sealed sacks forwarded to such vessels from post offices in the United States or from such vessels to such post offices and be



subject to the United States classification conditions and rates of postage.

2. All mail matter originating in the United States addressed to the officers and men of the United States Navy in the United States Naval Hospital at Yokohama shall be subject to the same conditions and rates of postage as articles mailed in the United States addressed to the officers and men on United States war vessels.

Sec. 519. Unmailable foreign matter.—The following articles are prohibited transmission in the regular mails exchanged between the United States and foreign countries:

(a) All articles, not prepared, at least in part, except letters and post cards.

(b) Printed matter, commercial papers, and samples of merchandise, containing any letter or manuscript note having the character of an actual and personal correspondence.

(c) Printed matter, commercial papers, and samples of merchandise not made up in packets in such manner as to admit of their being easily examined, or not conforming to the prescribed conditions for such matter.

(d) Samples of merchandise having a merchantable value, or exceeding the prescribed weight or size.

(e) Packets of commercial papers and prints exceeding the prescribed weight or size.

(f) All articles of a nature likely to soil or injure the mails, or the persons handling them.

(g) Letters or packets containing current coin.

(h) Gold or silver bullion, precious stones, jewelry, or other precious articles to or through the mails of any



country whose laws prohibit their being placed in the mails or forwarded.

(i) See Postal Guide for articles prohibited admission to the mails for some countries, and not for others.

2. All articles which are not wrapped or inclosed as required by these regulations; all publications which violate the copyright laws of the country of destination; packets which exceed 4 pounds 6 ounces in weight; liquids, poisons, explosives or inflammable substances, fatty substances, those which easily liquefy, live or dead animals (not dried), insects and reptiles, confections, pastes, fruits and vegetables liable to decomposition, and substances which exhale a bad odor are unmailable.

3. All articles which are not admissible to the domestic mails on account of the danger of damage to the mails or injury to the persons handling the same, unless wrapped as prescribed by regulation, shall not be admitted to the foreign mails, and the statutes forbidding the transmission in the mails of obscene matter, or articles for indecent or immoral purposes, of matter which contains on the outside cover or wrapper or postal cards bearing scurrilous or defamatory words or language, etc., of matter relating to lotteries or similar enterprises, including newspapers, etc., containing advertisements of lotteries, etc., and of matter relating to schemes to defraud, apply also to such matter in the foreign mails; but where such matter is merely in transit across the territory of the United States, postal employees shall not interfere with it.

Sec. 521. Parcel post with certain foreign countries.— Packages of mailable merchandise may be sent by parcel post to the countries with which the United States has



parcel-post conventions, subject to the conditions and rates of postage prescribed in said conventions.

2. Parcels shall not exceed $3\frac{1}{2}$ feet in greatest length nor 6 feet in greatest length and girth combined, except that parcels to Colombia and Mexico shall not exceed 2 feet in greatest length nor 4 feet in greatest girth. Parcels not exceeding 11 pounds in weight may be sent to all countries with which the United States has parcel-post conventions, except that to certain post offices in Mexico (see Postal Guide) the limit of weight for parcels is 4 pounds 6 ounces.

3. Postage at the rate of 12 cents for each pound or fraction of a pound shall be fully prepaid. The registration fee, or fee for a "return receipt," if any, shall also be prepaid.

4. A parcel shall not be posted in a letter box, but must be taken into a post office or branch post office or station, or such contract station as the postmaster may designate.

5. The delivery fee prescribed by the parcel-post convention concerned shall be collected on the delivery of each parcel received from a foreign country, whether delivery is made at the post office or at the residence of the addressee, and postage-due stamps to the amount of the proper charge on the parcel shall be affixed thereto and canceled before delivery.

See Postal Guide for list of countries with which there is parcel post service, and detailed information respecting such service.

Sec. 522. Privacy of matter under seal.—No person in the Postal Service, except those employed for that purpose in the Division of Dead Letters, shall break, or permit to be broken, the seal of any letter or other matter while in the custody of the Postal Service. Neither postmasters,



inspectors, employees of the Post Office Department, nor officers of the law, without legal warrant therefor, have authority to open under any pretext a sealed letter while in the mails, not even though it may contain improper or criminal matter, or furnish evidence for the conviction of offenders.

2. The seal of letters or packages suspected to contain unmailable matter shall not be broken to ascertain that fact.

3. Postal cards, post cards, and circulars unsealed and all other unsealed matter may, when suspected to contain unmailable matter, be examined for the purpose of ascertaining their character.

4. No person employed in the Postal Service shall place or carry in his pockets or other part of his clothing any mail which is in the custody of the Postal Service.

Sec. 523. Information not to be given.—Postmasters and others in the Postal Service shall not give to unauthorized persons information concerning mail matter. They shall furnish such information to post-office inspectors, and may furnish it also to the addressee of mail matter or his agent, and, in the case of registered mail, to the sender or his agent, and they may give to officers of the law to aid in the apprehension of fugitives from justice information regarding the addresses, return cards, or postmarks on mail matter, but must not withhold such mail from delivery to the addressees. Information concerning money orders shall not be given to any person except the remitter or payee or the agent of either or to a representative of the Post Office Department, or under special instructions from the department.



Postmasters are not authorized to furnish information as to the number of routes at their offices, and the number of boxes served by each carrier, and will therefore see that such information is not furnished to persons who are not connected with the Postal Service.

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Sec. 536. Mailing of fourth-class matter.—* * * 10. Parcels of books, seeds, and plants, weighing more than 8 ounces, and parcels of other fourth-class matter weighing more than 4 ounces, must be mailed at a post office, branch post office, named, numbered, or lettered station, or delivered to a rural or other carrier duly authorized to receive such matter. Smaller parcels may be deposited in mail boxes.

(a) Parcels collected on star routes shall be deposited in the next post office at which the carrier arrives and postage charged at the rate from that office.

Sec. 537. Using, etc., canceled stamps.—Whoever shall use or attempt to use in payment of postage, any canceled postage stamp, whether the same has been used or not; or shall remove, attempt to remove, or assist in removing, the canceling or defacing marks from any postage stamp, or the superscription from any stamped envelope, or postal card, that has once been used in payment of postage, with the intent to use the same for a like purpose, or to sell or offer to sell the same, or shall knowingly have in possession any such postage stamp, stamped envelope, or postal card, with intent to use the same, or shall knowingly sell or offer to sell any such postage stamp, stamped envelope, or postal card, or use or attempt to use the same in payment of postage; or whoever unlawfully and willfully shall remove from any mail matter any stamp attached thereto in payment of postage; or shall knowingly use or cause to be used in payment of postage, any postage stamp, postal card, or stamped envelope, issued in pursuance of law, which has already been used for a like purpose; shall, if he be a person employed in the postal service, be fined not more than five hundred dollars, or imprisoned not



more than three years, or both; and if he be a person not employed in the postal service, shall be fined not more than five hundred dollars, or imprisoned not more than one year, or both.

Sec. 552. Withdrawal of mail by sender before dispatch.—After mail matter has been deposited in a post office it shall not be withdrawn except by the sender, or, in case of a minor child, by the parent or guardian duly authorized to control the correspondence of the writer.

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

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

Sec. 553. Recall of matter after dispatch.—When the sender of any article of mail matter desires its return after it has been dispatched from the mailing office application shall be made to the postmaster at the office of mailing, stating the reasons for such request. The matter shall be identified, the application accompanied by proper proof in writing, and a sum deposited with the postmaster sufficient to cover all expenses incurred.

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Sec. 559. Locked pouches on star routes.—* * *

2. All mail matter of the first class carried on star routes



shall be inclosed in locked pouches; other mail matter shall also be included in the locked pouches, unless the quantity or bulk is so great as to warrant its being carried outside of bags or make the use of tie sacks for it advantageous.

Sec. 595. Forwarding of mail matter.—Prepaid letters shall be forwarded from one post office to another at the request of the party addressed, without additional charge for postage.

2. (a) Mail which can be forwarded without additional charge for postage includes letters prepaid at one full rate (2 cents), parcels fully prepaid at the first-class rate, postal cards, post cards, and official matter.

(b) All mail, whatever its class, addressed to persons in the United States service (civil, military, or naval), serving in the United States or any of its possessions, or en route to or from the United States or any of its possessions, whose change of address is caused by official orders, shall be transmitted as rapidly as possible until it reaches the addressee; the actual location of the addressee for the time being shall be considered as the original destination of the piece of mail matter. Such transmission shall not be considered as "forwarding" in the sense in which that word is used in the postal service, and no additional postage shall be required therefor. To insure prompt delivery mail matter sent to persons in the United States service should include in the address the complete designation of the organization, company, and regiment, vessel, or other branch of the service to which the addressee belongs, and the postage thereon should be fully prepaid.

NOTE.—A change of street number to secure delivery at the office of address is not regarded as "forwarding" and does not subject matter to additional postage.



3. Mail of the third and fourth classes may be "re-mailed" or forwarded, but not unless the addressee, or some one for him, shall have prepaid additional postage thereon at the same rate as would be chargeable if originally mailed at the forwarding office, in which case the necessary stamps shall be affixed by the forwarding postmaster and canceled. Prepayment shall be made every time the matter is reforwarded. Matter of the second class when "re-mailed" or forwarded shall be charged with postage at the rate of 1 cent for each 4 ounces or fraction thereof, to be prepaid by stamps affixed.

4. Mail of the second, third, and fourth classes addressed to a discontinued post office may, when the office to which such mail is ordered sent by the department is not convenient for the addressees, be transmitted to such office as they may designate, without additional charge.

5. Patrons of any office, who, on account of the establishment of or a change in rural-delivery service, receive their mail from the rural carrier of another office, may have their mail of the second, third, and fourth classes sent to the latter office for delivery by the rural carrier without a new prepayment of postage, provided they first file with the postmaster at the former office a written request to that effect. This is not construed as "forwarding" within the meaning of the law.

Sec. 596. Forwarding requests.—Requests to forward mail made by any other person than the addressee or his lawful agent or the person in whose care the matter is addressed shall be disregarded; the husband of an addressee will be presumed her agent when she has not directed her mail to be withheld from his control.



2. Unlimited requests for the forwarding of mail to other post offices shall be observed for a period of two years, unless revoked, except that such requests affecting general-delivery mail at city-delivery post offices shall expire at the end of 30 days unless renewed.

3. The direction may be changed and matter reforwarded upon request as many times as may be necessary to reach the addressee.

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6. Letters should not be forwarded on trial. A postmaster at whose office a letter can not be delivered may forward such letter to another office if he has special reason to believe it can be delivered therefrom.

Sec. 601. General directions for delivery of ordinary mail matter.—Mail matter should be delivered to the person addressed or in accordance with his written order. When the addressee habitually sends for or receives his mail through his clerk, servant, agent, or some member of his family, and recognizes or acquiesces in such delivery, no written order need be required.

2. When a person requests delivery to him of the mail of another, claiming that the addressee has verbally given him authority to receive it, the postmaster, if he doubts the authority, may require it to be in writing, signed and filed in his office. Ordinary letters bearing the word "personal" in connection with the address should be delivered as other mail for the addressee is delivered.

3. A letter addressed to a person imprisoned to await trial, upon indictment, or pending indictment, should be delivered in accordance with the order of the person addressed. In the absence of an order, the mail may be



delivered to the sheriff or officer having charge of the prisoner.

4. When a postmaster is in doubt as to the identity of the addressee he may require proof, and should exercise great care, especially where mail matter appears to be of value, to make proper delivery.

5. Where two or more persons of the same name receive mail at the same office the postmaster should advise them to adopt some address or means by which their mail may be distinguished. Postmasters may deliver such matter according to their best judgment, and should not return it to the mailing office for better description of the addressee until, after inquiry, they are unable to determine to whom it should be delivered.

6. Mail matter addressed to a person in care of another should be delivered to the addressee, if he so direct, and not to the person to whose care it is addressed. In the absence of such direction, it should be delivered to the first of the two persons who may call for it. (See sec. 602.)

7. Mail matter addressed to several persons may be delivered to any one of them.

8. Mail matter addressed to a public official or to an officer of a corporation by his official title should be delivered to the person actually holding the office designated in the address.

9. Neither husband nor wife can control the delivery of matter addressed to the other. When so instructed, a postmaster must refuse to deliver letters to the husband which are addressed to the wife, or those to the wife which are addressed to the husband. In the absence of instruc-



tions to the contrary, the wife's letters should be placed in the husband's box and delivered to him with his own letters, unless they be known to live separately.

10. A person engaged in a legitimate business may adopt a business name, and, when duly identified, may receive his mail, registered or ordinary, by that name as well as by his proper name.

11. Any number of citizens may employ an agent and give him a written order on the postmaster for their mail; and when such order is presented to the postmaster the mail for such parties, and also mail addressed to a person in care of any such parties, should be delivered to the agent named.

12. Mail matter of patrons of a post office should, at their request, be delivered to a star or rural carrier to be carried out of the mail and handed to them on his route before he passes another post office.

* * * * *

Sec. 608. Pension letters.—* * * Postmasters, delivery clerks, letter carriers, and all other postal employees are prohibited from delivering any such mail to any person whomsoever, if the addressee has died or removed, or in the case of a widow believed by the postal employee entrusted with the delivery of such mail to have remarried; and the postmaster in every such case shall forthwith return such mail with a statement of the reasons for so doing, and if because of death or remarriage, the date thereof, if known. (Act of Aug. 17, 1912.)

NOTE.—The word "mail" as used in the act refers to letters containing checks in payment of pension drawn without separate vouchers or receipts, and the word "removed" has reference to removals beyond the delivery of the post office to which the mail is addressed and not to changes of residence or address within the delivery of such office. A temporary absence is not a removal within the meaning of the law.

2. Before delivering a letter the envelope of which bears instructions referring to the act of August 17, 1912



(a provision of which act constitutes paragraph 1 of this regulation), the postal employee entrusted with the delivery of such letter shall ascertain that the addressee is living, has not removed from the delivery of the post office addressed, has not reenlisted in the military or naval service of the United States, is not under guardianship, and, if a widow, has not remarried.

3. If the addressee has died, reenlisted in the military or naval service of the United States, or, if a widow, remarried, the latter shall be indorsed with the word "Deceased," "Reenlisted," or "Remarried," and also the date of death, reenlistment, or remarriage, if known. If the addressee is under guardianship or has removed, the letter shall be indorsed to show the fact and also the name of the guardian or the new post-office address, if known, and shall be returned under cover of penalty envelope to the disbursing clerk, Bureau of Pensions, Washington, D. C. In no case shall the letter be held for delivery, except by the direction of the sender, beyond the period specified in the sender's return request.

4. If the addressee has not died, reenlisted, removed, or, if a widow, remarried, letters bearing instructions under the act of August 17, 1912, may be delivered to the addressee or, without his or her written order, to any member of his or her family or household, his or her clerk, servant or agent who has been in the habit of receiving the addressee's ordinary mail with his or her knowledge and consent, or to any responsible person who presents the addressee's written order, except that in no case shall such mail be delivered to a claim agent, attorney or broker. Such letters must not be forwarded to another post office, nor



placed in lock or call boxes in the post office, nor delivered by city or rural carriers into receptacles on their routes. Upon receipt of such a letter addressed to the holder of a post-office box, notice should be placed in the addressee's box requesting him to call or send a proper representative for the letter. The same procedure should be followed with respect to such a letter addressed to rural route boxes unless the conditions are such that delivery at the addressee's residence is required by section 776.

