

(No. 7)

Post Office Department,
DEAD LETTER OFFICE,

June 18, 1862.

Postmaster

Tyrone
Ny

SIR:

The enclosed **DEAD LETTER**, which appears to have been originally mailed at and forwarded agreeably to its address, has not been received by the person for whom it was intended.

Having been examined here, as the law directs, and found to be of value, it is sent to you to be delivered to the writer or person addressed upon payment of the postage, (9 cents,) WITH WHICH YOU WILL CHARGE YOURSELF IN YOUR ACCOUNT OF MAILS RECEIVED. You will date and carefully fill up the annexed receipt, and having caused it to be signed by the person authorized to receive the letter, you will forthwith return it to the THIRD ASSISTANT POSTMASTER GENERAL.

If the writer or person addressed cannot be found in THIRTY DAYS, you will then RETURN THIS CIRCULAR, with the dead letter which it encloses, accompanied with any information you may have obtained touching the present location of the writer or of the person addressed. If either of them live within the delivery of another office, you are not permitted to forward the dead letter to that office, but must return it here with the residence of the party noted on it.

The use or exchange of the money or other article of value enclosed in a dead letter is prohibited; nor is the separation of any part of a dead letter permitted under any circumstance. The dead letter and enclosure must be kept together just as received, and, if not delivered, must be returned to the Department in its original, entire condition. And you are hereby instructed to register any letter or letters, SO TO BE RETURNED AND CONTAINING MONEY, in the same manner as other registered letters, and MAIL THEM to the Postmaster at Washington, D. C., addressed to the Third Assistant Postmaster General. Such letters being free, no registry fee should be charged, either in the transcript of mails sent or in the post bill. (See Sec. 198 of the printed Regulations of 1859.)

You are particularly requested to carefully read the dead letter enclosed, in order to facilitate its proper delivery; and in case you return it to this office, YOU WILL EXPLAIN WHY IT IS RETURNED, and ascertain, if practicable, from the writer, (or otherwise,) and state at the bottom of this receipt, whether the person for whom it was intended ACTUALLY resided or was only a temporary VISITOR within the delivery of the Post Office to which it was addressed, and to what cause his failure to receive the letter may be attributed.

An act to promote the efficiency of the Dead Letter Office, approved 21 Jan'y, 1862, provides:

That the Postmaster General be authorized to return all dead letters, except those containing circulars and other worthless matter, to their writers, whenever their names can be ascertained. All valuable letters to be charged treble, and all others double, the ordinary rate of postage, to be collected from the writers.

Under this law treble postage is to be collected on the valuable letter returned herewith.

The Department will not pay any expense for advertising dead letters sent to Postmasters for delivery.

I am, sir, your obedient servant,

A. N. ZEVELY,
THIRD ASSISTANT POSTMASTER GENERAL.

Post Office Department,
FINANCE OFFICE,

May 9, 1864.

Postmaster

Whitinsville
Mass.

SIR:

The Postmaster General desires the heading of every list of advertised letters to be in the following form, to wit:

"LETTERS REMAINING UNCLAIMED in the Post Office at ———, State of ———, ——— day of ———, 186—.

☞ "To obtain any of these letters, the applicant must call for '*advertised letters*,' give the date of this list, and pay one cent for advertising.

☞ "If not called for within *one month*, they will be sent to the Dead Letter Office.

"FREE DELIVERY of letters by *carriers*, at the residences of owners, ^{*in Cities & large towns,*} may be SECURED by observing the following RULES:

"1. DIRECT letters plainly to the street and number, as well as the post office and State.

"2. HEAD letters with the writer's *post office* and *State, street* and *number*, sign them plainly with full name, and request that answers be directed accordingly.

"3. Letters to strangers or transient visitors in a town or city, whose special address may be unknown, should be marked, in the lower left-hand corner, with the word '*Transient*.'

"4. Place the postage stamp on the *upper right-hand* corner, and leave space between the stamp and direction for *post-marking* without interfering with the writing.

