

NEW ZEALAND POST AND TELEGRAPH DEPARTMENT.

RULES AND REGULATIONS

FOR THE

GUIDANCE OF OFFICERS

(GENERAL AND POSTAL).

These Rules and Regulations are printed correct to the end of AUGUST, 1922. As amendments appear in the Official Circular Extracts they are to be transferred to this book at once, and, if necessary, are to be indexed.

In correspondence which relates to a Rule or Regulation the number of the same is to be given.

Every Officer must have free access to the office standard copy of each book of Rules and Regulations, and sign a certificate in accordance with Rule No. 2. No Officer committing a breach of any Rule or Regulation will be excused on the plea of ignorance.

For every copy issued of this book a receipt is to be taken and filed by the local Chief Officer.



WELLINGTON.

BY AUTHORITY: W. A. G. SKINNER, GOVERNMENT PRINTER.

1922.

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Rules & Regulations (1922) - Part 11

Registration.

Rules 535 to 578

Registered Mail and related subjects
excerpted from the
1922 "RULES AND REGULATIONS"

Cross-Referenced Subjects

Acknowledgement of Receipt: Rules 565 to 568, 571

Compulsory Registration: Rules 549, 550 & 552

Irregular Mail: Rules 540, 546, 549(b), 551 (a) & (b), 570

Redirected Mail: Rules 569 (a) & (b), 570 & 571

Surcharges: Rules: 546, 549 (a), 551 (a), 570

October 2015, Edition 1

REGISTRATION.

535. The undermentioned books are provided for recording registered articles, and it is important that the use of each book should be clearly understood :—

- No. 55. Registered-letter Book, used at chief offices and principal sub-offices for checking receipt in registration branch of registered articles received over the counter.
- No. 56. Sub-office Forward Registered-letter Record.
- No. 57. Record of registered articles received from Registered-letter Clerk for delivery by postmen.

- No. 58. Book of receipts for letters delivered to the public, used at chief offices, permanent sub-offices, and railway offices.
 - No. 59. Record of registered articles received from Registered-letter Clerk by mail-room.
 - No. 60. Receipt-book for registered articles received by the Registered-letter Clerk from mail-room.
 - No. 61. Book of receipts given to the public for letters tendered for registration at offices at which is not used the combined registered-letter receipt and label (large size).
 - No. 62. Book of receipts given to the public for letters tendered for registration at offices at which is not used the combined registered-letter receipt and label (small size).
 - No. 63. Non - permanent Sub - office Registered - letter Delivery-book.
 - No. 64. Registration Handed-over Book, used at all permanent sub-offices and at railway offices.
536. Form Mail 9 is a combined letter-bill and registered-letter list. (See Rule 370 (b).) It is to be prepared in duplicate by means of carbon paper. One copy is to be forwarded with the mail, and the other copy retained at the office of despatch as a record.
537. A special Registered-letter Receipt-book, R.M.D. 13, is issued for use on rural deliveries. The use of this book enables contractors on such deliveries to give an acknowledgment to the sender of a registered article, and in turn to obtain a discharge from the receiving Postmaster, who will initial and date-stamp the receipt-butt before handing the book back to the contractor. The contractor should be required to produce the receipt-book for the Postmaster's examination after the completion of each trip. When the book is exhausted the butt-block is to be taken possession of by the Postmaster.

538. (a.) The treatment of registered letters must be performed by officers in responsible positions, and the entries checked with as little delay as possible, so that in all cases nothing may hinder any irregularity from being promptly and thoroughly sifted, and blame, if any, brought home to the offender or offenders.

(b.) It is the duty of every officer who handles a registered letter to examine carefully its condition, so as to be able to say positively whether there is any reason to suppose that the letter has been tampered with, whether the flap is insufficiently fastened, and whether the envelope requires to be specially sealed. He must report to a superior officer any defect or injury to the letter. If he

is unable to report to a superior officer he must note on the envelope the defect or damage he observes, and append his initials and the office stamp. If necessary a special report should be made out and forwarded with the registered article to the office of destination. In any case of doubt regarding injury to the letter or possible tampering therewith the delivering office must arrange for special delivery in order that the addressee may open the letter and check the contents in the presence of an officer of the Department.