5. Letters from the Bureau of Pensions (including those from the office of the disbursing clerk) not bearing such instructions, addressed to a pensioner, a claimant for pension or a payee of the pension (in whole or in part) of another person, may be delivered to the addressee, to his or her guardian, to the person in whose care they may be addressed, if a responsible person, or to a member of the addressee's family or household, or other person to whom other mail for the pensioner is delivered. They may also be forwarded at the addressee's request. They must not be delivered to or placed in the box of an attorney, claim agent, or broker, even upon the addressee's written or verbal order or request. They shall not be held for delivery beyond the period given in the card request; and if the addressee has died, they should be immediately returned with a statement of that fact and the date of death, if known.

NOTE.—A payee of the pension of another person may be the wife (not widow) of a pensioner, the guardian of such wife or of the pensioner, or his child or children.

Sec. 609. Mail addressed to minors.—When minor children reside with their parents, the father or, if he be dead,



the mother, generally is entitled to direct the disposition of mail matter addressed to such minors and, unless the minors be under guardianship, may authorize another to receive mail matter addressed to them, although they be not residing with the parent; and postmasters should deliver said matter accordingly, requiring directions in writing, if deemed necessary.

2. In the absence of directions from a parent or guardian or one authorized to control the correspondence of a minor, mail matter addressed to such minor should be delivered to him or her.

3. Mail matter addressed to a minor who is not dependent upon a parent for maintenance and support, and does not reside with a parent or guardian or with some one in whose charge he may have been placed, should be delivered to the minor, or in accordance with his instructions.

4. Mail matter addressed to a deceased minor who up to the time of decease resided with parents or guardian may be delivered to the parent or guardian; but if the minor left a husband or widow, delivery may be made to him or her.

5. At colleges and similar institutions where students have been placed in charge of the principal by their parents or guardians, and where the rules of the institution provide that the principal shall have control of mail matter addressed to such students as are minors, such mail should be delivered in accordance with the order of the principal. If, however, the principal has not authority from the parent or guardian to control the mail of the children placed under his care (which authority is understood by an acceptance of the rules, that being one),



such mail should not be delivered to the principal against the wishes of the scholar.

Sec. 610. Mail addressed to deceased persons.—Mail matter (not pension mail) addressed to a deceased person shall be delivered to the executor or administrator of his estate; if there be none, delivery may be made to the surviving husband or widow, unless there be other claimants, in which event the postmaster shall report the facts, with written statements from the parties, to the Solicitor, and await instructions.

2. When there is no executor, administrator, surviving husband, widow, or other claimant, the mail shall be sent to the First Assistant Postmaster General, Division of Dead Letters, with the return of unclaimed matter, with a statement of the facts.

Sec. 611. Mail addressed to partnerships and corporations.—Mail matter addressed to a firm may be delivered to any member thereof.

2. Mail matter addressed to a corporation should be delivered to the agent or officer conducting its correspondence or to the person authorized to receive it.

3. Postmasters shall not decide disputes between members of an existing firm as to delivery of its mail. Where the mail has previously been delivered through a box or general delivery such delivery should be continued; if through carrier the mail should be handed to any member of the firm.

4. Attempts to secure the mail of an established house, firm, or corporation through the adoption of a similar name should not be recognized. When disputes arise between individuals, firms, or corporations as to the use



of a name or designation, matter addressed to a street, number, or building should be delivered according to such address. When not so addressed, the mail should be delivered to the firm or corporation which first adopted the name of the address at that place.

5. In all cases of dispute as to the firm or corporation which is entitled to receive mail matter, when the postmaster is in doubt as to his duty under the regulations, he shall obtain written statements from the contending parties as to the grounds of their claims and submit such statements, with a full report of his own, to the Solicitor for advice.

Sec. 676. Private boxes.—Private mail receptacles should be used to facilitate the delivery of mail.

2. Any letter box or other receptacle intended or used for the receipt or delivery of mail matter on any city delivery route, rural delivery route, star route, or other mail route, is hereby designated a letter box for the receipt or delivery of mail matter within the meaning of the act of March 4, 1909, section 198.

See sec. 1699.

Sec. 716. Rural delivery; establishment of service.—Rural mail delivery shall be extended so as to serve, as nearly as practicable, the entire rural population of the United States.

Hereafter all rural mail delivery routes shall be divided into two classes to be known as—

Standard horse-drawn vehicle routes, which shall be twenty-four miles in length, and

Standard motor-vehicle routes, which shall be fifty miles in length, and shall only be established hereafter when a majority of the proposed patrons who are heads of families residing upon such proposed routes shall by written petition ask the Post Office Department to establish the same.



Nothing herein contained shall be construed to prohibit the establishment of horse-drawn vehicle routes of less length than the standard of twenty-four miles: *Provided*, That if, in the discretion of the Postmaster General, in order to render more complete service, it should be necessary to do so the Postmaster General is hereby authorized to increase the length of routes not to exceed fifty per centum above the standards herein prescribed, and in such cases the compensation of the carrier on such horse-drawn vehicle routes shall be increased above the maximum pay heretofore fixed by law for rural carriers * * * (Act of July 28, 1916.)

2. Petitions for the establishment of Rural Delivery Service should be made on forms furnished for the purpose and sent to the Fourth Assistant Postmaster General, Division of Rural Mails.

3. Roads on which Rural Delivery Service is established shall be in good condition and so maintained, unobstructed by gates, and there shall be no unbridged streams not fordable at all seasons of the year.

4. The establishment of a rural route less than ten miles in length shall not be considered, unless at least six families to the mile are prospective patrons.

5. Persons within one mile of travel of existing mail facilities shall not be counted as prospective patrons warranting the establishment of a route, unless in exceptional cases:

(a) Such persons can not be added to existing routes without overburdening such routes, or

(b) can not secure available locations for their boxes on existing routes, or,

(c) are in such numbers that twenty families per traveled mile may be supplied directly from the proposed route.

6. A route proposed, with duplication upon existing rural or star route service, shall not be established, unless



that portion which is not such duplication will serve a sufficient number of families to warrant, under these rules, a route of the entire length proposed.

7. A route shall not be established for the supply of mills, factories, or isolated compact communities in a region where the general rural settlement is sparse and not of the character originally contemplated to receive the benefit of rural delivery service.

8. Authorized service shall not be entered upon until approved boxes have actually been erected by prospective patrons, nor until all requirements have been met and the entire route (roads, bridges, gates, etc.) is in suitable condition for the performance of continuous service, which facts shall be certified by the postmaster.

9. The frequency of service on a newly established route shall not exceed three times a week, unless such route is formed wholly, or in greater part, by rearrangement of six-times-a-week service.

10. A route with service of three times a week shall not be increased in frequency until for a period of six months it has been regularly supplying permanent patrons in the ratio of four families, and collecting and delivering 150 pieces of mail per month to the mile.

11. Routes on which for six consecutive months the quantity of mail collected and delivered has averaged less than seventy-five pieces per month per mile shall not be continued, unless such routes can be rearranged to secure patronage coming within these rules.

See sec. 824, as to patrons' boxes.

Sec. 716½. Extension of service.—An extension (without retrace) of a rural route shall not be authorized, unless



patrons more than one mile of travel from existing facilities can be added in the ratio of four families for each mile of additional travel involved. Exceptional conditions stated in paragraph 5, section 716, may be recognized as modifying this rule.

2. An extension involving a retrace shall not be made, unless patrons more than one mile of travel from existing facilities can be added in the ratio of six families for each mile of additional travel involved, except that accommodation retrace extensions may be made where twelve families for each mile of travel involved can be materially benefited as to accessibility and convenience.

3. The fact that an extension, retrace, or change on a route may be made without additional cost shall not of itself constitute reason for such action.

4. Wherever it is found that routes operate in proximity of a mile of other rural routes or star routes or post offices, action shall be taken toward, so far as possible, rearrangement which shall have for its purpose (1) removal of service from proximity and adaptation of same to extension to new patrons, without additional cost; (2) curtailment and shortening of routes to save cost.

Sec. 717. Delivery limits.—All persons except those who reside within the city-delivery limits of a city where city-delivery service is in operation, may be served by rural carriers, provided they will erect approved boxes on the established line of the route in the manner required by the department.

Sec. 718. Appointments, transfers, etc.— * * *

2. Rural carriers shall be appointed by the Postmaster General upon certification by the Civil Service Commission from registers of eligibles resulting from examination.



3. Inquiries relative to the examinations for the position of rural carrier should be addressed to the United States Civil Service Commission, Washington, D. C.

4. Carriers shall not be transferred from one route to another without specific authority from the department.

5. A rural carrier desiring transfer from one route to another shall make application therefor to the postmaster, stating his reasons for desiring the transfer and his willingness to accept the salary prescribed for the route to which he desires assignment. The postmaster shall transmit the application with his recommendation to the Fourth Assistant Postmaster General, Division of Rural Mails. Transfers will not be made for trivial reasons.

Sec. 719. Resignations.—The resignation of a rural carrier or substitute shall be made in writing and forwarded through the postmaster to the Fourth Assistant Postmaster General, Division of Rural Mails. In transmitting the resignation of a substitute carrier, the postmaster will furnish the name of some suitable person agreed upon by himself and the regular carrier for appointment to fill the vacancy.

2. A rural carrier who has tendered his resignation is required under his bond to see that service on the route is performed until his successor shall have been appointed and qualified.

3. If deemed advisable by the postmaster, a substitute may be assigned to two or three routes, but not more.

4. When a substitute is no longer available for service, the postmaster shall promptly report that fact to the department.

Sec. 720. Position not transferable or salable.—A rural carrier has no right or advantage in his position which is



transferable or salable. An offer to resign for a consideration subjects a carrier to removal and an applicant who offers a consideration is barred from appointment. (See sec. 1692.)

Sec. 731. Pay of substitute carriers.—Under such regulations as the Postmaster General may prescribe, a substitute carrier may be employed at the expense of the regular carrier to temporarily perform service on any rural-delivery mail route.

2. Postmasters shall make prompt report to the department of the occurrence of a vacancy in the position of rural carrier, stating the date on which the carrier last served the route, the name of the substitute performing service, and what arrangement has been made for the continuance of service.

Sec. 722. Official oath.—Every rural carrier, temporary carrier, substitute carrier, and temporary substitute carrier shall, before beginning service, take the official oath prescribed in section 153, and no person who has not taken the prescribed oath shall be given custody of the mails.

Sec. 723. Bond required.—Each rural carrier and substitute carrier shall, upon being appointed, execute a bond in the sum of \$500 with acceptable sureties, the bond to be forwarded to the department when executed.

2. Bonds to be acceptable must be signed by two personal sureties, each of whom is worth the sum of \$500 in property over and above his debts and personal liabilities, or by an indemnity company that is authorized to qualify as sole surety on an official bond.

NOTE.—For a list of such companies see Official Postal Guide.

3. When a person who has qualified as surety on a bond of a rural carrier dies, removes from the locality of the route



or becomes insolvent, the postmaster shall at once notify the Fourth Assistant Postmaster General, Division of Rural Mails.

Sec. 724. New bonds.—The execution of new bonds for regular substitute or temporary rural carriers may be required by the Postmaster General whenever it is deemed necessary or expedient.

Sec. 725. Carriers' salaries.—On and after July 1, 1920, the compensation of each rural carrier for serving a rural route of twenty-four miles, six days in the week, shall be \$1,800; on routes twenty-two miles and less than twenty-four miles, \$1,728; on routes twenty miles and less than twenty-two miles, \$1,620; on routes eighteen miles and less than twenty miles, \$1,440; on routes sixteen miles and less than eighteen miles, \$1,280; on routes fourteen miles and less than sixteen miles, \$1,080; on routes twelve miles and less than fourteen miles, \$1,008; on routes ten miles and less than twelve miles, \$936; on routes eight miles and less than ten miles, \$864; on routes six miles and less than eight miles, \$792; on routes four miles and less than six miles, \$720. A rural letter carrier serving one tri-weekly route shall be paid on the basis for a route one-half the length of the route served by him, and a carrier serving two tri-weekly routes shall be paid on the basis for a route one-half of the combined length of the two routes. Each rural carrier assigned to a horse-drawn vehicle route on which daily service is performed shall receive \$30 per mile per annum for each mile said route is in excess of twenty-four miles or major fraction thereof, based on actual mileage, and each rural carrier assigned to a horse-drawn vehicle route on which tri-weekly service is performed shall receive \$15 per mile for each mile said route is in excess of twenty-four miles or major fraction thereof, based on actual mileage. That the pay of a carrier who furnishes and maintains his own motor vehicle and serves a route not less than fifty miles in length be at not exceeding \$2,600 per annum. (Act of June 5, 1920.)

2. The Postmaster General may, in his discretion, allow and pay additional compensation to rural letter carriers who are required to carry pouch mail to intermediate post offices, or for intersecting loop routes, in all cases where it appears that the carriage of such pouches increases the expense of the equipment required by the carrier or materially in-



creases the amount of labor performed by him, such compensation not to exceed the sum of \$12 per annum for each mile such carrier is required to carry such pouch or pouches. (Act of July 28, 1916.)

3. Hereafter the pay of rural carriers and substitute rural carriers, which depends upon the length of the route, shall be determined in accordance with the records of the Post Office Department, which records shall be promptly corrected whenever the Postmaster General determines that such records are not correct. (Act of Apr. 24, 1920.)

4. All claims for additional compensation on account of increase in the expense of equipment required, or of any material increase in the amount of labor performed because of the carriage of pouch mail, will receive individual consideration when submitted to the Fourth Assistant Postmaster General, Division of Rural Mails, with a full statement of the facts. The statement shall be submitted to the department through the postmaster, who shall make such comment or recommendation thereon as he may deem proper.

5. Rural carriers shall be paid semimonthly at the rates fixed by law, through certain designated post offices, upon presentation by postmasters at rural delivery offices of properly executed vouchers.

6. Regularly appointed temporary carriers shall be paid for service at the same rates of pay as regular carriers.

Sec. 726. Pay of substitute carriers.— * * * Substitutes for rural carriers on vacation to be paid during said service at the rate paid the carrier.

2. A substitute rural carrier who performs service during the leave of absence, without pay, of a regular carrier shall be paid by the regular carrier at the per diem rate of pay for the number of days on which the substitute serves. If, during the carrier's absence without pay, it is necessary



for the substitute to report at the office on Sundays or holidays in accordance with the provisions of section 774 the substitute shall be paid for those days. If the substitute performs service for an entire month he shall be paid the full salary for that month.

3. Substitutes who perform service for regular carriers absent with pay shall be paid at the per diem rate paid the carrier for each day's service exclusive of Sundays and authorized holidays, and shall sign voucher Form.

4. Temporary substitute carriers shall be paid at the same rates and in the same manner as substitute carriers.

Sec. 727. Carriers' vouchers.—Regular and temporary rural carriers shall sign the semimonthly voucher (Form 4251) on the fifteenth day of each month and on the last day of the first two months of the quarter, and the quarterly voucher in duplicate (Form 4252) on the last day of the third month of each quarter for all service rendered and pay due them during the quarter. Substitute carriers who serve routes during the absence of regular carriers on annual leave shall sign voucher Form 4253, while voucher Form 4253-B shall be signed by substitute carriers who serve routes while regular carriers are on sick leave, under the provisions of section 730.

2. Postmasters at certifying offices shall see that the amount due a rural carrier or a substitute rural carrier for service rendered each month or portions of a month is correctly entered on the voucher and that the carrier's signature thereto agrees with that in the appointment notice on file in the post office.

3. Postmasters at certifying offices shall keep strict account of the number of working days on which the car-



riers wholly fail to perform service and make note thereof in the proper spaces in the vouchers, and for each day's total failure of service a deduction of one day's pay should be made, including suspension of service on any holiday not designated in section 735.