"N. B.—A REQUEST for the RETURN of a letter to the writer, if unclaimed within 30 days or less, written or printed with the writer's *name, post office, and State*, across the left-hand end of the envelope, on the face side, will be complied with at the usual prepaid rate of postage, payable when the letter is delivered to the writer.—Sec. 28, Law of 1863."

The entire compensation for an advertisement of unclaimed letters being limited by law to one cent for each letter advertised, no extra charge can be allowed for inserting the foregoing caption, which is to be considered an essential part of

Alleghany Bank of Pennsylvania, Bedford.
 Bank of Washington, at Washington.
 Centre B'k of Pennsylvania, at Bellefont.
 City B'k, at Pittsburgh.
 Farmers and Mechanics B'k of Fayette Co. at
 New Salem.
 Farmers and Mechanics B'k, at Greencastle.
 Harmony Institute, at Harmony.
 Huntington B'k, at Huntington.
 Juniata B'k of Pennsylvania, Lewistown.
 Marietta and Susquehanna Trading Comp.
 Northern B'k of Pennsylvania, at Dundaff.
 Northumberland Union Columbia B'k.
 Northwestern B'k of Pennsylvania.
 Pennsylvania Agricultural & Manufacturing
 B'k, at Carlisle.
 Union B'k of Pennsylvania, at Uniontown.
 Wilksbarre Bridge Company, at Wilksbarre.
 Youhogany B'k, at Perryopolis.

RHODE-ISLAND.

Farmers Exchange B'k, at Gloucester.
 Farmers & Mechanics B'k, Pawtucket.

ILLINOIS.

Bank of Edwardsville, and its branches.
 Bank of Illinois, and its branches.
 State B'k of Illinois, and its branches.

INDIANA.

Farmers & Mechanics B'k, and branches.
 State B'k of Indiana, and branches.

MARYLAND.

Bank of Somerset, at Princess Anne.
 Branch of do and Worcester, at Salisbury.
 Conococheague B'k, at Williamsport.
 Cumberland B'k of Alleghany, unknown.
 Elkton B'k of Maryland, at Elkton.
 Somerset and Worcester B'k, at Snow Hill.
 Planters B'k of Prince George's county.

CANADA.

Unchartered B'k of Upper Canada, Kingston.

A Farm and Tavern Stand FOR SALE,

SITUATED in Maryland, Osego county, lying each side the Skenevas creek, about two miles from the Susquehanna and Colliers Ville. Said farm is sixteen miles from Cooperstown, and on the main road leading from the Butternuts and Laurens to Albany. Said farm contains one hundred and seventy acres, and is well calculated for all kinds of crops, or dairy, and is beautifully watered. It has the choicest kinds of apples, pears, cherries, and various kinds of plumbs. On said farm stands a dwelling house, wood-house, barn, waggon house, sheds, &c.; and is a Tavern Stand. Said buildings are mostly new and in good repair. For further information inquire at the premises.

EDWARDS HURD.
 Maryland Sept 6, 1833. 13w3.

A List of Letters

Remaining in the Post Office at Schoharie
 C. H. Oct. 1, 1833.

A—David Ames. B—Ebenezer Basset.
 C—Mr. Chipp, James Chilson, Jacob Cromwell. D—Ennis Dean, William Dietz, John L. Deuel, Thomas or Simon Dredajon. E—David Ellis, Henry P. Enders. F—Peter Fisher, George F. Fox, Daniel Frazier. G—James German. J—Elias P. Jones. K—Jacob Kromer, John Kimball, John D. Ketchum. L—Eli Lee, 3, George A. Lintner. M—Charles T. Mitchell, Harbey McDuffee, David Mines. N—Charles W. Noyes, Andrew Nickle. R—Isaac Rollings, Daniel Rose, Lewis Rorech. S—Thomas Shannon, Hosea S. Spicer, Daniel H. Spencer, Sarah Striker, J. R. Simms. V—Cornelius Van Dyck, Alexander Vroman, Isaac Van Brunt.
 JABEZ W. THROOP, P. M.

than the toothache itself; and cold passing from the decayed tooth to the jaw, thence to the head, producing rheumatic affection, with many other unpleasant effects; such as a disagreeable breath, bad taste in the mouth, &c. &c. all of which are produced from foul or decayed teeth. I am happy to have it in my power to offer to the world a remedy, that will not only remove the pain nine times out of ten, but preserve the teeth from further decay, and arrest the disease in such as are decaying and have not yet commenced aching, restoring them to health and usefulness.