(c.) In transferring registered letters from hand to hand the check consists in each officer obtaining a receipt or acquittance from the person to whom he transfers a letter, and it is the duty of every Postmaster to see that this essential check is not neglected.

539. In every office there should be a registered-letter locker for the secure deposit of registered articles which await despatch or delivery. During office hours the key is to be in possession of the officer appointed to this duty, and after hours in the possession of the Postmaster or the senior mail clerk. At the close of business each day registered articles should be securely locked in a safe or strong-room by the senior officer on duty. Careless detention of letters in the locker, safe, or strong-room will be regarded as a serious offence, and punished accordingly. The despatching officer is held responsible for obtaining the registered articles prior to the despatch of each mail.

540. Letters containing coin which have been erroneously accepted for registration, and all unregistered letters containing coin addressed to countries beyond New Zealand and Australia, must be detained and forwarded to the Secretary under registered cover.

541. No article directed to initials or to a fictitious name can be registered.

542. (a.) To the person who presents a letter for registration a receipt must be given. The letter must be date-stamped, care being taken that the impression is clear, and a registration label affixed as explained below. The letter must, in the presence of the person registering it, be marked in blue pencil with a rectangular cross the full size of the letter, back and front (see diagrams), and deposited in the locker until despatched or transferred. In marking the back care is to be taken to see that the horizontal as well as the perpendicular line crosses the flap, as shown in the second diagram. Where the flap is short, there is a risk of the horizontal line not crossing it unless particular attention is given to the matter. One of the registration labels is to be affixed by the counter clerk to each postal packet accepted for

registration. At those offices at which the use of the combined registration receipt and label is authorized the receipt portion is to be initialled and date-stamped, and handed to the person presenting the article for registration. At those offices at which Registration Receipt-book No. 61 or No. 62 is used the serial number on the registration label is to be entered on the receipt for the packet, and on the carbon copy, in addition to the other particulars. The labels are of two kinds—the one showing

<div style="border: 1px solid black; padding: 2px; display: inline-block;"> R Wellington No. 901 </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block; float: right; text-align: center;"> Postage Stamp. </div>
<p><i>John Brown, Esq.,</i></p> <p><i>George Street,</i></p> <p><i>Sydney.</i></p>	

letter "R," name of office, and the serial number, for use at chief and permanent offices only, and the other showing letter "R" and a serial number, but not the name of the office, for use at railway and non-permanent offices. The labels are issued in sheets, showing serial numbers, and special care is to be taken that the numbers are used in proper serial order, and that each label is duly accounted for. When a railway office or a non-permanent office receives a sheet or sheets of labels, all types except the name of the office are to be removed from the date-stamp, and then an impression of the date-stamp is to be made on each label. As it is imperative that impressions be legible, special care is to be taken that the date-stamp is clean, and that

the stamping-pad is in good order. It must always be remembered that (1) registration labels are to be used in proper serial order; (2) each series is to be used up before a fresh series is started; and (3) a fresh series is not to be started at the beginning of the year unless the preceding series happens to be exhausted at that time. The Public Works Tenders Board is permitted to number registered letters with a numbering-machine. The letters will bear an impression made by a rubber stamp of a label like a registered-letter label, containing the words "Public Works Tenders Board," and a number will be given by the Secretary of the Board.

(b.) The label should be affixed on the address side of the registered packet at the top left-hand corner. If the label cannot be affixed in the prescribed position without obscuring the address, it should be affixed elsewhere on the address side of the packet if there is space. If there is no space on the address side, the label should be affixed on the back of the packet. In some cases in which the address of the packet is written on a tie-on label it may be necessary to affix the label on the tie-on label, but it should be affixed on the packet itself whenever possible. In any case where the label cannot be affixed in the proper position, the attention of the sender of the packet should be called to the necessity of leaving sufficient space for the label at the top left-hand corner of the address side of any packet intended for registration.