4. A deduction of one day's pay shall also be made from the salary of a rural carrier for each Sunday and designated legal holiday on which he shall fail to report at the office when directed to do so by the postmaster in accordance with the provisions of section 774.

Sec. 727½. Deductions for failure to perform service.—Deductions for failure to perform service on a standard rural delivery route for twenty-four miles and less shall not exceed the rate of pay per mile for service for twenty-four miles and less; and deductions for failure to perform service on mileage in excess of twenty-four miles shall not exceed the rate of compensation allowed for such excess mileage. (Act of June 5, 1920.)

2. If a rural carrier shall fail to serve any part of his route and such failure is due to lack of proper endeavor, proper equipment, or to any reason personal to the carrier, deduction shall be made from his salary for such partial failure at the rate of pay per mile for service on routes of twenty-four miles and less; and for failure to perform service on that part of a route in excess of twenty-four miles, deduction shall be made at the rate of pay for such additional mileage.

Sec. 728. Temporary carriers.—Temporary rural carriers shall execute vouchers on the same form and in the same manner as regular carriers.

Sec. 729. Vouchers for substitute carriers.—Substitutes for rural carriers who shall perform service during the absence of regular carriers on leave with pay shall execute



vouchers in duplicate (Form 4253), signing their names exactly as subscribed to their bonds, and the postmaster at the certifying office shall attach his certificate that the service was duly performed by the person signing the voucher.

2. In case of the death of a rural carrier the salary due him for service shall be paid to the person who shall qualify under the rules of the department to receive and receipt therefor. Information on this subject will be furnished on application to the disbursing postmaster.

Sec. 730. Leaves of absence with pay.—Employees in the Postal Service shall be granted fifteen days' leave of absence with pay, exclusive of Sundays and holidays, each fiscal year, and sick leave with pay at the rate of ten days a year, to be cumulative for a period of three years, but no sick leave with pay in excess of thirty days shall be granted during any three consecutive years. Sick leave shall be granted only upon satisfactory evidence of illness, and if more than two days the application therefor shall be accompanied by a physician's certificate.

The fifteen days' leave shall be credited at the rate of one and one-quarter days for each month of actual service. (Act of June 5, 1920.)

2. Until a rural carrier has been in the service for 12 months he may not take 15 days' annual leave at one time, but only $1\frac{1}{2}$ days for each month of actual service since the date of his appointment as regular carrier. Postmasters should endeavor to have carriers take their annual leave when most convenient and when bonded substitutes are available. Leave for a fractional part of a day shall not be granted.

In connection with the granting of sick leave with pay to the employees of the Postal Service, in accordance with the reclassification act of June 5, 1920, postmasters and other officials are directed to accept certificates of

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illness only from practitioners regularly licensed or legally practicing in the State or district where such certificate is issued.

3. Annual leave of absence accruing to a rural carrier during one fiscal year shall not be allowed or taken during a subsequent fiscal year.

4. A rural carrier serving as a witness for the Government in a United States court, or serving as a member of a civil-service examining board, will be allowed leave with pay during the period of such service in addition to the annual leave to which he is otherwise entitled, but in every such case immediate report shall be made to the department, with dates and the name of the temporary carrier who served the route.

Sec. 731. Bonded substitute to be employed.—When a rural carrier is absent, his place shall be filled, if possible, by a bonded substitute. A regular carrier on leave with pay shall not be employed as substitute for another carrier who is on leave of absence.

Sec. 732. Vouchers for substitutes.—When a rural carrier takes his 15 days' leave with pay in one period, a voucher in favor of the substitute employed in his absence shall be forwarded to the paying postmaster immediately at the expiration of the leave period. If the carrier takes annual leave at several times during the fiscal year a voucher may be submitted in favor of the substitute at the end of each period of leave, except where leave is taken at different times during the same month and the route is served by the same substitute, when only one voucher shall be prepared for the vacation service in that month. If more than one substitute is employed during the leave



period of a carrier, a separate voucher shall be certified to cover the service rendered by each substitute.

Sec. 733. Leave without pay.—Postmasters may, in addition to the leave of absence with pay provided by law, grant leave of absence without pay to rural carriers, such leave not to exceed 30 days in any one fiscal year. Applications for leave of absence to cover a longer period in cases of illness, or disability received in the service, must be submitted by the postmaster to the Fourth Assistant Postmaster General with a full statement of the facts, but leave of absence for more than one year will not be granted in any such case. Rural carriers who desire to be absent for longer periods will be dropped from the rolls without prejudice.

2. Application for leave without pay on account of sickness shall be accompanied, if possible, with a statement from the attending physician certifying as to the nature of the carrier's illness and its probable duration.

3. When a carrier is absent from duty on account of an injury sustained while on duty, the first date of absence, and the name of the temporary carrier employed should be reported promptly to the Fourth Assistant Postmaster General. A report of the injury should be made to the United States Employees' Compensation Commission, Washington, D. C., upon a form which should be obtained from the nearest post office of the first class.

Sec. 734. Absence without permission.—Absence of a rural carrier without the permission of the postmaster subjects him, in addition to forfeiture of his pay for the period of such absence, to reprimand, suspension without pay,



or removal from the service, as the circumstances may warrant.

Sec. 735. Holidays.—Service shall not be required on rural-delivery routes on New Year's Day, Washington's Birthday, Memorial or Decoration Day (May 30), Fourth of July, Labor Day (the first Monday in September), or on such day as the President may set apart as Thanksgiving Day. Service is required on Christmas Day.

2. When a holiday on which service is not required falls on Sunday, the following Monday shall be observed unless otherwise specially provided.

Postmasters are without authority to grant holidays to rural carriers, except as above set forth, and a carrier who absents himself from duty without permission on any other day which may be a State or local holiday, will lose a day's pay, and is subject to severe disciplinary action.

Many telegraphic inquiries are received from postmasters whether service may be suspended on certain State holidays and days of local celebration and because of death of persons connected with the local post office. Suspension of service on such occasions will not be authorized, although, if deemed advisable by the postmaster, he may authorize the rural carriers to vary their schedules so as to enable them to participate in the exercises or ceremonies involved, provided the patrons of the routes are duly notified that such action is to be taken.

Sec. 736. Carriers subordinate to postmasters.—Rural carriers are subordinate to the postmasters at the offices to which they are attached and shall comply with their instructions and obey their orders, subject to directions from the department.



Sec. 737. Neatness and courtesy required.—Rural carriers while on duty shall present a neat appearance, and be courteous to patrons.

Sec. 738. Exemplary conduct required.—Rural carriers shall not use intoxicants while in charge of the mail, shall not drink to excess at any time, and shall refrain from improper conduct of any character under penalty of appropriate punishment, or, in repeated instances, of separation from the service.

Sec. 739. Delinquencies.—Postmasters shall make prompt report to the Fourth Assistant Postmaster General, Division of Rural Mails, of any dereliction on the part of carrier, such as dishonesty, immorality, intoxication, any irregularity in the transaction of money-order or registry business, continued failure, without excuse, to serve their routes completely, unsatisfactory service, persistent insubordination and disregard of postmaster's orders, or other conduct detrimental to the best interests of the service, and await specific instructions before taking other action in the matter.

Sec. 740. Duties as citizens.—Rural carriers and clerks in charge of rural stations are not, by reason of their official character, entitled to any special privileges, nor are they exempt from performing jury or road duty, or from any other obligations imposed by the laws of any State, county, or municipality upon its citizens, but are exempt from militia duty without regard to their ages.

Sec. 741. Holding other positions.—A rural carrier shall not hold any State, county, municipal, or township office, whether appointive or elective, regardless of the fact that no compensation may attach to the position, nor enter



a primary or general election with a view to securing a political office.

Sec. 742. Political privileges.—Rural carriers and clerks in charge of rural stations have a right to vote as they please and to express privately their opinions on all political subjects, but they shall take no active part in political management or political campaigns.

Sec. 743. Carriers not to circulate petitions.—Rural carriers shall not circulate or encourage the circulation of petitions for changes in the service, the appointment or removal of postmasters, or for any other object in connection with the postal service.

Sec. 744. Soliciting for business concerns and furnishing of names of patrons forbidden.—Rural carriers shall not, either in person or through others, directly or indirectly, or by any method whatever, cooperate with or assist publishers or others in securing the patronage of the public, nor furnish, directly or through others, the names and addresses of patrons of the service, with or without compensation, to any individual or company, except to officers who are, under the regulations, entitled to them. (See sec. 171.)

Sec. 745. Passengers.—Rural carriers shall not carry in their vehicles while on duty any unauthorized person, but shall allow post-office inspectors and other agents of the department, on presentation of proper credentials, to accompany them on their regular trips.

Numerous requests are received by the department for permission to allow members of a carrier's family or others to accompany him while he is on duty, or for authority to



permit the carrier to employ a chauffeur to drive him over the route in an automobile when this type of vehicle is used.

In view of the provisions of the foregoing paragraph, requests of this kind are uniformly refused. The only persons who are authorized to accompany a rural carrier when in the service of his route are post-office inspectors and other agents of the department, upon presentation of proper credentials, and postmasters, or their official representatives, when on postal business. Exceptions to these provisions are not to be made by postmasters, who are enjoined to see that they are observed, and the carrier who violates the regulation bearing upon the matter is subject to discipline.

Sec. 746. Pension vouchers authenticated by rural carriers.—Rural carriers are required and authorized to administer oaths required of pensioners and their witnesses in the execution of pension vouchers and may charge 25 cents for each voucher. They must follow carefully the instructions contained in section 292.

Sec. 747. Postmasters to enforce regulations.—Postmasters at offices where rural-delivery service is in operation shall familiarize themselves with the regulations, rules, orders, and instructions governing rural delivery, as the service is under their supervision and they are required to instruct carriers and inform others in relation to it.

Sec. 748. Postmasters shall supervise work of carriers, make trips of inspection over routes, and recommend proper changes in service.



Postmasters shall supervise the work of the rural carriers and see that they perform their duties in an efficient manner and shall keep themselves informed as to the conditions of the routes attached to their offices and the business transacted on them. Postmasters shall make trips of inspection over the rural routes twice each year, within the months of April and October, such inspections to be made without expense to the department, and reports shall be submitted to the Fourth Assistant Postmaster General, Division of Rural Mails, in the prescribed form, a copy of each report to be kept in the files of the post office.

2. Postmasters shall make prompt report to the department of any permanent changes of travel by rural carriers from the line of the routes as officially described, due to changes in roads by State or local authorities, or for other reasons, and should make recommendation for withdrawal of service from retraces or other portions of routes not regularly traveled, or on which the number of families served and amount of mail delivered and collected do not warrant continuance of service thereon. They should make suggestions for extensions of routes for the supply of families not easily accessible to facilities, or to more conveniently serve patrons when, in their opinion, the number of families, the distance they reside from rural or star routes or post offices, and the condition of the roads to be covered warrant such extensions.

NOTE.—At offices of the first and second classes postmasters may deputize the assistant postmaster or some other competent employee to make the inspections required and to prepare the reports for submission by them.



Sec. 749. Office work.—Postmasters shall not require carriers to perform work in post offices, except such as may be necessary for the proper discharge of their own duties. Carriers shall not be permitted, without specific authority from the department, to handle or have access to mail other than that of patrons of their routes.

Postmasters at city delivery offices may require rural carriers to relay bundles of mail to package boxes conveniently located on the established line of rural routes for subsequent delivery by city carriers.

2. Postmasters may obtain permission from the department to allow rural carriers to assist in the separation of second, third, and fourth class matter only when such action is necessary to enable the carriers to depart for the service of their routes at the prescribed time and a change in the schedule is impracticable.

Sec. 750. Carriers to have access to Postal Laws and Regulations.—Rural carriers shall have access to the copies of the Postal Laws and Regulations and Official Postal Guides in post offices so that they may inform themselves regarding all regulations, rules, and orders relating to the Rural Delivery Service. Carriers shall receive their instructions and obtain information concerning the service from the postmasters to whom they are subordinate and shall not write to the department in regard to such matters. In cases of uncertainty postmasters shall submit questions to the department and await definite instructions.

2. Rural carriers may submit directly to the department suggestions pertaining *solely* to methods of improving the service, either by enlargement of the local delivery



zone to serve more patrons at reduced postal rates, through the direct exchange of mail matter between carriers, or by any other means that will promote the efficiency of the service or increase the patronage thereof. Copies of all suggestions at time of transmission shall be furnished the postmaster, whose duty it shall be to forward the same to the Fourth Assistant Postmaster General, with such recommendation or comment as may be deemed proper.

Sec. 751. Special rules proposed by postmasters.—Any special rules or instructions which postmasters may desire to promulgate for the guidance of their rural carriers with a view to promoting efficiency and maintaining proper discipline shall be submitted to the Fourth Assistant Postmaster General for approval.

Sec. 752. Carriers' duties.—The official duties of rural carriers shall be the delivery into and collection from boxes on their routes of mail matter of all classes, serving of post offices with mail whenever such service is authorized, sale of stamp supplies, receiving and receipting for matter presented for registration, delivery of registered matter, the handling of registered matter in transit over their routes, taking of applications for money orders and the money therefor, the acceptance of parcels for insurance, the acceptance of C. O. D. parcels, the forwarding of mail addressed to their patrons and the transfer of mail of former patrons whose addresses have been changed to other routes, the erection of United States collection boxes, and the performance of such other duties as may be required of them by law and the regulations of the department.



Sec. 753. Funds received.—Rural carriers shall account for and promptly pay over to the proper officials all funds belonging to the United States which may come into their possession, and make proper disposition of any money intrusted to them as agents of the Post Office Department.

Sec. 754. Roster of patrons.—Every rural carrier shall procure the name of each patron over 10 years of age on his route, using for that purpose the "Patron's name and address slip," and shall enter the names in alphabetical order in the roster book (item 136), and place opposite each name the number of the box through which mail is delivered. He shall also keep in the same book a numerically arranged list of boxes, with the names of all persons receiving mail through a box placed opposite its number.

2. Postmasters shall have prepared from the patrons' name and address slips, and posted in the workroom of the office, lists of names of patrons of each route with number of box opposite each patron's name.

3. Postmasters shall make a quarterly examination of each rural carrier's roster of patrons and ascertain the correctness thereof.

Sec. 755. Room for carriers.—Space shall be provided for the rural carriers in some part of the post office not accessible to the public, which space shall be sufficient to enable them properly to perform their office work. Carriers shall have access to this portion of the office only for such time as may be required to arrange their mail and to make necessary records and reports before and after serving their routes.



Sec. 756. Impassable roads, etc.—In all cases of impassable roads, bad condition of roads, unsafe bridges, dangerous fords, or other obstructions to service on rural routes, the postmasters at distributing offices shall notify the patrons affected and the road supervisors or officials in charge of such matters and request that the necessary repairs be made. If the repairs are not made within a reasonable time the postmaster shall report the facts to the Fourth Assistant Postmaster General, Division of Rural Mails, including the names of the patrons affected and the officials in charge. Postmasters shall in like manner report every instance where a nonautomatic gate is being maintained on any road covered by Rural Delivery Service.

Sec. 757. Deviations from routes.—Rural carriers shall serve their routes as ordered by the department and as officially described, except in cases of emergency. In such cases the deviation shall be reported immediately by the carriers to the postmasters. If the official lines of travel are not promptly resumed, the facts should be reported to the Fourth Assistant Postmaster General, Division of Rural Mails.

2. When owing to climatic or other conditions which can not be controlled, a carrier serving one triweekly route is unable to perform service on the days prescribed by the department, he shall, if conditions permit, be required to perform service on the next working day.