CERTIFICATES.

Mr. Thomas White—I have the pleasure to inform you, that I have been using your Toothache Drops in my practice for some time past, and I must acknowledge that I find them far superior to any thing I have ever yet known for that purpose. You are entirely safe in recommending them to cure nine times out of ten; for from the success that I have had, I believe your recommendation falls short of their merits.

I am well convinced that it will cure most cases of toothache when it is timely and properly applied. I am not able to say much at this time as to its preservative properties; but from what I have seen of your teeth that have long been cured and preserved from decaying, and from a few weeks experience, I am decidedly of the opinion that it will have a very beneficial effect in preserving the teeth and recommend it hoping that it may prove a blessing to humanity, and advantageous to yourself. I remain yours, &c.

WM. I. A. BIRKEY.

Philadelphia, September 1829.

Baltimore, July 7, 1829.

Dr. Thomas White left with me some of his Vegetable Toothache Drops, and requested me to use it in my practice. I accordingly did recommend it to six of my friends, and some of them had been complaining of the toothache for more than three months: and out of the six it had perfectly cured five. I am now fully convinced of its salutary effect, not only in curing the toothache, but prevents teeth from further decaying.

J. H. WINCHESTER, M. D.

Mount Pleasant, 3d mo. 1829.

Thomas White deposited some of his toothache drops with me, in order to try the validity thereof, and to ascertain whether there was any propriety in making the thing public. I have tried it in about forty cases, and have only failed in two instances, and these were of a more rheumatic affection of the jaw than ideopathic odontalgia, and on that account I think was the failure. They certainly are worth trial of every person who labors under that disease of the tooth.

Dr. W. JUDKINS.

For sale by Jabez W. Throop, Schoharie, J. Larkin, Cobleskill, J. H. Mumford, Richmondville, Josiah Pickering, Worcester.
 June 25, 1833. 1y

Books.

A NEW assortment of Books; writing & letter paper, paper hanging, ink powder, sealing wax, walters, quills, desk sand &c. &c. for sale by P. OSTERHOUT.
 May 27.

Apprentices Wanted.

WANTED, two boys, aged between 15 and 17, of moral habits, as apprentices to the Hatting Business. Apply to C. LASELL.
 Schoharie, April 1, 1833.

Morse's Gazetteer and Geography, 1 & 2 v
 Cowper's Poems, 3 v. Dryden's Virgil, 2 v
 Don Quixotte, 4 v. Waverly Novels
 American and English Poets, 3 v
 Life of R. Kirk White. Junius, 1 & 2 v
 McKenzie's 5000 Receipts
 Gil Blas, with plates. Wonders of Nature
 Kaimes' Elements of Criticism, 2 v.
 Tales of a Grandfather, 6 v
 Burns' Works, 2 v. Jones' Church History
 Dick's Philosophy of Religion
 Bishop Heber's Travels in India, 2 v
 Life of Wesley. Hale's History U. S.
 Life of Dacatur. do. Marion. do. Charles
 Twelfth
 History of the Pirates
 Catechism of Health
 Byron's Works, 6 v

Together with a great variety of other

MISCELLANEOUS BOOKS.

Including London & American Annuals, Toy Books, &c. &c.

Geography and Atlas. English Readers Dictionary, Spelling and other School Books
 Blank Account Books
 Writing and Drawing Paper
 White and colored Letter Paper
 Albums. Illustrations of the Annuals
 Maps of U.S., of N. York and of the World
 Waters, Holland and Russian Quills
 Desk Sand, Lead Pencils, Crayons
 Water Colors, Camel's hair pencils, &c.