(c.) When several registered articles are handed in at one time accompanied by a list or by duplicate lists the label-numbers must be entered opposite the respective entries on the list or lists. The counter officer will give a receipt on the list or lists for the number of articles received, and enter in the body of the list or lists the total number of the articles. At offices at which Receipt-book No. 61 or No. 62 is used it will suffice to enter on the receipt the first and last number with the word "to" between them.

543. To official remittance letters, and to all other official registered letters, registration labels must be affixed, and the letters advised in the same way as those registered by the public. Postmasters must in every case carefully remove the used registration label from remittance envelopes and bags.

544. Letters containing telegraph money-orders must be registered.

545. Packages containing bank cheques, drafts, &c., for stamping by the Stamp Duties Department need not be registered. This, however, does not apply to envelopes containing deeds or other documents of a legal nature and posted as letters.

546. Registered articles posted in New Zealand are not liable to be surcharged on account of deficient postage, the officers who receive them from the senders being responsible for seeing that the proper amount of postage and the fees are prepaid. If any such registered article is observed in transit to be short-paid, the necessary additional postage is to be affixed and the Chief Postmaster informed in order that he may collect the deficiency from the despatching Postmaster or officer at fault.

547. In the case of a registered packet received from another office without a label, or with a label not showing the office of posting, the particulars wanting should be supplied in writing if they can be ascertained from any bill or list accompanying the packet. In any case of doubt one of the labels of the receiving office should be affixed to the packet, and the packet should subsequently be advised by the particulars given on this label. Full particulars of the packet should also be entered in the record of packets compulsorily registered, and a suitable note made on the bill or list (if any) with which the packet was received.

548. A registration label which has become detached from a registered packet may be reattached if the packet can be certainly identified. If there is any doubt the matter should be reported, the label being pinned to the report form.

549. (a.) Letters directed to places within the Dominion and Australia supposed to contain watches, or jewellery above 10s. in value, or coin, or bank-notes, which have not been registered, must be registered in the ordinary way. One of the labels of the office at which the compulsory registration is effected is to be affixed, and its number on the label entered opposite the entry of the packet in the usual record. The caution label must be gummed over the flaps of the envelopes, and the receipts, with the words "Compulsorily registered" written across them, filed in the office. The letters must then be taxed with a double registration fee of 6d., and be treated in all other respects as registered letters. If, on being opened in the presence of an officer of the Post Office, the letters are found not to contain such aforementioned articles or any of them, the registration fee and amount of the surcharge are to be refunded, after the authority of the Secretary has been obtained.

(b.) Unregistered letters supposed to contain watches, or jewellery above 10s. in value, or coin, or bank-notes, if directed to any country other than New Zealand or Australia, are to be sent to the Dead Letter Office. (See Rule 540.)

(c.) The officer who detects an unregistered packet containing a valuable article which should be registered must make an entry in the book provided for that purpose, and satisfy himself that the senior officer taking over the article places his initials against such entry. The detecting officer should initial the entry as well. This procedure will effectively protect both the detecting officer and the officer who subsequently deals with an article subject to compulsory registration.

550. Letters or sealed packets must not be registered on the mere suspicion that they contain valuables, nor must there be any prying into them for the purpose of ascertaining their contents; and it is only when there is no doubt that coin, bank-notes, jewellery, watches, &c., are enclosed that they are subject to the compulsory registration regulation. Letters or packets are often found in post-offices under some of the following conditions:—

- (1.) Posted in such thin covers that their contents are clearly visible.
- (2.) Posted with some of the contents protruding from the covers.
- (3.) Posted without being sealed or in any way closed against inspection.
- (4.) Accidentally come open in transit.

Under any of these circumstances there will be no difficulty in determining whether the contents are such as to bring the article within the rule, and whenever there is any doubt in the matter compulsory registration is to be waived.

551. (a.) A letter addressed to any place within or beyond New Zealand marked "Registered," but not entered on the list or letter-bill or marked in blue pencil, must, when discovered, be registered and treated as not having been duly tendered for registration, and both receipt and cover of letter marked "Irregularly posted." Any such letter not fully prepaid, including the registration fee, must be surcharged double the deficiency. Except in the case of specific inquiry the public should not be informed that a fully prepaid registered letter dropped into the posting-box is accorded the full benefits of the registration system.