Sec. 758. Carriers to use utmost endeavor to serve routes.—Rural carriers shall report at the offices for duty in accordance with schedule without regard to the condition of the weather and to put forth every effort to perform full



service. If a carrier is temporarily prevented from traveling over his route as officially described, he shall, if necessary to serve some of his patrons, reverse the order of travel, and shall, in case of any obstruction to travel over the regular route, use any available roads in order to serve his patrons.

2. Postmasters may permit carriers to perform service on horseback when, on account of storms or other causes, roads are temporarily impassable for vehicles. In such cases the prescribed schedule shall be observed and the mail completely protected from loss or damage.

Sec. 759. Regular service required.—Postmasters at distributing offices shall not permit suspension or interruption of service on rural-delivery routes because of the absence of regular carriers or substitutes, but in such emergency shall employ a suitable person to perform service temporarily and promptly report the facts to the department.

Sec. 760. Schedules.—Rural carriers shall report at the post offices to which they are attached not less than 30 minutes prior to the scheduled hour of departure to serve their routes, or as much earlier as may be necessary to enable them to assort their mail for delivery, shall have their conveyances at the post offices by the starting time, and shall return with their collections before going to their homes. They shall cover their routes expeditiously, but so regulate the rate of travel that the respective boxes will be reached at about the same hour each day.

2. In case of emergency a temporary deviation from the schedule may be permitted, but no permanent change in



a carrier's schedule shall be made except by direction of the department.

3. When a change of schedule is rendered advisable by reason of change in the time of arrival or departure of mails or for any other reason, the postmaster shall notify the department accordingly and submit a new schedule.

4. Postmasters shall require carriers to delay departure for service of their routes one hour when advisable on account of delay in incoming mails at the post office, provided such delay in departure will not prevent the complete performance of service on the route or the regular dispatch of mails collected by the carrier.

5. Carriers, while serving their routes, may stop not to exceed 30 minutes for dinner and to feed their animals, provided such stop will not prevent their return to the distributing office on schedule time. During such interval the carrier shall retain personal custody of the mail and equipment.

Sec. 761. Trip reports.—The exact time a rural carrier reports at the office, leaves to serve his route, returns at completion of the trip, and leaves the office after completing his duties shall be reported daily by him on Form 4240 and Form 4241. In case of partial failure the carrier shall note in his report the cause of his failure to complete the trip, the number of miles traveled, and the number of miles of the route served. The entries shall be made at the beginning and end of his trip. The carrier shall not be permitted to take the report away from the post office, and at the end of each month he shall complete the report promptly.



Forms 4241, prepared by rural carriers and forwarded to the department monthly, are frequently accompanied by letters relating to employment of temporary rural carriers (involving the issuance of salary orders), complaints against employees, proposed amendments of routes, changes of schedule, etc.

Such letters should not be held until the end of the month, but should be sent to the department without delay.

Under no circumstances should correspondence be inclosed with trip reports except it pertains solely to such reports.

Sec. 762. Irregularities in service to be reported.—At the end of each month in which irregularities occur in the service, postmasters at distributing offices shall prepare a report in duplicate on Form 5502 $\frac{1}{2}$, setting forth the total suspensions of service and partial failures which occurred during the month. When no deductions have been made from the carriers' salaries in cases of either total or partial failures, the postmaster shall state the reasons for not making deductions and, when the route has been but partly served, give the number of miles traveled by the carrier on each day and the cause of the partial failure.

Sec. 763. Loop routes.—Rural carriers who serve "loop routes" shall report to the postmasters at offices to which they are attached at stated intervals for instructions and to have checked their accounts of stamps and other postal supplies, and the postmasters shall exercise as close supervision as practicable over the service and keep themselves advised, as far as possible, through inquiry of patrons and



otherwise, as to the character of service rendered by the carriers.

Sec. 764. Outside employment, restrictions.—Rural carriers shall not solicit business or receive orders of any kind for any person, firm, or corporation, and shall not during their hours of employment carry any merchandise for hire: *Provided*, That said carriers may carry merchandise for hire and upon the request of patrons residing upon their respective routes whenever it shall not interfere with the proper discharge of their official duties and under such regulations as the Postmaster General may prescribe.

2. Rural carriers shall not engage in any business while on or off duty which offers temptation to solicit patronage on their routes or in which their official position would give them special advantage over competitors.

3. Rural carriers shall be permitted to carry outside of the mails, for and upon request of patrons of their routes, articles and packages of merchandise which under the law and regulations are unmailable, provided there is no delay or interference with the regular mail service; but intoxicating liquors, explosives, or any articles exhaling bad odor shall not in any circumstances be carried by them while on duty.

4. Rural carriers shall not carry while on duty any package of mailable matter the weight of which is within the limit prescribed for admission to the mails (except franked and other matter entitled under the law to free transportation), unless postage shall have been paid thereon at regular rates. Admissible matter shall be properly prepared for mailing and carried only in the mails.



5. Rural carriers shall not while on duty convey outside the mails any package which has been rendered unmailable by the addition of extraneous matter, nor any package containing articles or parcels to be delivered by the carrier to different persons.

6. Articles and packages which patrons desire conveyed outside the mails shall be delivered to the carrier in person. Carriers shall not leave their routes while on duty to receive or deliver such matter.

7. Any fees charged by the carriers for transporting and delivering matter outside the mails shall be paid by the patrons for whom such service is rendered. Carriers shall not receive compensation from merchants for such service.

Rural carriers should encourage the use of the mails but should not act as agents or solicitors for any particular individual, firm, or corporation, as the foregoing section prohibits them from doing so.

Sec. 765. Passage of carrier not to be obstructed.—The passage of a carrier on a rural route shall not be wilfully obstructed, but rural carriers are not entitled to privileges on a public highway not possessed by private individuals. (See secs. 1706 and 1712.)

Sec. 766. Separation of mail by office force required.—The mail for each rural route shall be separated by the postmaster or his assistants at the distributing office and handed to the carrier for delivery.

Sec. 767. Arranging by carriers.—Before starting from distributing offices rural carriers shall assort their mail, arranging it in the order in which it is to be delivered,

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placing together the entire mail for each box, in order that prompt and accurate delivery may be effected.

Note.—See section 787.

Sec. 768. Rural carriers accountable for mail matter.—Rural carriers are held strictly accountable for the care and proper delivery or dispatch of mail intrusted to them; they shall not carry mail in the pockets of their clothing, throw it into yards, nor leave it where it is likely to be lost. Throwing away, destroying, or improperly disposing of mail matter of any kind is an offense punishable by fine or imprisonment.

2. A parcel too large to be placed in the addressee's box, shall be carried out on the route on the first trip after its receipt at the post office, but shall not be left outside of the box. Where the patron does not live within hailing distance of the route and is not at the box to receive the parcel from the carrier, a notice on the form for that purpose shall be left in the box, requesting that the patron meet the carrier on the next trip unless the parcel is called for at the post office in the meantime.

Sec. 769. Exhibition of mail to unauthorized persons and acceptance of fees for delivery forbidden.—Mail shall not be exhibited by rural carriers to others than the addressees.

2. Rural carriers shall not request or receive from patrons fees for the delivery or collection of mail, and shall not require the payment of postage on mail in excess of that prescribed by law.

Sec. 770. Manner of addressing mail matter.—Mail, other than registered, insured and C. O. D. mail, for delivery by rural carriers which is addressed merely to the



box and route number may be delivered to the owner of the box as long as no improper or unlawful business is conducted in this manner. Matter which is unaddressed is undeliverable.

2. First-class matter mailed by a patron and returned on account of failure of delivery to the addressee shall be placed in the box of the sender if the name of the post office and the route and box numbers are given on the return card, regardless of the absence of the sender's name.

See section 594, paragraph 2, which requires postmasters to report suspected fictitious addresses, and section 935, paragraph 12, regarding registered matter. Insured and C. O. D. mail is delivered in accordance with the regulations that govern the delivery of registered mail.

Sec. 771. Delivery to none but addressees or duly authorized persons.—Ordinary mail shall be delivered only into boxes of patrons to whom it is addressed, or into those of persons duly authorized to receive it. Carriers may deliver such mail directly to patrons whom they meet provided their identity is known and carriers are not thereby unduly delayed.

Sec. 772. Examination of boxes by carriers.—Rural carriers shall open and examine boxes of patrons only when signals are displayed to indicate that they contain mail for dispatch.

2. When the carrier finds the signal displayed indicating that there is mail in a box for dispatch and he has mail for delivery in the box, he shall let the signal remain displayed, but if he deposits no mail in the box he shall lower the signal. In cases where the signal has not been displayed and he deposits mail in the box, he shall raise the signal.



Sec. 773. Office delivery to rural patrons.—Postmasters shall deliver mail of all classes to patrons of rural-delivery routes who call therefor at the offices when they are open for business on Sundays and holidays, and also at other times when such delivery will not interfere with the business of the office or delay the rural carriers in departing for service of their routes.

Sec. 774. Carriers to report on Sundays and holidays when necessary.—Postmasters may, if conditions justify, require rural carriers to report for duty for one hour on holidays on which service is not rendered on rural routes to assist in delivering mail to patrons of rural routes who call for it. Postmasters shall not call upon rural carriers to perform duty on Sunday, except when their services are urgently necessary for the purpose above set forth.

Sec. 775. Postage due mail at rural-delivery offices.—When mail matter, addressed to a patron of a rural route, on which the required postage has not been fully paid, is received at the distributing office, the postmaster shall note thereon the amount of postage due and hand the mail to the carrier for delivery on collection of the amount due. If the deficient postage can be collected by the carrier without leaving his route he shall, on receiving the required amount in coin, affix postage-due stamps to the matter, cancel them and deliver the mail; otherwise the carrier shall fill in a notification card (Form 4233), deposit in the addressee's box and return the unpaid or part-paid matter to the post office to be held until the amount of postage due is paid or directions are received from the addressee as to disposition of such mail.



2. When matter on which postage is to be collected is sent out for delivery upon a rural route, the carrier shall be furnished by the postmaster with postage-due stamps in the required amount, but such stamps shall not be affixed to the mail until the carrier shall receive in coin the amount due.

Sec. 776. Pension mail.—Letters from the Bureau of Pensions bearing upon the envelope reference to the act of August 17, 1912, addressed to a patron of a rural route shall be delivered at the residence of the addressee by the carrier on his regular trip if such residence is not more than one-half mile from the line of travel and there is a passable road leading thereto.

2. If the patron's residence is more than one-half mile from the route, or there is no passable road leading to his residence, a note shall be placed in his box informing him of the receipt of pension mail at the post office and that he may personally receive such mail at his box, or by calling at the post office for it. (See sec. 608.)

Sec. 777. Diversion of mail in transit prohibited.—Postmasters and rural carriers shall not divert in transit any mail addressed to a post office other than the distributing office for the purpose of effecting more expeditious delivery thereof by carrier to the box of the addressee. All mail shall be delivered from the post office to which it is addressed except as otherwise provided by the Postal Laws and Regulations.

Sec. 778. Intermediate offices.—Rural carriers shall stop regularly at intermediate offices on their routes for mail addressed to such offices for patrons of the rural-delivery routes. If such patrons reside on the part of the



route already traveled by the carrier the mail shall be left overnight in the distributing office and delivered by the carrier on his next trip. Such action shall not be considered as forwarding mail and no additional postage shall be required. Postmasters at intermediate offices or their assistants shall receive such mail from and deliver it to the carriers at their vehicles.

Sec. 779. Acceptance of any mail required, when.—A rural carrier shall accept anyailable matter which may be tendered to him by any person for delivery or dispatch provided the postage is fully prepaid or money equal to the postage required is furnished, unless it is ascertained that the purpose of thus handing mail to the carrier for deposit into one office is to "boycott" another office, or deprive it of its legitimate revenue. This provision applies also to registry business, the insurance of fourth-class matter, the sale of postal supplies, and to money-order business.

Sec. 780. Acceptance of matter for which postage is not determined.—When matter is tendered to a rural carrier for mailing, the weight of which or the rate of postage thereon he is unable to ascertain, he shall receive from the sender an amount sufficient to insure full payment of postage, take the mail to the post office, and affix the necessary postage, returning to the sender on the next trip any excess amount collected.

Sec. 781. Turning in of collections.—All mail collected by rural carriers shall be properly faced by them and deposited in the distributing offices for delivery or dispatch, except such as they are specifically authorized by the department to deliver or deposit in another manner.



Sec. 782. Unstamped matter found in boxes.—When a rural carrier finds unstamped mail in a patron's box, and the requisite amount of money for postage properly wrapped or placed in a coin-holding receptacle, he shall collect the mail and money and affix the necessary stamps.

2. When mailable matter is deposited in a box for dispatch and the required postage has not been paid nor sufficient money left for the purchase of stamps, a rural carrier shall, when the identity of the sender is known, place in the box a notice that such matter can not be dispatched until the necessary postage is paid. If the identity of the sender is unknown the matter shall be taken to the distributing office and treated as prescribed in section 545.

3. Mail boxes erected on rural routes are intended exclusively for the reception of matter regularly in the mails, and any mailable matter, such as circulars, sale bills, etc., deposited therein is subject to the rules governing the mails, including proper addressing and the payment of postage at the regular rate.

4. When a rural carrier finds deposited in a box mailable matter on which postage has not been paid, addressed to or intended for the person in whose box it is deposited, the carrier shall take such matter to the distributing post office to be held for postage and treated as prescribed by section 545.

Sec. 783. Exchange of mail through United States collection boxes.—Where the exchange of mail by rural carriers through a United States collection box is authorized, each carrier shall open the box and deposit in it, without canceling the stamps, mail collected on his route addressed



to patrons of the intersecting route, to intermediate post offices or stations located thereon, or to the distributing office, delivery or dispatch of which will be thereby advanced, to be collected by the carrier on the connecting route.

2. When carriers on intersecting rural routes are authorized to make hand-to-hand exchange, each shall deliver to the other all mail which would be thereby advanced in delivery or dispatch.

Sec 784. Cancellation by carriers of mail delivered en route.—When mail is collected by a carrier en route, or received by one carrier from another, which can, in regular course of service, be delivered in the addressee's box by the receiving carrier prior to his return to the distributing office, he shall cancel the stamps thereon by writing legibly across them, with an indelible pencil, the date, the name of the distributing office, the State, and the number of the route, and deposit the mail in the proper box.

2. The value of stamps canceled by a carrier on mail collected and delivered by him shall be reported to the postmaster of the distributing office.

3. Any mail collected or received by a rural carrier on his route addressed for delivery at a post office on a route other than the one from which his route starts, shall be delivered, uncanceled, at the office of address, if an intermediate post office, or dispatched to the office of address, even though the addressee is a patron of the carrier's route and a more-expeditious delivery could be effected by the carrier.

4. Except as provided in this section, no stamps on mail shall be canceled by carriers.



Sec. 785. Reports by carriers.—Rural carriers shall make daily entries on Form 4240 of the number of pieces of mail delivered and collected on their routes, the number of registered letters and parcels received, delivered, and handled in transit, and the number of letters and parcels registered, and the number of applications for money orders received, value of stamps canceled on mail collected, and the value of stamps, stamped paper, etc., sold by them. Postmasters shall certify to the correctness of the reports and retain them in the office files.

2. When the delivery and collection on a route aggregates more than 5,000 pieces of mail a month for three consecutive months, the counting of mail may be discontinued except during the first month of each quarter, as provided by paragraph 3 of this section, but the keeping of the record of registered matter, applications for money orders, value of stamps on mail collected, and value of stamps, stamped paper, etc., sold shall be continued.