Dec. 25, 1832.

RURAL REPOSITORY,

Tenth Volume, (first new series) enlarged & improved; devoted to Polite Literature, such as moral and sentimental tales, biography, travelling sketches, notices of new publications, poetry, amusing miscellany, humorous and historical anecdotes, &c.

The REPOSITORY will be published every other Saturday in the quarto form, and will contain twenty six numbers of eight pages each, with a title page and index to the volume, making in the whole 212 pages. It will be printed in handsome style, on medium paper of a superior quality, with new bourgeois and brevier type, each number containing at least one quarter more matter than heretofore: making, at the end of the year, a neat and tasteful volume, the contents of which will be both amusing and instructive to youth in future years.

TERMS.—The tenth volume (first new series) will commence on the 8th of June next, at the low rate of One Dollar per annum in advance, or one dollar and fifty cents at the expiration of three months from the time of subscribing. Any person who will remit us five dollars, free of postage, shall receive six copies, and any person who will remit us ten dollars, free of postage, shall receive twelve copies and one copy of the ninth volume. No subscription received for less than one year.

WILLIAM B. STODDARD.

Hudson, N. Y. May 1833.

Harness.

1 SETT double, 1 do. single Harness; 4 setts plough collars; 2 saddles, and 2 patent bridles, all new, and made of the best of materials.

Also, a second hand 2 horse wagon, for sale cheap, at the store of
 April 13. P. OSTERHOUT.

BLANKS.

CONSTANTLY on hand, and for sale at this Office, a general assortment of *Attorney' and Justices Blanks.*

Whole number of votes of Assembly.

67
 99
 86
 158
 153
 95
 203
 227
 165
 127
 1380

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POST OFFICE at *Barren Creek Springs* County of *Somerset* State of *Virginia*
Dr. for the service of the Post Office Department, from *Sept 30*

	Dollars.	Cents.	
1. To postage of letters which remained in the office last quarter	-	25	9. By postag
2. To postage of unpaid letters received from other offices this quarter	-	75	10. By postag
3. To postage of way-letters received at this office	-	..	11. By postag
do.	-	..	12. Balan
4. To postage of letters undercharged from other offices	-	..	
do.	-	..	
5. To postage of ship letters, at 6 cts. each, originally received at this office for this delivery	-	40	
6. To postage of paid letters sent from this office this quarter	-	..	
7. To postage on drop letters received this quarter, at 2 cts. each	-	..	
8. To this sum received on advertised letters, at 2 cts. each	-	..	
	\$ 5	40	
13. To balance brought down, being the amount of postage collected on letters this quarter	-	00	16. By comm
14. To amount of postage on newspapers and pamphlets this quarter	-	29	By di
15. Deduct postage of dead newspapers and pamphlets	-	29	By di
	\$ 5	29	By di
			17. By
			18. By
			19. By s
			20. By cash
			21. By cont
			22. By post
			23. Balance
	\$ 10	29	

N B.—You will be careful not to enclose in your quarterly return any communication to the Department, or to the Auditor, which does not relate to the return. More than fifteen thousand returns are directed to be made at the close of each quarter, and to open and examine them requires nearly the whole time of the quarter; consequently, letters enclosed are greatly delayed.

Post Office Department,

APPOINTMENT OFFICE,

April 2, 1856.

Sir:

A proper regard to the economical and efficient administration of this Department forbids the multiplication of post offices within short distances of each other, or at points not directly on mail routes. In the former cases, it has been found that the revenues of the service are not generally increased, nor the public convenience promoted, as expected. In the other case, where the travel of the mail is increased, the expense almost invariably exceeds the proceeds of the new office.

The Postmaster General is therefore constrained to decide against the application for a post office at *Spotterville* in the county of *Cornerset* and State of *Maryland* and the appointment of _____ as postmaster, because of the additional cost for mail transportation and the nearness of the proposed office to *Barren Creek Springs* and *Sharptown*.