(b.) Every article received in a registered-letter bag or packet must be treated as a registered letter, the absence of any indication of its having been registered or its non-entry on the list not exempting it from this treatment.

552. (a.) Postmasters and other controlling officers are required to see that the public are directed to register articles of value in

accordance with the regulations, and that any failure to do so is met by compulsory registration. When valuables are received in an unregistered packet by a departmental officer in his official capacity the attention of the sender is to be specially directed to the regulation requiring packets containing valuables to be registered, and to the risk incurred in the sending of the packet unregistered. The case is also to be reported to the Secretary.

(b.) Business firms advertising in the newspapers and asking for remittances for goods supplied, or to be supplied, should be advised by Chief Postmasters to request their clients to register all letters containing such remittances.

553. If a registered letter be found open or imperfectly sealed the circumstance and full address of the letter must be reported, and the letter must then be closed with the authorized sealing-label in the presence of a second officer.

554. Officers despatching registered articles are responsible for making all the entries required by the headings of the registered-letter list. It is a serious error to omit the number or the name of an office of either origin or destination.

555. Registered articles despatched from one chief office to another, or to foreign offices, must be enclosed in the special registered bags or packets. They are to be counted and checked by a second officer, who is required to initial the letter-bill or list, as the case may be, and to witness the sealing of the bag.

556. If it should be necessary to delete or alter the entry of any registered letter on the letter-bill or list, the alteration must be attested by the initials of the officer who makes it; but, when practicable, it is better to substitute a fresh bill or list with the entries correctly made.

557. (a.) On receipt of a registered-letter bag or packet, it must be carefully examined to ascertain that it has not been tampered with, and that it bears an impression of the seal of the office from which it was despatched. It must be opened apart from all other bags and packets, and at a table where there is no possibility of a letter being secreted. It must then be turned inside out and the letters checked with the registered-letter list and letter-bill. Should the list or letter-bill be missing, careful search must be made, and the folds of every letter or packet examined. The empty registered-letter bag or packet must not be put aside until the examination of the list and letters has been completed. When the articles are being checked against the registered-letter list or letter-bill the entries on the list or letter-bill are not to be struck out, but

a pencilled tick is to be placed against each entry as it is checked. The officer checking entries of registered articles on the registered-letter list or letter-bill for the purpose of seeing that the relative registered articles have been correctly disposed of is to initial the registered-letter list or letter-bill, as the case may be.

(b.) The officer who despatches or who opens a bag containing registered letters must so completely satisfy himself as to the agreement between the entries on the list and on the bill and the registered letters to which they refer as to be able, if required, to make affidavit on the subject. In case of any discrepancy a second officer must at once be called to certify to the articles received, and the fact reported to the Postmaster, or to the officer in charge of the mail-room, or other deputy of the Postmaster.

(c.) It is forbidden to sign a received registered-letter list in discharge of the responsibility of the despatching office without first checking the individual entries thereon against the letters actually received.

558. Letters registered at any office when addressed to any place to which that office makes up mails must be forwarded *direct* to the delivering office. If the delivering office is a non-permanent office, a receipt from the Registered-letter Delivery-receipt Book should be attached to the letter, and, when signed by the addressee, returned to the office of origin, and refastened to the butt from which it was taken. The serial number is to be entered on the delivery-receipt, in addition to the name of the addressee and the office of posting. In addition, the green delivery-receipts are to be numbered consecutively throughout the year.

559. As a rule, money-order offices only are used as circulating offices, and at those offices a Sub-office Forward Registered-letter Record, Book No. 56, is to be kept, in which all forward registered letters should be entered which are not entered in Book No. 58. Registered-receipt Book No. 58 is used only at a permanent or a railway office. A non-permanent office depends on its permanent circulating office supplying the green receipt on registered correspondence for the addressee's signature. In order that this rule can be strictly carried out, each permanent Postmaster must keep a list of the sub-offices in his circulation for office guidance, and must submit a copy to the Chief Postmaster for revision and approval.