3. During the first month of each quarter, a count shall be kept of the number of pieces of mail delivered and collected on every rural route. At the end of such periods, the postmaster shall report to the department the number of pieces of each class of mail handled and the number of families served on each route, certifying to the correctness thereof.

Sec. 786. Return of mail by carriers forbidden.—Mail which has come into the custody of a rural carrier shall not be returned by him to any person. Any application for return of a letter or package shall be referred to the postmaster at the distributing office.



Sec. 787. Undelivered mail and postal funds to be delivered to postmaster.—Rural carriers shall deliver to the postmaster or other authorized person, each day, immediately after completing their trips, the undelivered matter and the mail collected by them and all postal funds and stamp supplies, and complete their money-order and registry business records and make all required reports before going off duty. When conditions warrant it, postmasters may require carriers before going off duty to arrange for delivery by them mail received after the departure of the carriers upon the service of their routes. Carriers shall not, except by specific authority of the department, or in cases of extreme emergency, retain any mail in their possession overnight.

2. Carriers shall note on the face of each piece of mail which they are unable to deliver the reason for nondelivery.

Sec. 788. Unidentified mail.—When the addressee of mail received at a distributing office is unknown, such mail shall be placed in the hands of the rural carriers for identification and delivery before it is treated as undelivered matter.

Sec. 789. Star service over rural routes.—Persons residing on roads traveled by both star-route and rural carriers may receive an additional and supplemental box delivery by star carriers.

Sec. 790. Two rural routes on one road.—A patron residing on a road traveled by two or more rural carriers may select the carrier by whom he prefers to have his mail delivered and collected, in which case only the designated carrier shall handle his mail. Unless such selection is made by the patron each carrier passing the box shall deliver



mail into it and collect therefrom any mail which he can expedite in dispatch or delivery.

Sec. 791. Contagious diseases.—Rural carriers shall deliver mail into the boxes of patrons in whose family contagious diseases exist when this can be done without exposure to contagion, but no mail shall be collected from such boxes while quarantine is in force.

2. When service on a rural route is wholly or partially suspended on account of quarantine because of the prevalence of a contagious disease, the postmaster shall promptly notify the department of the fact. (See sec. 528.)

Sec. 792. Special delivery at residence within half mile of route.—Special-delivery mail addressed to a patron of a rural route who lives more than 1 mile from the post office shall be sent out by the carrier on his first trip after the receipt of such mail and shall be delivered by the carrier at the patron's dwelling or place of business, provided it is not more than one-half mile from the route, for which service the carrier shall be paid the regular fee. If the patron resides more than one-half mile from the route, the mail, after being properly recorded, shall be delivered by the carrier into the patron's box the same as ordinary mail. In the latter case neither the postmaster, the clerk in charge of a rural station, nor the rural carrier shall be paid the 8-cent fee.

2. Special-delivery mail shall be delivered to the addressee or to some one authorized to receive his mail.

Sec. 793. Special-delivery matter, when to be deposited in patron's box.—If a rural carrier can not make personal delivery of special-delivery matter at the residence or place of business of the addressee, it shall not be returned to the



post office, but shall be deposited in the patron's box, and the carrier shall leave at the residence or place of business notice of nondelivery (Form 3955-A).

2. Special-delivery mail addressed to a patron of a rural route who resides within the city-delivery limits of an office or within 1 mile of a non-free-delivery office or a rural station shall be immediately delivered by a person other than the rural carrier unless the mail is received before the carrier starts on his service and the residence of the addressee is not more than one-half mile from his route.

Sec. 794. Special-delivery matter collected and delivered en route.—When a rural carrier collects on his route special-delivery mail addressed to a patron of his route which can be delivered before he returns to the office, he shall make proper entry on Form 3954, or on messenger's receipt book (Form 3951), as the case requires, cancel the stamps, and make delivery in the regular way, and upon arrival at the distributing office promptly notify the postmaster or clerk in charge of such collection and delivery so that the proper entry can be made on the records.

Sec. 795. Exchange of special-delivery matter by carriers.—Special-delivery matter shall be transferred by one carrier to another at a point where regular exchange of ordinary mail is authorized, either in person or through a United States collection box, if such action will facilitate delivery. The carrier who makes or attempts to make the delivery to the addressee shall be paid the regular fee by the postmaster at the office from which his route emanates.

Sec. 796. Special-delivery mail handed to rural carriers to be recorded.—Postmasters shall make record of all special-delivery matter handed to rural carriers, but re-



ceipts for ordinary special-delivery mail will not be required of the addressee or his agent.

Sec. 797. Special-delivery fees.—Rural carriers and clerks in charge of rural stations shall be paid the fee of 8 cents on such special-delivery matter only as each specially delivers or attempts to deliver it.

Sec. 798. Record in post office of special delivery-matter.—Special-delivery matter addressed for delivery along a rural route, beyond the special-delivery limits of an office, shall be recorded in the post office and treated in accordance with the regulations governing the handling of such mail.

2. For recording special-delivery matter received, Form 3951 should be used at city-delivery and village-delivery offices, and Form 3953 at all other offices.

3. A separate series of numbers, commencing with No. 1, shall be used for each carrier each quarter. The special-delivery mail delivered from the post office shall also be numbered consecutively, commencing with No. 1 each quarter. The rural carriers at the end of each quarter shall turn over to the postmaster all sheets that may have to be included by the latter in his postal accounts for that quarter.

4. At city-delivery offices the postmasters shall keep a record of the number of articles specially delivered by each rural carrier, and at the end of each month shall pay him the fee earned, taking his receipt therefor on Form 3950.

Sec. 799. Registered special-delivery matter.—In registering special-delivery mail and in making delivery of registered special-delivery matter, the rules and regulations governing the registry system also shall be observed.



Sec. 800. Time of delivery of special-delivery matter.—In computing the average time of delivery of special-delivery matter by a rural carrier only the time consumed in deviating from the route and returning thereto in order to make special delivery will be taken into account.

Sec. 801. Supply of intermediate post offices.—Rural carriers shall transport mails between post offices located on their routes whenever the performance of such service is specifically ordered by the department, without additional compensation. They shall also convey, without extra pay, post office blanks, mail bags, locks, keys, postal supplies, and official equipment to and from the intermediate post offices or stations to which they render regular service.

Sec. 802. Protection of mail.—Mail pouches and their contents shall be carefully protected from injury, depredation, or loss. They shall not at any time be intrusted or delivered to a person who is not a sworn employee of the Post Office Department.

Sec. 803. Punctuality and regularity obligatory.—Rural carriers who supply post offices shall make special effort to exchange mails at the post offices in accordance with prescribed schedules even though at times adverse conditions of weather or highways prevent them from traveling over their entire routes.

Sec. 804. Delivery of pouches to offices.—A rural carrier is not required to leave his vehicle to deliver or receive mail at an intermediate post office, but must travel as near the office as practicable and deliver the mail to and receive it from the postmaster or his assistant.



2. If the postmaster or his assistant shall fail to meet the carrier at the vehicle the latter shall dismount and endeavor to effect the exchange in the post office, provided he can do so without endangering the mail in his custody or the official equipment, but each such failure of the postmaster or assistant to meet the carrier at his vehicle for the purpose of exchanging the mail shall be promptly reported to the postmaster at the distributing office.

Sec. 805. Return of pouch undelivered, when allowed.—When a rural carrier finds it impossible to effect exchange of mail at an intermediate post office he shall return the pouch to the postmaster at the distributing office with a statement of the reason for such failure, and such postmaster shall promptly report the facts to the Fourth Assistant Postmaster General, Division of Rural Mails.

Sec. 806. Detention of carriers.—Postmasters shall not detain carriers at intermediate offices more than 10 minutes to effect the exchange of mails except by express authority of the department.

Sec. 807. Records of service at intermediate offices.—Postmasters at offices supplied by rural routes shall make report to the Fourth Assistant Postmaster General, Division of Rural Mails, of all cases of abandonment or interruption of service, or continued irregularity in time of arrival of the carrier; when mail arrives in bad condition or exposed to depredation, loss or damage; when a pouch is received unlocked or without lock, or fastened with other than a regulation lock; when mail is carried by an unauthorized person, and any other irregularity in the performance of service or the conduct of the carrier that may occur.



Sec. 808. Delinquencies in service to intermediate post offices.—Rural carriers are subject to reprimand, suspension, or removal from the service, according to the gravity of the offense, for neglecting to take mail to and from a post office which they have been ordered to serve; for leaving behind or throwing off any portion of the mail; for allowing the mail or any part of it to be damaged, lost, or destroyed; for frequent failures to reach the intermediate office at about the same hour each day; or for the total or partial abandonment of the service.

Sec. 809. Carriers not to open or close pouches.—Rural carriers shall not open or close mail pouches, handle mail to be pouched, or have in their possession locks or keys to locks used on closed pouches.

Sec. 810. Mail in transit.—Upon the personal application or written request of the addressee, ordinary mail in transit to a post office, which is supplied by rural carrier, may be delivered from the distributing office on Sundays and holidays, when the office is open to the public.

Sec. 811. Conveyance provided by carrier.—Each rural carrier shall provide for use in the performance of service a suitable conveyance, so constructed as to accommodate the mail and thoroughly protect it from damage or loss. His stock shall be kept in such condition as will enable him to perform complete and uninterrupted service under adverse weather or road conditions.

2. Postmasters shall report to the department when carriers are using for service animals which are in poor condition or which are not properly cared for.

3. Carriers in rural mail-delivery service shall furnish and maintain at their own expense all necessary vehicle equipment for prompt han-



ding of the mail: *And provided further*, That nothing herein shall be construed, and no order shall be issued, to prevent the use of motor vehicles on horse-drawn vehicle routes: *Provided further*, The Postmaster General in his discretion may require all carriers to furnish sufficient equipment to properly handle postal business on their routes (Act of July 28, 1916.)

3½. Automobiles may be used by rural carriers in serving their routes, but such vehicles must be of sufficient capacity to properly handle the postal business. In each case where service is performed by automobile, the postmaster shall state the months in which the route can be so served, the carrying capacity of the vehicle, and whether the condition of the roads is such as to permit its uninterrupted use for an extended period. Motorcycles may be used under the same conditions as automobiles, but it being considered that these vehicles without some special attachment will not furnish sufficient equipment to properly handle the postal business on rural routes, the use of motorcycles will not be permitted unless such vehicle has a cylinder displacement of not less than 60 cubic inches, and there is attached to the machine a commercial body of waterproof material not less than 42 inches long, 24 inches wide, and 18 inches high, so constructed as to protect the mail thoroughly from damage and loss, the assembled machine to have a tread of not less than 56 inches. The use of bicycles on rural routes is not permitted.

4. In all cases where a rural carrier is absent from duty, he shall see that the substitute carrier is provided with suitable equipment to travel the route, and if the substi-

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tute uses the regular carrier's equipment, the carrier may make a reasonable charge therefor.

5. Rural carriers shall not display advertising matter of any character upon their equipments.

Sec. 812. Equipment.—General equipment for rural delivery service, such as carriers' furniture, satchels, straps, record books, vouchers, report and other official blanks, etc., when not otherwise provided will be furnished upon requisitions of postmasters.

2. Postmasters shall see that the rural carriers attached to their offices are constantly supplied with, and regularly take over their routes; all necessary service books and blanks and every article of equipment required in the performance of their official duties.

3. Rural carriers on receiving equipment shall give dated and itemized receipts therefor, specifying the quantity and condition of articles received. These receipts shall be filed and preserved as vouchers by postmasters.

4. All satchels, straps, record books, official blanks, etc., furnished by the department for carriers' use, shall be carefully preserved and always deposited in the post offices or rural stations when carriers are off duty, except in cases of extreme emergency.

5. When carriers' satchels or other articles of equipment are in bad condition the facts shall be reported promptly to the Fourth Assistant Postmaster General, Division of Equipment and Supplies. Satchels shall not be repaired by carriers.

6. When a rural carrier leaves the service he shall satisfactorily account for and return to the postmaster, or some duly authorized person, every article of the official



equipment, including all master keys and keys to patrons' boxes.

7. Postmasters shall not make expenditures on account of the rural service for the purchase or repair of service equipment, or for any other purpose, without specific authorization from the department.

Sec. 813. Stamp supplies.—While engaged in the service of rural routes carriers shall carry for sale a stock of postage stamps, postal cards, stamped envelopes, newspaper wrappers, and other postal supplies of this nature, to the value of \$5 or more, sufficient to meet the demands of purchasers. (See sec. 342.)

2. Carriers shall not accept checks in payment for postal supplies purchased of them.

3. Rural carriers shall turn in to postmasters or to clerks in charge of rural stations, each day, the exact amount of money received during the day from the sale of stamp supplies. The amount must in each case equal the difference between the value of stamp supplies on hand when the carrier starts out and when he returns and include the overplus from sales of stamped envelopes and wrappers.

Sec. 814. Rural stations.—Rural stations are established and maintained in connection with rural-delivery service when considered necessary to facilitate the transaction of postal business in communities where a considerable number of people would be seriously inconvenienced if compelled to transact business with the rural carrier only, or at such points where rural carriers are required to exchange mails and it is deemed inadvisable to establish post offices.

2. A rural station shall be tributary to a post office from which rural-delivery service emanates and shall be in



charge of a clerk subordinate to and under the control of the postmaster of such office, who shall frequently visit and inspect the station with a view to correcting irregularities and seeing that it is conducted properly.

3. Clerks in charge of rural stations are appointed by the Postmaster General at an annual compensation fixed by him and are required to furnish bonds in a designated sum. The person appointed shall provide suitable quarters in which the business of the station can be transacted.

Sec. 815. Receipt and dispatch of mails at rural stations.—Mail shall be supplied to rural stations by rural carriers unless otherwise specifically authorized. Mail for delivery at a rural station or for a rural route emanating therefrom shall be properly separated at the distributing office, tied in bundles, and transported in the carrier's satchel to the station, where it shall be delivered to the clerk in charge. Dispatch of mail from rural stations shall be made in the same manner.

Sec. 816. Stations open.—Rural stations shall be kept open during ordinary business hours each week day, except on holidays when service on routes emanating therefrom is not required, and shall invariably be open in ample time to permit the rural carriers to work their mail, and shall be open when the rural carriers return from their routes, in order to permit them to deposit collections and attend to other duties.

Sec. 817. Functions of rural stations.—At rural stations mail shall be dispatched, received, and delivered, money orders issued, mail registered, and stamp supplies sold.

Sec. 818. Handling of mail matter at rural stations.—Mail addressed to a rural station shall be retained there



to be called for, unless the addressee is a patron of a rural route starting from such station, or of a route contiguous thereto, in which case the mail shall be delivered in the patron's box by the carrier of the route. The usual registry notices for registered mail addressed to a rural station for delivery should be issued in accordance with the requirements of section 933.

Sec. 819. Canceling of stamps by clerks in charge.—Postage on all mail deposited at a rural station for delivery or dispatch, whether by rural carrier or local patrons, shall be canceled by the clerk in charge, who shall make report thereof to the postmaster at the distributing office.

Sec. 820. Correspondence at rural stations.—Clerks in charge of rural stations shall conduct all official correspondence with the postmasters at the offices to which the stations are attached, make remittances and accountings to them, and make requisitions on them for all necessary supplies.

Sec. 821. Supplies for rural stations.—Postmasters at offices to which rural stations are tributary shall furnish the clerks in charge of such stations with postage stamps, stamp books, stamped envelopes, postal cards, registry supplies, etc., in sufficient quantities to meet their demands for which the postmaster shall take proper receipts.

2. When clerks in charge of rural stations issue stamp supplies to rural carriers they shall require receipts therefor similar in form to those required by postmasters in such cases.