Very respectfully, your obedient servant,

Noratio King

FIRST ASSISTANT POSTMASTER GENERAL

Mrs. James A. Stewart

P. T. Gillis, G. Taylor, H. S. Rep. P. Darby, John B. Taylor and others, petition for the office.

Post Office at *Rays Hill* County of *Bedford*
 Dr. for the service of the Post Office Department,

	Dollars.	Cents
1. To postage of letters which remained in the office last quarter	-	-
2. To postage of unpaid letters received from other offices this quarter	-	60
3. To postage of way letters received at this office do.	11	32
4. To postage of letters undercharged from other offices do.	-	-
5. To postage of ship letters, at 6 cents each, originally received at this office for this delivery	-	-
6. To postage of paid letters sent from this office this quarter	3	15
7. To postage on drop letters received this quarter, at 2 cents each	-	-
8. To this sum received on advertised letters	-	12
13. To balance brought down, being the amount of postage collected on letters this quarter	9	15
14. To amount of postage on newspapers and pamphlets this quarter	9	14
15. Deduct postage of dead newspapers and pamphlets	11	6
		54

Note.—Commission on letter postage is to be charged at the following rates, viz :
 At thirty per cent. on what is under \$100, collected in one quarter ;
 At twenty-five per cent. on what is over \$100, and on a sum not exceeding \$300 ;
 At twenty per cent. on what is over \$400, and on a sum not exceeding \$2,000 ; and
 At eight per cent. on what is over \$2,400.

Two cents are allowed for each free letter delivered to Postmasters, whose compensation does not exceed five hundred dollars in one quarter year.

No charge for contingent expenses can be passed by the Auditor without a bill of particulars, showing the quantity and price of each article, and a receipt for the actual payment.

The Postmasters should, in all cases, sign the accounts, and be particular to insert the name of the Office, County and State in the heading of the Transcripts, and Account Current.

21 04

INSTRUCTIONS

CONCERNING

DEAD LETTERS AND REGISTRATION OF POSTAGE STAMPS AND STAMPED ENVELOPES.

SIR: Your attention is invited to the following resolution adopted by the United States Senate March 9, 1859:

122 document concerning Dead Letters and Registration 1859

and what further legislation is necessary to diminish the number of such letters, or to provide for their return to the writers thereof."

The number of dead letters is about 2,250,000 a year; of which about 20,000, containing money or other valuables, are preserved, and, for the most part, returned to the writers. In cases where the writers are not found the letters are retained, subject to restoration whenever satisfactory proof of ownership is received. All dead letters which do not contain valuable enclosures are destroyed quarterly, and they are so numerous that it is of great importance to consider what measures, if any, can be adopted to diminish the number or restore a larger proportion to the writers, as suggested by the above resolution.

Experience has shown that many letters are returned as "dead," because of mistakes or imperfections in the direction. Either the wrong post office is given or the name of the State is omitted, while that of the post office is common to offices in various States; or the writing is so illegible that the address, either in whole or in part, is susceptible of various readings. Such causes are of course beyond the control of the Department, and may also be considered beyond the reach of legislation.

It is reasonable to assume that another explanation of the failure of letters to reach their destination may be found in the fact that there is so large a floating population—so many thousands of persons who frequently change their residences, who can scarcely expect to receive letters, except, as it were, accidentally.

Thus the larger proportion of dead letters, it is believed, accumulate from the fault either of the writers or the persons addressed.

How far the fault rests with postmasters and their assistants, is the main question to be considered, and to this your special attention is invited.

Postmasters are required by law and the instructions of this Department to keep their respective offices open during the usual business hours of the place, and it is their duty always to make proper search when a letter is applied for, and generally to manifest an accommodating disposition towards the public. Neglect of these duties, or either of them, must often prevent the delivery of letters and cause them to be sent to the Dead Letter Office.

Agreeably to law, and the standing regulations of the Department, (sec. 181,) letters are to be advertised once in six

directed by chapter 14 of the Regulations. State whether, in your opinion, letters should be advertised and returned more frequently.