560. Receipt-forms are not to be pinned to registered articles. They must be gummed in all cases.

561. On the arrival of a mail, the addresses of all registered letters received by it must, after the letters have been stamped on

the back (except at those offices at which back-stamping has been abolished), be entered by the proper officer in the Forward or the Received Registered-letter Book. In the latter case the receipt (without which no registered letter may be tendered for delivery) must be given with the letter to the clerk or postman who is to deliver it, who must at the same time sign the book in the proper place. Registered letters from abroad must be entered and advised according to the particulars of the labels which they bear. In the records of the office the numbers and names of addressees are to be given. Every registered letter received at a non-permanent office for delivery must be at once entered in Book No. 63, Sub-office Registered-letter Delivery-book. At sub-offices which are non-permanent the addressee, besides signing the receipt, should be asked to sign in the Registered-letter Receipt-book No. 63.

562. (a.) A postman on delivering a registered letter must require that the receipt be signed by the person to whom the letter is addressed. When this is not practicable it must be signed by some responsible person known to be permanently connected with the house; or, when the letter is directed to a place of business, by a clerk or other person known to belong to the establishment. The receipt of a lodger must not be taken except for his own letters.

(b.) When a registered article is delivered from the post-office the receipt of the ordinary messenger of the person to whom it is addressed will suffice, provided the messenger is known to be authorized, or produces written authority from the addressee. Registered articles which cannot be delivered at once—as, for instance, those to be kept till called for—must be placed in the locker with the receipts attached (see Rule 539), and the proper card with the address and number of the article must be placed in the box or pigeon-hole in which the ordinary letters await delivery, so that the delivering officer may see that there is in the locker a registered article. The registered articles in the locker must be compared with the cards daily.

(c.) Notice of a registered article for the holder of a private box must be given by placing a notice card in such private box, and if the article is not called for in four hours after the ordinary correspondence has been removed from the box another card should be placed in the box, or the registered article may be specially delivered if there be any doubt as to a card having been placed in the box at the proper time. Postmasters should, however, use their own discretion in such contingencies, the object being to prevent delay in delivery. Care must be taken

that the notice cards are placed in the private box before the notice "All sorted" is exhibited. Registered correspondence for private boxes which has been in hand for twenty-four hours is to be delivered by postman.

563. The officer who takes a receipt for and delivers a registered article must initial the receipt in the space provided. Postmasters will be held responsible for seeing that this duty is performed properly and regularly.

564. Registered articles for private-bag holders must be enclosed, with receipts attached, in the first bag despatched, and advised on private-bag letter-bill, Mail 11. The despatching officer must bracket the entries in the space provided for the addresses of registered letters and insured or ordinary parcels, and show in figures opposite the bracket the total number of such articles forwarded. The deposit of such articles in the bag must, in all cases, be witnessed by a second officer, and the fact attested by the signatures of the despatching and witnessing officers being written against the entry in the Registered-letter Book.

565. (a.) When the sender of a registered article has prepaid the special charge for an acknowledgment of delivery, a card, P.O. 1, must be prepared at the office of origin, and is to be securely attached to the registered article. The fee of 2½d. should be affixed in stamps to the letter, *apart from the other stamps*. At the side of or immediately below the stamps must be written in specially prominent letters "A.R.," or the words "Acknowledgment of delivery." A Government Department should be charged the usual fee of 2½d. for information supplied in connection with acknowledgment of delivery of a registered article. When an advice of delivery for an article addressed to a place beyond the Dominion is applied for subsequent to the posting of the registered article the 2½d. fee is to be enclosed in an envelope and submitted with the A.R. card to the Secretary (Postal Division), through the Chief Postmaster of the district. Particulars of despatch from New Zealand are to be furnished.

(b.) The payment of the acknowledgment-of-delivery fee is to be acknowledged by writing across the usual receipt furnished to the sender the words "Acknowledgment paid." Care should be taken to note the name and address of the sender, to facilitate the delivery of the acknowledgment on its return. The designation of the office of posting and the serial number given on the registration label must be entered at the head of the form of acknowledgment after the words "of a registered article."