Sec. 822. Monthly reports at rural stations.—Accurate detailed accounts of business transacted at rural stations shall be kept by the clerks in charge and reports rendered



monthly to the postmasters of the offices to which they are attached.

Sec. 823. Clerks in charge to exercise supervision over carriers.—Clerks in charge of rural stations shall exercise supervision over rural carriers on routes emanating from their stations, shall receive and certify to the correctness of the required reports, and transmit them to the postmasters at the offices to which they are attached.

Sec. 824. Rural mail boxes.—On and after July 1, 1917, persons desiring box delivery and collection service on star or rural routes shall provide and erect, at their own expense, boxes conforming in every respect to the department's specifications and officially approved.

2. Two standard sizes have been designed and adopted:

No. 1—18½ inches long, 6½ inches wide, 7½ inches high; for letters and ordinary mail.

No. 2—23½ inches long, 11 inches wide, 14 inches high; for all mail, including parcel post.

Copies of specifications and requirements to be followed in the manufacture and sale of these boxes may be obtained on application to the Fourth Assistant Postmaster General, Division of Equipment and Supplies.

Patrons may use either size, as preferred, and will not be required to discard boxes in use July 1, 1916, while they remain serviceable. Such an authorized box, however, may be transferred by the owner to another route when he moves, or it may be continued in use on the old site by a person moving into the place occupied by the original purchaser, but a box which does not conform to the latest specifications, obtained by one patron from another, may not be erected and used by the former at a different location.



Sec. 825. Approval of boxes.—Individuals, firms, or companies proposing to manufacture rural-delivery mail boxes for sale should submit a sample (full size) of such box, and of the material of which it is constructed, to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, for approval. If approved, the manufacture and sale of the box will be authorized on condition that the manufacturer shall emboss or stamp in a conspicuous place on each such box the words "Approved by the Postmaster General." The name of the manufacturer shall also be placed inconspicuously on each box.

2. Each box produced by the authorized manufacturers will be inspected before shipment by the postmaster at the place of manufacture, and no box may be erected unless it bears the approval of such postmaster stamped on the inside of the box.

3. Authorized manufacturers are not prohibited from employing agents throughout the country to promote the sale of their boxes. But, regardless of any contracts or arrangements between manufacturers and agents, patrons may purchase boxes direct from manufacturers at authorized prices, patrons paying cost of transportation. Information as to persons or concerns authorized to sell boxes and the prices at which they are sold may be obtained on application to the Fourth Assistant Postmaster General, Division of Rural Mails.

Sec. 826, Inscriptions on boxes.—The following inscriptions shall be placed on rural mail boxes, other inscriptions not being permitted:

(a) Name of owner.

(b) Name and address of manufacturer, inconspicuously placed.



(c) The words "Approved by the Postmaster General," "U. S. Mail."

Sec. 827. Erection of boxes.—Each box shall, if practicable, be erected on the right-hand side of the road regularly traveled by a rural carrier and in such position as to be easily and safely accessible for the delivery and collection of mail by the carrier without leaving his conveyance.

It is required by the department when, because of traffic conditions, to travel from side to side of the road would endanger the life of the carrier and the safety of the mails, or would be in violation of state or local ordinances in respect to the use of highways, that all boxes be erected on the right-hand side of the road as regularly traveled by the carrier. It is expected that postmasters will endeavor to have boxes placed in conformity with this requirement, full report to be made to the Division of Rural Mails of instances in which patrons fail or refuse to comply with reasonable requests for relocation of boxes.

2. Patrons shall, as far as practicable, keep clear the approaches to their boxes by promptly removing obstructions which may render difficult or impossible the delivery of mail by the carrier.

Sec. 828. Five families may use same box.—More than one family, but not more than five families, may use the same box, provided that written notice of agreement, signed by the respective heads of families or individuals desiring to join in the use of such box, shall be filed with the postmaster at the distributing office.

Sec. 829. Withdrawal of service.—Service shall not be withdrawn from any box owner by a postmaster or carrier without specific authority of the department.



Sec. 830. Insecure or badly located boxes.—Rural carriers shall make report to postmasters of any boxes erected which do not conform to the regulations, or which are improperly erected. The postmaster shall notify the patron maintaining such box to remedy the defects, and if after reasonable time any patron fails to do so, the postmaster shall make report thereof to the Fourth Assistant Postmaster General, Division of Rural Mails, giving the name of the patron and a statement as to what is required in connection with the box.

Sec. 831. Manufacture or sale of boxes by employees forbidden.—Officials and employees of the Post Office Department and postal service shall not act as agents for manufacturers of rural mail boxes and shall not be interested, directly or indirectly, in the manufacture or sale of any rural mail box. A postmaster may, however, order, without compensation or profit to himself, on request of a patron or prospective patron, any regulation box selected by him.

Sec. 832. Depredations to be reported. Cases of depredations on or interference with rural mail boxes or their contents shall be promptly reported by the postmaster of the distributing office to the chief inspector and to the post-office inspector in charge of the division where such depredations occur.

See sec. 1699 relative to injuries to mail boxes.

Sec. 833. Lists of regulation boxes.—Lists of approved boxes are furnished by the Fourth Assistant Postmaster General to the postmaster at each rural-delivery office, who shall retain a copy in the files of his office and post a copy



on the bulletin board in the post-office lobby for the information of the public.

Sec. 834. Locks to boxes.—The use of locks on boxes is not required, but is considered advisable as a measure of protection. If patrons provide locks, carriers shall accept keys and unlock and lock boxes when serving them. To facilitate the carriers' work patrons should, as far as practicable, adopt locks for each route of such pattern that a master key may be provided the carrier for use in unlocking the boxes.

Sec. 835. Giving out of master keys.—Master keys to locks on rural mail boxes intended for carriers' use should be delivered only to postmasters, who will place them in the hands of the carrier. Carriers are required to protect from misuse, loss, or destruction master and other keys to patrons' boxes. The loss of a key by rural carrier shall be promptly reported to the postmaster, who shall require the carrier to replace the key at his own expense.

Sec. 837. Report required regarding new routes.—Box numbers shall not be assigned until the expiration of two months from the date of installation of new service. If at that time 75 per cent of the heads of families residing on the route have not erected boxes the postmaster shall report that fact to the Fourth Assistant Postmaster General, Division of Rural Mails, stating how many boxes have been erected.

Sec. 839. Assignment of box numbers.—Each mail box on a rural-delivery route shall have a number assigned to it beginning with No. 1 for the first box reached by the carrier after leaving the office, succeeding boxes to be



numbered in regular sequence in the order reached by the carrier in traveling over the route in accordance with the official description.

2. A box served by more than one route shall be given a number in the regular order for each route.

3. The box numbers so assigned shall be entered in the carrier's roster book as required by section 754 of the Regulations, but shall not be inscribed upon the boxes hereafter erected.

Sec. 840. Notification of assignment of numbers to patrons.—When the assignment of box numbers on a route is completed, the postmaster shall furnish each box owner with the official number of his box with request that he advise his correspondents to include in his address the number of the rural route and his box number.

Sec. 841. Numbering of boxes subsequently erected.—New boxes erected between those already numbered shall be given any regular numbers which may have been vacated, and which would appear in order of sequence, otherwise new boxes shall be designated in the following manner: Those between the carrier's starting point and box No. 1, as A, B, C, etc.; those between Nos. 1 and 2, as 1-A, 1-B, etc., and so on throughout the route.

Sec. 842. United States Collection boxes on rural routes.—United States collection boxes are supplied by the department for use in the rural-delivery service, to be erected only at points where, after proper investigation, it is ascertained that they are necessary for the proper and convenient handling of the mail, such as at junction points of two or more routes, as a means for



effecting exchange of mail by carriers, or as a depository for mail for dispatch in communities where there are no post offices. After such boxes have been erected at designated points in accordance with official instructions they shall not be removed therefrom except by order of the Fourth Assistant Postmaster General.

2. Postmasters shall from time to time take count of the amount of mail matter taken by carriers from United States collection boxes, and if it shall appear that the maintenance of a box is no longer necessary they shall so report to the Fourth Assistant Postmaster General, Division of Rural Mails.

3. A record shall be kept in the distributing offices of all United States collection boxes erected on rural-delivery routes, giving the location thereof, and full information concerning exchange through them.

Sec. 843. Damages to collection boxes.—When a United States collection box becomes broken, or is in bad condition, or the lock is out of order, the carrier on the route shall notify the postmaster, who shall immediately communicate the facts to the Fourth Assistant Postmaster General, Division of Equipment and Supplies.

2. All cases of depredation upon or interference with United States collection boxes or their contents shall be promptly reported by carriers to postmasters, and by postmasters to the Fourth Assistant Postmaster General, Division of Rural Mails, and to the inspector in charge of the division in which the depredations occurred, giving detailed statements of the facts and the names of all suspected persons.



Sec. 844. Keys.—Keys to United States collection boxes shall be furnished to rural carriers by postmasters at distributing offices. For each key delivered to a carrier the postmaster shall take a separate receipt, on which shall be indicated the designative number of the key and date of its delivery to the carrier.

2. Every carrier having possession of a United States collection box key, shall when on duty, wear it securely attached to his clothing by the chain. When off duty the key must be deposited in the distributing office with the postmaster, or person designated by him, for safe-keeping, and shall never be passed over to, handled, or examined by any person not a sworn officer of the postal service, nor be left where there is danger of losing it or exposing it to theft. These keys shall not be tampered with nor shall any attempt be made to repair or alter them. A violation of this rule, or the loss of a key, will be considered sufficient cause for removal of a carrier.

3. When a carrier loses or breaks a key to a United States collection box the fact shall be immediately reported by the postmaster to the Fourth Assistant Postmaster General, Division of Rural Mails, giving a full statement of the circumstances and the number of the key.

Sec. 877. Matter to be registered.—Postmasters shall register all mailable matter properly prepared and offered for that purpose except domestic matter of the fourth class. (See secs. 488 and 489.)

2. Money sent at the first-class rate and other valuable matter of the first, second, and third classes sent by mail should be registered.



Sec. 879. Registration fee.—The fee on registered matter, domestic or foreign, shall be 10 cents in addition to the postage for each letter or parcel, both to be fully prepaid by stamps affixed.

2. Two or more letters or parcels addressed to, or intended for, the same person, unless inclosed in one envelope or wrapper, shall not be tied or otherwise fastened together and registered as one.

Sec. 881. Preparation of matter for registration.—Postmasters and other postal employees, before receiving matter for registration, shall require it to be legibly and correctly addressed, to bear the name and address of the sender, the necessary stamps to pay postage and fee, and, if a return receipt is requested, the words "Receipt desired."

See sec. 1078, as to carrier registrations.

2. Letters and other first-class matter shall be placed in an envelope or wrapper, sealed, and strong enough safely to carry them. An unsealed parcel containing first-class matter shall not be accepted for registration until it has been sealed. If the sender refuses to seal a domestic parcel containing other than first-class matter, on which postage is prepaid at the first-class rate, its acceptance for registration as first-class mail shall be declined; but it may be accepted for registration as second or third class mail, according to its nature. In such case the cover of the parcel and the sender's registration receipt should show the class of matter as accepted.

3. The envelopes or other covers for coin or heavy articles should be as strong at least as the envelopes provided by the Post Office Department for making remit-



tances of postal and money-order funds. Coin in bulk, or heavy articles of medium or large size, when sent in registered letters, shall be sewed in canvas or material of equal strength, then wrapped in strong paper and securely sealed. No letter which bears the appearance of having been opened and resealed should be accepted for registration.

See sec. 940, as to responsibility for loss of registered mail.

4. Matter indefinitely addressed, or addressed to fictitious names, to initials, or to box numbers simply, shall not be accepted for registration. This applies to the names and addresses of senders as well as addressees.

Sec. 931. Return receipt.—Whenever the sender shall so request, a receipt shall be taken on the delivery of any registered mail matter, showing to whom and when the same was delivered, which receipt shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery.

2. Both the delivery book and the return receipt, if requested, shall be signed by the person accepting delivery, and they shall show the actual date of delivery, the person receipting for the article being requested to write or stamp such date on the registry return-receipt card. If this request is not complied with, the postal employee shall write or stamp such date on the card. When the quantity of registered mail justifies, a stamped signature showing the names of both the addressee and his agent may be authorized by the Third Assistant Postmaster General, provided the addressee assumes responsibility for any improper use of the stamp.

3. When registered mail is signed for by an authorized agent of the addressee the names of both the addressee and agent should appear on the card. The return receipt,



after being properly signed and postmarked, shall be promptly mailed to the sender of the article.

4. If no registry return receipt accompanies a registered article bearing the indorsement "Receipt desired," or similar words, the delivering postmaster, or other postal employee, shall prepare one and treat it as though it had accompanied the article. If a domestic registered article does not bear the indorsement mentioned, but is accompanied with a properly addressed return-receipt card, a receipt should be obtained thereon and the card mailed to the sender.

Sec. 935. Delivery of registered matter.—Registered mail the delivery of which has not been restricted by the sender or addressee may be delivered—

(a) To the addressee.

(b) To a person authorized by the addressee in writing to receive it.

(c) To such person other than the addressee as the sender, after mailing, directs in a written order verified by the mailing postmaster.

(d) To any responsible person to whom the addressee's ordinary mail is customarily delivered; except that in the absence of a written order from the sender or addressee, mail addressed to a guest at a hotel, occupant of an apartment house, or the like, should not be delivered to the proprietor, manager, or clerk, unless addressed in his care or in care of the hotel or house.

(e) As if addressed to the person, firm, corporation, association, or institution in whose care it is addressed.

See special instructions in carrier's registry delivery book, Form 1560.



2. Identification shall always be required if the applicant for registered mail is unknown. He shall not be allowed even to examine it until his identity as a person entitled to receive it is established, and when identified as such, shall not be permitted to open the envelope or wrapper until the mail has been delivered and the necessary receipts obtained. In case of doubt as to the sufficiency of the evidence of identity offered, instructions should be obtained from the Third Assistant Postmaster General, Division of Registered Mails.

3. The sender of registered mail may restrict its delivery by indorsement thereon.

(a) Mail indorsed "Deliver to addressee or order," or with words of similar import, shall not be delivered except to the addressee or on his written order.

(b) Mail indorsed "Deliver to addressee only," or with words of similar import, shall not be delivered to any person except the addressee, not even on his written order; if personal delivery can not be made, the mail shall be treated as undeliverable. Mail so indorsed, addressed to a firm, corporation, institution, or the like, may be delivered to the person duly authorized by the addressee in writing to receive registered mail so addressed. The word "Personal" is not to be construed as an indorsement so restricting delivery. Directions to deliver only to the addressee can not be observed when registered mail is addressed to the President or Vice President of the United States, heads of departments or bureaus of the Government, Senators or Representatives in Congress, governors of States or Territories, or to the diplomatic representa-

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tives of Governments. Mail so addressed when marked "Deliver to addressee only," or with words of similar import, will be delivered to the addressee or on his written order, and senders of such mail so indorsed should be advised accordingly.

4. The addressee of registered mail may restrict its delivery by filing at the post office of address directions in writing stating to whom delivery may be made, and such directions must be strictly observed.

5. No exception shall be made to the rules governing the delivery of registered mail because of relationship of any nature between the addressee and any person claiming the mail.

6. If the addressee is dead or insane, delivery may be made to his legal representative. (See secs. 938 and 939.)

7. Registered mail addressed to a minor living with or under the control of his parents, or dependent on them for support, or under control of a guardian, is subject to the parents' or guardian's control unless it be indorsed for personal delivery, when paragraph 3 applies. In such cases, if delivery be forbidden by parents or guardian, the mail shall be so indorsed, and treated as undeliverable.