It is apprehended that the course pursued with advertised letters, especially in cities, too often prevents their delivery, because they are taken from the general boxes, and required to be applied for *particularly* as advertised letters. Suggest any method you may deem practicable to avoid this liability to the non-delivery of letters, whether by a longer retention of them in the boxes for general delivery or otherwise.

There may be various and good reasons why applicants omit to say whether their expected letters are advertised or not, and it is the duty of postmasters to see that proper search is made, both amongst the letters that are advertised and those that are not advertised.

You are expected to give special attention to this matter, and not consider your duty to this Department and the public fulfilled without the most careful attention to the delivery of letters, whatever additional labor may be involved, as this comprises a summary of all other duties.

Your special attention is also directed to the duty of returning *monthly*, instead of *quarterly*, "refused" and certain other letters described in the sections 186, 187, 188, and 199 of the Regulations.

You will investigate closely the true causes why letters do not reach the persons addressed at your office, and, as far as practicable, note such causes on the letters. Also, offer suggestions in general as to the means by which the delivery of a larger portion of letters may be insured, thereby diminishing the number of dead letters; and in reference to the latter, when unavoidably consigned to the Dead Letter Office, state whether there would not be equal difficulty in restoring them to the writers as in delivering them to the persons addressed, and whether the writers, when found, would not in many cases decline to pay additional postage, and thus render necessary a second return of the letters to the Department.

Registering postage stamps and stamped envelopes.

The postmasters at New York and Philadelphia will in future register all packages and boxes of postage stamps and stamped envelopes sent from those offices under the general regulations concerning the "registration of letters," chap. 39. You will therefore receive with every package of postage stamps, or stamped envelopes, for your office, a registered letter bill either from New York or Philadelphia direct, or from a distributing office, accordingly as your mails from those cities are forwarded either direct or otherwise, and there will also be a duplicate letter bill, which is to be examined, marked, and returned to the office from which it was received, as directed by section 451 of the standing regulations.

You will report when you receive postage stamps or stamped envelopes without a registered letter bill, and, also, especially when you receive a duplicate bill without the corresponding stamps or envelopes.

The instructions as to registered letters (chapter 39) apply, in all respects, to the postage stamps and stamped envelopes, except that the latter cannot be actually enclosed in the *package* with the registered letter bill, but will be in the *same mail-bag*. It is also to be observed that there will be no registration fees.

POST OFFICE DEPARTMENT, June 2, 1859.

JOSEPH HOLL, Postmaster General.

Wm. Charles

I am greatly surprised
to find that your letter containing the address
has come to light. I am that it has been
the account, and hope that if you had
any suspicions on any person connected with
the Post office, the matter is fully explained

Wm. Charles

Ex. Office

New York P. O.

Jan 12th 1836

REGULATIONS RELATING TO POSTAGE.

United States Patent Office,

Washington city,

1st. In consequence of the heavy correspondence of the Patent Office, (which is supported exclusively from its own revenues,) all of which is subject to postage, the undersigned feels obliged to give notice that all letters and packages addressed to the Commissioner of Patents, not expressly relating to the business with which this office is, by law, charged, must be *post paid*, or they will receive no attention, and *will be returned to the Post Office*.

2d. Models, which have heretofore occasionally been sent by the mail, must hereafter be sent by private conveyance, and at the expense of the applicant, except when delivered to the agents of this office authorized to receive and transmit them.

3d. Letters containing assignments of patents to be recorded in this office, (as the recording is done at the expense of the office, without charge to the persons interested,) must be *post paid*.

4th. All letters requesting copies of papers and records, seeds, reports, and other matters merely personal to the writers, and not relating to the legitimate business of the office, must be *post paid*.

5th. Fees for copies must also be transmitted free of postage.

6th. Postage on letters addressed to the Commissioner, on business connected with caveats, and the issue of letters patent, and all proceedings relating thereto, will be paid by the office.

7th. As postage on letters and packages is charged according to the weight, it is desired that applicants will omit the use of wooden rollers, tin cases, and other things used for the convenience of transmission, which, without being necessary, greatly increase the weight of their communications, and consequently the postage charged upon them.