8. Registered mail, not of obviously personal nature, addressed to a former public officer or to a former officer or employee of a firm, corporation, association, or institution, by his name and former title, should be delivered as if addressed to the person holding the title or performing the duties of the office. If the person named in the address objects to such delivery, the person to whom delivery is authorized by this section should be required to open the



mail in the presence of the postmaster, and, if desired, of the other claimant, or of their representatives, in order to ascertain for whom it is intended. If after the mail is opened there remains a doubt as to the proper delivery, the postmaster should require its return to him, ascertain the intention of the sender through the mailing postmaster, and deliver the mail accordingly. If the person to whom the delivery is authorized by this section will not consent to such an arrangement, the postmaster should retain the mail and follow the same course.

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10. Registered letters from the Bureau of Pensions at Washington, D. C., addressed to a pensioner, a claimant for pension, or the payee of a pension, shall be delivered in accordance with the requirements of section 608.

11. Postmasters shall exercise discretion in the delivery of registered mail. If there is reason to believe that the person or institution to whom delivery of registered mail may be made is not such a responsible person or institution as would care for and properly dispose of it, delivery should not be made except to the addressee or person in whose care it is addressed, or to a representative of the addressee or person in whose care it is addressed authorized in writing to receive it, or in compliance with a written order from the sender verified by the postmaster at the office of mailing.

12. Registered mail received for delivery which has been erroneously accepted for registration (sec. 881, par. 4), when addressed simply to a box (post-office or rural) number, street number, to initials or fictitious names, shall



be considered undeliverable and treated in accordance with section 958.

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NOTE.—In the absence of knowledge to the contrary the following should be regarded as responsible persons within the meaning of paragraph 1 (d) of this section: Adult members of the addressee's family; his employees in a clerical or supervisory capacity; the proprietor or manager of a private lodging house in which he resides.

The following should not be regarded as responsible, and no mail addressed to others should be delivered to them unless they are authorized in writing by the addressee to receive it: Minors; janitors; laborers; messengers; elevator boys; house servants.

Sec. 938. Disposition of matter when addressee is dead.—Registered mail for a deceased addressee may be delivered to his legal representative. If none, it shall be returned to the sender with reason indorsed thereon, unless he, through the mailing postmaster, directs delivery to another person. If there is no legal representative and the article is claimed by a relative of the deceased addressee, such relative may be furnished with the name and address of sender.

Sec. 940. Responsibility.—Postmasters and other postal employees will be held personally responsible by the Post Office Department for the wrong delivery, depredation upon, or loss of any registered letter or parcel if such wrong delivery, depredation, or loss be due to negligence or disregard of the regulations. (See secs. 881, 900, and 935.)

Sec. 942. Forwarding registered matter.—All registered matter, except that which has once been properly delivered, may be forwarded from one post office to another, without additional charge for registry fee, on payment of the charges, if any, for transmitting the forwarding request—

(a) Upon the written order of any person to whom the matter is deliverable at the office of address.



(b) If delivery is restricted, upon the written order of any person to whom it would be deliverable in the absence of the restriction.

(c) Upon the written order of the sender or addressee verified by the postmaster who sends the request.

(d) Upon the telegraphic request from a postmaster based on the verified written order of the sender or addressee.

(e) In cases where the postmaster is satisfied that no fraud is intended, upon a written or telegraphic order received direct from the sender or addressee.

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Sec. 944. Forwarding and return after delivery.—A registered article properly delivered shall not be again received in the registered mails without prepayment of a new registry fee.

2. If reregistered for forwarding or return, the article and the new registration receipt shall bear the name and address of the person requesting the reregistration as those of the sender, and be marked "Reregistered after delivery."

3. A letter offered for reregistration bearing evidence of having been opened and resealed, or tampered with, or which is otherwise in bad order, shall be refused until redeveloped by the sender.

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Sec. 973. Limit of indemnity.—In case of the injury or loss of domestic registered mail in the Postal Service, indemnity will be paid to the sender, or at the request of the sender to such interested person as the sender may designate, for the value thereof, not exceeding \$50 in any one case of first-class matter, and not exceeding \$25 in any one case of third-class matter. Whenever a false, fictitious,



or fraudulent value is knowingly and willfully stated, the department reserves the right, without any refund of fee, to decline to pay indemnity or to pay such indemnity as may, in its discretion, be considered equitable in the light of the evidence procured.

2. Claims for indemnity for the injury or loss of domestic registered mail must be made within one year from the date of loss.

Sec. 1039. Registration of foreign matter.—Letters and parcels admissible to the Postal Union mails are registered in the same way as domestic matter. (See sec. 881.)

2. The address on registered matter for Mexico should include the Mexican State or Territory, and that for Canada the Canadian Province, county, or district.

3. Parcels sent by international parcel post, addressed to any of the countries with which the United States has parcel-post conventions, except Barbados, Curacao, Dutch Guiana, France, Great Britain, the Netherlands, and Uruguay, may be registered the same as other matter; no extra charge shall be made for the return receipt.

Sec. 1040. Restrictions on registration.—Articles for foreign countries shall not be accepted for registration if not admissible to the ordinary mails for those countries, nor if addressed to initials only or in lead pencil.

Sec. 1064. Handling of registered matter by carriers.—City and rural carriers and clerks in charge of rural stations shall be governed in the acceptance of mail for registration, and the handling and delivery of registered matter, by the Postal Laws and Regulations governing postmasters and other postal employees, except as otherwise provided in this chapter.

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Sec. 1065. Authorization of registration.—Rural carriers shall register any matter proper for registration (see secs. 877, 881, 882, 944, 1040, 1073, 1075, and 1078), which may be offered to them while on duty, handle registered mail in transit over their routes, and deliver such mail to patrons on their routes, issuing and taking the necessary receipts on forms prescribed for the purpose.

For exceptions see sec. 779.

Sec. 1067. Registry equipment.—Each carrier shall be furnished one carrier's registration book (Form 3897 if office record Form 3807 is kept at the post office on which to record the post office or city carrier registrations; Form 3896 if Form 3807 is not kept at the post office for office or city registrations); an adequate supply of registry delivery notices (Form 3849); and such other forms as may be prescribed from time to time.

2. The clerk in charge of each rural station shall be supplied with a window registration book (Form 3805), a registry delivery book (Form 3850), registry return receipts (Form 3811), and registry delivery notices (Form 3849).

See instructions in registration book.

Sec. 1068. Records and registered matter not to be shown.—No unauthorized person shall be permitted to have access to registry records or registered mail while in possession of a carrier. Carriers will be held responsible in case of the loss or depredation of a registered letter or parcel while in their custody.

Sec. 1069. Carriers not to address mail for or place contents in envelopes.—Carriers shall not address matter tendered for registration, place contents in envelopes



or seal them, but may act as agents of patrons, without remuneration, to inclose money orders procured for the remitters, in addressed envelopes furnished by senders for the purpose, and seal or present the same for registration at the office or station to which they are attached.

Sec. 1070. Registration by carriers.—Carriers, when out on their routes, shall have with them the required registry forms, and immediately upon accepting a letter or parcel for registration shall issue the prescribed receipt and deliver it to the sender.

Sec. 1071. Missing receipt, reporting of.—If a carrier loses his registration book or is unable satisfactorily to account for a missing receipt, the facts shall be reported immediately to the post-office inspector in charge of the division in which the post office is located.

Sec. 1072. Numbering of registered mail by rural carriers.—All mail registered by rural carriers and the registration receipts issued therefor shall be numbered in consecutive series, consisting of 100 numbers for each carrier, beginning on July 1 of each year and continuing throughout the fiscal year. (See sec. 883.) The numbers of articles registered by each carrier shall correspond in "hundreds" with the series assigned to the carrier according to his number. The first registration number in each carrier's series shall be represented by each carrier's number, followed by two ciphers. For example:

Carrier No. 1.....	100 to 199, inclusive.
Carrier No. 5.....	500 to 599, inclusive.
Carrier No. 10.....	1000 to 1099, inclusive.

2. This number shall be used as the dispatching number by the post office or station to which the carrier is attached.



3. When a carrier has exhausted his series of numbers the same series shall be started anew without regard to date and continue in this manner until June 30 of each year. The number of the carrier who registered an article may be ascertained by striking off the last two figures of the registration number borne by the article, the remaining figure or figures indicating the number of the carrier.

4. Each carrier shall number consecutively the registration books used by him during any fiscal year, beginning with No. 1. The first receipt in a new book shall be given the number following that of the last receipt in the book previously filled.

Sec. 1073. Turning in of matter for registration.—Immediately after his return to the distributing post office or station after serving his route, each carrier shall deliver all matter accepted for registration on the route (except as provided in sec. 1086), together with the registration book, to the postmaster or authorized employee, who shall check the matter received and the money taken by the carrier for postage and registry fees against the record in the book. (See sec. 1080.)

* * * * *

Sec. 1074. Filing of black-print sheets.—The black-print sheets taken from the carrier's registration books shall be filed in the post office in numerical order, the highest number on top, according to the carrier registration or distribution numbers on them, and shall be the permanent office record of articles registered by carriers attached to a post office or station. The window registration book shall not be used for recording such matter.



2. Transit books and the black-print sheets shall be frequently compared and checked to see that each article is properly accounted for.

Sec. 1075. Matter for registration found in rural mail box, treatment of.—When a rural carrier finds in a rural mail box an acceptable letter or parcel marked for registration bearing name and address of sender, with sufficient stamps affixed to pay both postage and registry fee, or money to pay for same, he shall at once register the article, and, if the sender is a patron of the route, leave the registration receipt in the box. If the sender is not a patron of the route the registration receipt shall be mailed in a penalty envelope to his address.

Sec. 1076. Considered registered, when.—A letter or parcel deposited in a mail box for registration is not registered mail until the receipt therefor has been issued by the carrier.

Sec. 1077. Examination of matter registered by carriers.—Postmasters, superintendents of stations, and other authorized employees shall examine all letters and parcels registered by carriers to see that the requirements of the Postal Laws and Regulations have been complied with. (See secs. 405, 545, 952, and 953.)

Sec. 1078. Excess cash received with mail matter.—Any cash in excess of the amount required to pay postage and registry fee shall be handed to the sender on the carrier's next trip or inclosed in an envelope and deposited in the sender's mail box. The amount required shall be noted by the receiving postmaster or authorized employee directly beneath the amount received, as written by the carrier, the subtraction being made on the black-print



sheet, so as to show the amount returned to the sender. (See sec. 780.)

Sec. 1079. Unmailable matter accepted for registration.—When a piece of matter accepted for registration by a carrier is found to be unmailable, if the irregularity can be properly corrected by the sender without taking the article from the carrier's custody, the sender shall be permitted to make such correction. It shall then be returned to the distributing office or station for dispatch without requiring the payment of additional postage or registry fee. Corrections so made shall be noted on the sender's original receipt and on the office or station records.

2. If an unmailable piece of matter can not be rendered mailable by the sender while in the custody of the postal service, it shall be returned to him with a statement of the reasons for its rejection, and the black-print sheet indorsed across the face "Returned to writer," with the reason therefor. When mail is returned to the sender in this manner the carrier shall receipt for it by signing his name and number under the indorsement "Returned to writer," the sender's receipt taken on the carrier's delivery book, and the sender requested to surrender the original registration receipt, which shall be similarly indorsed and signed by the carrier and pasted on the edge of the stub in the carrier's registration book.

Sec. 1080. Dispatch of registered matter from rural stations.—Registered articles shall be made up for dispatch to other offices at rural stations the same as they are made up for dispatch at post offices. Receipts for registered articles dispatched from rural stations shall be taken from the rural carrier direct, and receipts shall be taken by the



rural carrier from the postmaster, railway postal clerk, or other postal employee to whom the registered articles are delivered.

Sec. 1081. Registered articles, how carried.—Registered articles dispatched by a rural carrier to other offices or stations shall not be inclosed in iron-lock pouches but handed to the carrier outside of the pouch, hand-to-hand receipt being obtained. (See sec. 883.)

Sec. 1082. Carriers to receipt for registered matter for delivery.—Carriers shall receipt on the post office or station, delivery book for all registered mail handed them at such office or station for delivery, and also enter complete descriptions thereof, as well as of transit registered articles, with ink in their own registry delivery books. (See sec. 883.)

See sec. 985, as to delivery of registered mail.

Sec. 1083. Delivery of registered matter from rural stations.—Registered mail addressed to a rural station for delivery shall be held there, to be called for, the usual office registry notice (Form 3849) being issued, unless the addressee is a patron of a rural route starting from such station or a route contiguous thereto, in which case the mail shall be sent out by the carrier, unless patron otherwise directs.

Sec. 1083½. Registered mail delivery off the line of travel.—Registered mail addressed to a patron of a rural route shall be delivered at the residence of the patron if it be not more than one-half mile from the line of travel and there is a passable road leading to it, but a carrier shall not be required to make more than one visit to a residence to effect the delivery of any one piece of registered mail.



2. If the addressee does not meet the carrier on the first trip, or by reason of location is not entitled to delivery at his residence, or delivery at the residence is not effected as prescribed by the preceding paragraph, the carrier shall place in the box of the patron a notice (Form 3849) that the patron may obtain the registered article by calling at the post office or meeting the carrier at the box on the next trip.

Sec. 1084. When telephone is to be used.—A rural carrier may advise a patron of his route whose residence or place of business is located more than one-half mile from the route, by telephone or otherwise, that he holds registered mail addressed to him, and that he will be at the patron's mail box at a specified time to effect delivery. Such arrangement shall not be made, except on initiative of the patron, when the latter is located one-half mile or less from the route.

Sec. 1085. Registered mail from intermediate offices.—Rural carriers who call at intermediate offices on their routes to receive mail for delivery to their patrons shall treat registered mail received at such offices in the same manner as if received at the distributing offices of their routes. The signed return receipts, if any, shall be mailed from the distributing offices.

Sec. 1086. Mail registered for delivery en route.—When a rural carrier accepts for registration a piece of mail addressed to a patron residing on a portion of the route over which the carrier is to pass before returning to the post office or station with which he is connected, he shall endeavor to effect its delivery before reaching such office or station, making the usual entries in the registration and



delivery books. The black-print sheet shall be marked to show how the letter or parcel was delivered and shall be signed by the postmaster or superintendent of the station.

Sec. 1087. Exchange of registered matter by carriers.—If a rural carrier, under due authorization, delivers registered mail to another carrier, he shall obtain receipt therefor on his registry delivery book. The carrier receiving the mail shall in turn enter it upon his delivery book and secure receipt thereon from the person to whom he makes delivery.

Sec. 1088. Delivery of registered matter by carrier in transit.—When a rural carrier attached to an office which is served in transit by an exchange of mail between him and a carrier attached to another office receives from the latter carrier a registered article for delivery on his route, he shall, if possible, effect delivery before reaching his office, and shall report the fact to the postmaster or authorized employee at such office, exhibiting his delivery book, from which such postmaster or employee shall enter a description of the article on the delivery records of the post office or station.

Sec. 1089. Delivery by carrier attached to another office.—When a postmaster receives a registered article addressed to his office which is properly deliverable by a rural carrier attached to another office which is served by an exchange between carriers, he shall change the address on the article, as to destination only, to that of the office from which it is deliverable, and treat it in accordance with the provisions of the preceding section.

Sec. 1090. Undelivered registered matter from intermediate office.—Any registered matter received by a



rural carrier from an intermediate office on his route, remaining in his hands undelivered when service of his route is completed, shall be turned in on his arrival at the distributing office or station.

Sec. 1093. Delivery of registered matter to be attempted on first trip.—Carriers shall endeavor to deliver registered mail on the first trip after it is prepared for delivery, unless the addressee has given orders to the contrary.

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2. After each unsuccessful trial the carrier shall write in pencil, on the left end or back of the letter or parcel, the reason for nondelivery, and sign it with his initials and number and leave a notice (Form 3849) at the addressee's residence, place of business, or mail box.

Sec. 1094. When delivery can not be effected.—When, on any day, it is found impossible to deliver a letter or parcel on that date, it shall be returned to the postmaster, superintendent, or authorized clerk, and his receipt taken therefor on the carrier's delivery book or other authorized form. This shall be done also after the last trip each day, and after any trip which is followed by the carrier's lay off, when the delivery book shall also be left, to be examined and checked by the authorized employee.

2. Undelivered letters and parcels returned by carriers shall, at each return, be reentered on the post office or station delivery book, or other authorized record, and every time thereafter that they are taken out for delivery by the carrier he shall receipt for, and reenter them in his delivery book, unless they are to be delivered under a card system.

Sec. 1095. Change of address on registered matter.—Carriers shall not change the address of any registered



letter or parcel, nor shall city carriers transfer it from one district to another, except through the registry clerk at the post office or station, who shall write the new address in red ink if the change be made on a written order, but if the order is verbal it should be so noted over the carrier's initials and number upon the letter or parcel without changing its address.

Sec. 1096. Registered special-delivery letters.—Registered letters for special delivery should be intrusted only to adult employees of a post office, or, if this be not practicable, only to sworn messengers of undoubted discretion and good judgment. Postmasters may make delivery of such letters in person.

2. In delivering special delivery registered mail only such receipts shall be obtained as are taken for any other registered matter.

See sec. 858, as to delivery of special-delivery matter.

Sec. 1128. Money order fees and limitations.—A money order shall not be issued for more than \$100, and fees for domestic money orders shall be as follows, to wit:

For orders not exceeding \$2.50, three cents.

For orders exceeding \$2.50 and not exceeding \$5, five cents.

For orders exceeding \$5 and not exceeding \$10, eight cents.

For orders exceeding \$10 and not exceeding \$20, ten cents.

For orders exceeding \$20 and not exceeding \$30, twelve cents.

For orders exceeding \$30 and not exceeding \$40, fifteen cents.

For orders exceeding \$40 and not exceeding \$50, eighteen cents.

For orders exceeding \$50 and not exceeding \$60, twenty cents.

For orders exceeding \$60 and not exceeding \$75, twenty-five cents.

For orders exceeding \$75 and not exceeding \$100, thirty cents.

NOTE.—The above fees are applicable also to orders drawn on post offices in countries named in Table 4, sec. 1139.

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Sec. 1133. Precautions in drawing orders.—An order shall be made payable to only one person or one firm. An order must not be drawn in favor of "John Doe and Richard Roe," or of "John Doe or Richard Roe."

2. If only the surname of the payee be given by the purchaser the postmaster shall decline to issue the order unless the payee's street address and house number be given for entry with the surname in the coupon; but the order may be issued without street address—

(a) If the single name given is the business name of the payee, as "Mason's," "Johnson's Store," or "Madam Saville."

(b) If the payee is designated only by an official title indicative of the capacity in which he is to receive payment, as "Receiver, U. S. Land Office," or "Cashier, First National Bank."

(c) If the payee is designated by a name adopted under membership in a religious order, the name and address being so combined as clearly to indicate the person intended, as "Sister Theresa, Academy of Visitation," or "Brother Joseph, St. Anselmo's College."

3. Money orders may be drawn on branch offices but not on any station. If an application be made for an order to be drawn on a station, the order shall be drawn on the post office only and the name of the station omitted; but orders presented at stations may be cashed under the same rules as govern payments at the main office.

Sec. 1257. Money-order business at rural stations.—Rural postal stations shall be supplied with money-order facilities upon their establishment, and money orders

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shall be issued by clerks in charge of such stations, under the direction of the postmasters at the offices to which the stations are tributary. Money orders shall not, however, be drawn on a rural postal station. (See secs. 317, 1125, 1133, and 1141.)

Sec. 1258. Remittances and reports by clerks in charge.—Clerks in charge of rural postal stations shall remit daily to the post offices to which their stations are tributary all surplus money-order funds accruing at the stations, conformably to sections 1241 and 1244. They shall also prepare, for transmission to the Auditor for the Post Office Department by the postmasters of the offices to which their stations are tributary, the monthly or semimonthly accounts required from classified stations by section 204. Each of such reports, unless the postmaster prefers to sign them himself, shall be signed in his name by the clerks in charge of the stations in the manner indicated in section 1141. The clerks in charge of stations may be required by the postmaster to render to him, for his information, daily reports, on Form 6019-a, of the money-order business transacted at the stations.

2. Clerks in charge of rural stations who are supplied with sufficient funds for the purpose may, with the approval of the postmasters of the offices to which the stations are attached, cash for payees whose identity is satisfactorily substantiated, or for such duly authorized persons as may present the same, money orders drawn upon such offices. They shall not, however, take credit on money-order account for payment of such orders, but, having cashed them, shall stamp them on the back with dated M. O. B. stamp of station and transmit them, per



Form 6021, as surplus money-order funds to the postmasters of their respective offices, receiving in return certificates of deposit covering the amounts of the orders. In every such case the postmaster shall treat the cashed orders as vouchers, and shall stamp each of such orders on the face as paid at his main office, and take credit as for payment made thereat, on the date on which the certificate of deposit is issued. (See secs. 1133, 1153, 1232, 1234, and 1237.)

3. In the transaction of money-order business, clerks in charge of rural postal stations shall be governed by the Postal Laws and Regulations applicable to the money-order system and by such special instructions as may from time to time be issued by the department.

Sec. 1259. Money-order applications through rural carriers.—Rural carriers, while serving their routes, shall take applications and accept money for money orders from persons desiring to purchase same, and give receipts for funds so received. They shall accept for delivery C. O. D. parcels turned over to them by the postmasters at the post offices from which their routes emanate or which are served by them.

Sec. 1260. Drawing of order on distributing office permitted.—A rural carrier shall take applications for money orders to be drawn on the distributing office of the route he serves.

Sec. 1261. Money-order supplies.—Each rural carrier shall be furnished with a small supply of blank applications for the use of intending remitters, and with a book of forms for receipts (Form 6387) to be given by him for money intrusted to him for the purchase of orders.



Sec. 1262. Procuring orders.—In all cases where applications for money orders are made through rural carriers such orders shall be procured at the distributing post offices or rural stations to which the carriers are attached, and not at any other post office on the carriers' routes without special authorization from the department, except that when C. O. D. parcels are delivered the returns shall be made to the postmasters from whom the parcels were received, who shall issue the money orders and dispatch them to the senders of the parcels as directed in section 489 of these Regulations.

Sec. 1263. Prompt accounting for funds received.—Unless special instructions to the contrary shall have been issued by the department, rural carriers shall, immediately after returning to the distributing offices from their trips, present the applications they have received and the money, including fees, for money orders to the postmaster, who shall issue the orders according to the applications and mail to the respective remitters, in official penalty envelopes, the receipts which are detached from the coupons of the orders. On the back of each application the carrier shall write over his own signature the number of the receipt given by him to the remitter (the purchaser).

Sec. 1264. Delivery of order to applicant.—A money order issued on an application presented through a rural carrier shall, if possible, be personally delivered on the route to the applicant or his duly authorized representative when the carrier makes his next regular trip, but the carrier should not leave his route for this purpose. If personal delivery is found impracticable, the order may be



inclosed in a penalty envelope addressed to the applicant and deposited in applicant's (the remitter's) mail box.

2. Instead of delivering to the remitter a money order so purchased and issued, the rural carrier may, as agent of the remitter and at his request, mail the money order to the payee thereof in an addressed envelope furnished for the purpose by the remitter (the purchaser); but carriers shall not accept any extra fee or remuneration for performing such service.

3. The receipt form for the remitter, duly stamped and showing the amount, shall be detached from the coupon of the money order and mailed to him separately in a sealed penalty envelope by the postmaster if the order is to be mailed to the payee by the carrier. If the order is not to be mailed by the carrier, or taken out by the carrier for personal delivery, it, with the receipt form, undetached, shall likewise be sent in a sealed penalty envelope by the postmaster to the remitter.

Sec. 1265. Carrier's record of money orders.—The date, number, and amount of each order purchased through a rural carrier shall be entered by the issuing official on the stub of the receipt (Form 6387) given by the carrier to the purchaser.

2. The carrier shall exhibit to the postmaster or assistant postmaster, at close of business each day, his book of receipts (Form 6387).

Sec. 1266. Receipts to purchasers.—The postmaster shall number consecutively in ink all of the stubs in each receipt book before it is given out to the carrier for use. The number thus given each stub is the number to be borne by the receipt which the carrier gives to the pur-



chaser of the money order. Each stub shall at the time the order is issued be made to show the date, number, and amount of the order, and shall at that time be signed by the postmaster, or in his name by the issuing clerk conformably to section 1141. The stub will then constitute the postmaster's receipt to the carrier for the money.

2. If one of the receipt forms has been spoiled, and therefore not delivered to any applicant, the word "spoiled" shall be written on the stub by the carrier.

3. After all the receipt blanks in a book have been used, the carrier may turn the stubs over to the postmaster for preservation, in which case they shall be retained on file the same length of time as the applications. The carrier may, if he desires, retain the stubs himself for his own protection.

4. When a carrier is furnished with an additional (new) book of receipt forms, the numerical series may be continued.

Sec. 1267. Exchange of money-order business between carriers.—In case a rural carrier is, by authority of the department, required to deliver his collections to another carrier to be taken by him to a post office or station, the carrier who made the original collections shall deliver also the money-order applications and the money for the orders, including fees for the same, to the other carrier for delivery at such office or station and take proper receipt for the amount in each case on Form 6387, changing the same to read as follows:

Received of _____ (remitter), through _____
(rural carrier No. _____), the sum of _____, etc.



2. The carrier who originally received the application and money shall keep this receipt attached to the stub of the receipt given to the remitter. The postmaster of the distributing office shall receipt on Form 6387 to the carrier presenting the application and money.

Sec. 1268. Paying of orders through rural carriers.—Money orders drawn in favor of persons residing on a rural route may, as a matter of accommodation, be paid through the carrier serving the route, but the carrier shall not in any case exact any fee or compensation for collecting the amount of an order.

2. The payee, so situated, who desires to collect the amount through the carrier, shall deliver the money order to the latter and therewith hand him a separate request, addressed to the paying postmaster, in the following form:

Please pay to _____, carrier, for delivery to me, the amount of money order No. _____ issued at _____ in my favor and this day handed to him by me for collection.

_____.

3. Such request, properly dated, may be made wholly in writing or on Form 6387-a.

4. In such case the carrier, upon receiving the money from the postmaster, shall execute a receipt therefor on the back of such request, which should then be filed with the coupon.

5. Upon delivery of the money by the carrier to the payee, the latter shall be required to execute the receipt on the face of the order; and the order shall then be turned over by the carrier to the postmaster, to be by him treated as the voucher for the payment.



6. If the payee has receipted the order before delivery thereof to the carrier for collection, the postmaster shall instruct the carrier, upon payment of the money, to procure an additional receipt, from the payee to the carrier personally, to be filed with the coupon.

See sec. 1149, as to identification, etc.

Sec. 1394. Definition of "star route."—The term "star route" shall mean a post route on which the mails are carried under a formal contract awarded to the lowest bidder tendering sufficient guaranties for faithful performance in accordance with the terms of the advertisement, and requiring due celerity, certainty and security in the performance of the service.

Sec. 1437. Duties of contractors—Patrons must provide boxes of standard type.—Unless otherwise specifically stated in the advertisements, contractors for service on star routes shall, in addition to carrying the mail to the various post offices, be required to deliver mail into all boxes and hang mail bags and satchels containing mail on cranes or posts that may be erected along the route, and to collect mail from the boxes and collect the bags or satchels from cranes or posts and deposit the same in the proper post office at the risk of the addressee, in accordance with the rules governing such service and without charge to the persons sending or receiving the mail. But registered mail shall not be so delivered unless expressly directed by the addressee in a written order.

All persons desiring to avail themselves of box delivery and collection service on star routes must provide boxes of the standard type approved by the Postmaster General,



as mail will not be delivered in or collected from boxes of other types or in sacks: *Provided*, That this shall not apply to boxes and sacks in use prior to July 1, 1917. (See sec. 824 as amended May 4, 1917.)

Sec. 1494. Requests for mail bags.—All requests for mail bags of all styles in quantities, and requests for saddle bags for use on star, rural, and special routes, shall be addressed to the Second Assistant Postmaster General, Division of Railway Mail Service.

2. All requests for mail bags for use on star, rural, and special routes, except saddle bags, shall be addressed as follows:

From post offices in—	To postmaster at—
Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island.	Boston, Mass.
Connecticut, New York, New Jersey, and Pennsylvania.	New York, N. Y.
Georgia, Florida, Alabama, Mississippi, and Louisiana.	Atlanta, Ga.
Ohio, Indiana, Kentucky, and Tennessee.....	Cincinnati, Ohio.
Michigan, Wisconsin, Illinois, Iowa, Nebraska, Wyoming, and Idaho.	Chicago, Ill.
Minnesota, North Dakota, South Dakota, and Montana.	St. Paul, Minn.
Missouri, Kansas, Arkansas, Oklahoma, Texas, Colorado, New Mexico, and Arizona.	St. Louis, Mo.
Utah, Nevada, California, Oregon, Washington, and Alaska.	San Francisco, Calif.
Maryland, Delaware, District of Columbia, Virginia, West Virginia, North Carolina, and South Carolina.	To the Second Assistant Postmaster General, Division of Railway Mail Service.

(a) The requisition should state, if for a star route, the number and terminal offices of the route; if for a rural-delivery or special route, the name of office supplied.



(b) The style, size, and quantity wanted, and the reason why needed should also be stated.

3. Separate locked pouches for offices on a star route shall not be furnished, except when authorized by the proper division superintendents of the Railway Mail Service.

Sec. 1699. Wilful or malicious injury to boxes on mail route.—That whoever shall wilfully or maliciously injure, tear down, or destroy any letter box or other receptacle intended or used for the receipt or delivery of mail on any mail route, or shall break open the same, or shall wilfully or maliciously injure, deface, or destroy any mail deposited therein, or shall wilfully take or steal such mail from or out of such letter box or other receptacle, or shall wilfully aid or assist in any of the aforementioned offenses, shall for every such offense be punished by a fine of not more than one thousand dollars or by imprisonment for not more than three years.

Forest fires.—In accordance with the request of the Secretary of Agriculture, this department has arranged a plan of cooperation with the State and national forest officers whereby rural and star route carriers shall report forest fires discovered by them along their routes to persons designated by the State and national authorities to receive such intelligence.

Cooperation with State officers will be given in all States containing national forests.

The State and national authorities will inform postmasters as to whom the discovery of fires should be reported, and each rural carrier should be directed to cooperate to the fullest extent with such authorities in the manner agreed upon, namely, that the carrier shall report a fire to the nearest State fire warden or national forest officer on his route, or, if no such warden or officer



lives on the route, to arrange through some responsible citizen to have him notified, by telephone if possible. Star route contractors and carriers are included in the plan of cooperation and should be requested to report the discovery of fires in the same manner as will be done by the rural carriers.

Postmasters in or near national forests are also directed to report fires to the nearest forest officer.





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