EDMUND BURKE,

Commissioner of Patents.

(FORM 3522.)

Post Office Department,

OFFICE OF THIRD ASSISTANT POSTMASTER GENERAL,

DIVISION OF DEAD LETTERS,

Washington, D. C., Feb 15th, 1879.

P. M.,

Middletown

N. J.

Sir:

Your attention is called to the violation at your office of Section 431 & 432, Postal Regulations of 1873.

These regulations were adopted to facilitate the business of the Department, and must be strictly complied with.

Each return of dead letters must be accompanied by a bill specially provided for the purpose and a separate printed or written advertised list. If you have no blanks for dead letter bills send your order to the blank divⁿ P^o Department for a supply.

Respectfully,

A. D. Hazen

Third Ass't Postmaster Gen'l.

N. B.—See paragraph 5 on back of this sheet.

*Post Office Department.
Office of Third Ass't Postmaster General.
Division of Dead Letters.
Official Business.*



POSTMASTER, Middleton

COUNTY, _____

ND _____

*A penalty of \$300 is fixed by law, for using this
Envelope for other than Official Business.*

POST OFFICE DEPARTMENT.

NOTICE.

Owing to the rapid increase in the mails and the establishment of many new Post Offices throughout the country, this Department finds it necessary, in order to facilitate the distribution and to secure a speedy transmission of the heavy mails now passing, particularly over the trunk lines of railroads, to request of the public, that in all cases the name of the COUNTY, as well as the POST OFFICE and STATE, be superscribed upon letters, circulars, newspapers, and other matter to be forwarded by mail.

Postmasters will place this circular in a conspicuous place in their offices and use every endeavor to urge upon the public the importance of this matter.

J. A. J. CRESWELL,
Postmaster General.

Washington, D. C.,
February 1, 1872.

Bill of Dead Mail Matter sent to the DEAD-LETTER OFFICE by the

Postmaster at _____, *County of* _____

State of _____, *for the month ended* _____, 18

DESCRIPTION OF MATTER.	NUMBER.
Domestic letters, including "drops" _____	
Foreign letters _____	
Third-class mail matter of value, such as books, pamphlets, &c. _____	
Fourth-class matter _____	
Foreign printed matter _____	
Foreign postal cards _____	
Domestic postal cards wholly written _____	
Refused matter _____	
Miscellaneous, including letters sent to writers from Dead-Letter Office _____	
TOTAL _____	

Postmaster.

DEAD LETTERS

FROM

Post Office,

County,

State,

Postmaster,

Date sent to D. L. O., 18

For use at Post Offices of the fourth class only.

INSTRUCTIONS CONCERNING RETURNS OF DEAD MATTER.

1.—Undelivered matter will be sent to the Dead-Letter Office once a month from post offices of the fourth class. (See Sec. 469, Regulations of 1879.)

2.—Whenever it happens that there is no matter to send at the end of the month, a dead-letter bill, properly indorsed, must be forwarded to the Dead-Letter Office. (See Sec. 473, Regulations.)

3.—A copy of the advertised list and this bill must be inclosed in the same package with the unclaimed matter. (See Sec. 474.)

NOTE.—The advertised list should give the name of the Office, State, and Postmaster, and the date of advertisement.

4.—The word “advertised” and the appropriate date must be written or stamped upon the face of every article of mail matter which is advertised. (See Sec. 453.)

5.—The reason for non-delivery must appear upon every undelivered article of mail matter. (See Sec. 470.)

6.—Every article of mail matter sent to the Dead-Letter Office must have plainly stamped or written, on the sealed side, the name of the post office and date of sending. (See Sec. 442.)

7.—When *refused* matter is included with the Return it must be accompanied by a manuscript list showing the full address of each article. (See Sec. 472.)

8.—To secure proper and uniform treatment of all kinds of unmailable and dead mail matter, postmasters are expected to carefully read Chapter 13, beginning at page 110, of the Postal Laws and Regulations, Edition of 1879, and strictly comply with its provisions.