566. On receipt of registered articles they should be carefully examined to see whether any of them bear the inscription "Acknowledgment of delivery," "*Avis de reception*," or the impression of a stamp "A.R." If no A.R. card be received with a letter bearing such inscription or impression, an acknowledgment of delivery must be made out on card P.O. 1. The addressee's signature must be obtained on the A.R. form on delivery of an A.R. article; but, if the addressee's signature cannot be obtained, the signature of an agent authorized in writing may be taken on the understanding that the sender of the article may require the addressee's personal signature to be appended later. The words "Authorized agent" must be inserted below the agent's signature.

567. When entering in the green-receipt book registered articles which are accompanied by an A.R. form, the letters "A.R." must be written or stamped prominently on the receipt and also on the carbon copy. The officer returning the A.R. card to the sender will initial the letters "A.R." on the receipt as an indication that the acknowledgment form has been so disposed of; and the officer finally placing the completed green receipt in the book will be held responsible for seeing that the entry "A.R." thereon has been initialled as directed herein.

568. Immediately after delivery of the letter the A.R. card should be stamped, signed, and forwarded, free of postage, as an unregistered article to the sender, whose name and address are shown on the reverse side of the card.

569. (a.) Registered letters which may be redirected must be entered in the receipt-book, but in the place allotted for signature of the recipient must be inserted "Redirected to ———" (naming the place), and the date on which the letter is forwarded, followed by the signature of the officer making the entry.

(b.) When a registered article sent to a sub-office is redirected to another office in the same postal district it must be entered in the Forward Registered-letter Book of the office through which it circulates, and sent on with the receipt attached. If redirected to another postal district the original receipt must be returned to the office from which received, marked "Redirected to ———" (naming the place), and the redirection recorded.

570. A registered article which, after delivery to the representative of the addressee, may be redirected unopened, and reposted in the posting-box of any office, must be treated as irregularly posted, and charged double registration fee, but not second postage. A registered packet redirected, whether officially or privately, should

continue to be entered and advised according to the particulars given on the label of the original office of posting. A fresh label should not be affixed. In the case of private redirection the officer who accepts the packet for retransmission should note the receipt and carbon copy with the name of the original office of posting as well as the serial number shown on the label.

571. The receipts for delivered or redirected registered articles are to be gummed in the places in the receipt-book from which they were taken, and the book must be carefully examined each day to see that all receipts have been returned, by which means a complete check will be kept on all registered articles received for delivery. Receipts bearing the letters "A.R." are to be checked carefully to see that they are initialled as an indication that the form has been returned as directed in Rule 568. All registered articles for sub-offices which pass through the chief office must be entered in the Chief Office Receipt-book No. 58, and the form of receipt for signature by the addressee must accompany the letter and be returned by the Postmaster immediately after the letter has been delivered.

572. When an unusually bulky registered packet cannot be enclosed in the bag with the other registered articles, the phrase "*En dehors*" must be written opposite its entry on the registered list, under "Observations," in the case of foreign, and in the case of inland and Australian packages the word "Loose" must be written on the letter-bill under the registered-letter entry.

573. Registered lists must be numbered consecutively in all cases where more than one list is used. In the right-hand top corner of the last list the words "Last list" must be written, and it must contain a summary of the total registered correspondence comprised in the mail, thus—

List 1	30
List 2	30
List 3 (last list)	25
						—
Total	85

Each list is to be tied with its bundle, and placed in the bag which contains the registered articles advised thereon, and the articles are to be arranged in the order in which they are entered on the list. If the registered articles contained on any one page are too many for enclosure in one bag, each of the bags used must be carefully labelled to show the number of the page on which the articles are entered.

A registered article within New Zealand or when despatched to Australia is to be advised on letter-bills, lists, &c., by the name of the office of posting and by the serial number, followed by the name of the office of destination. When despatched to a country beyond New Zealand other than Australia a registered article is to be advised on the list by the name of the office of posting and by the serial number only.

574. Registered letters, &c., sent forward on an intermediate office for despatch thence to destination should be entered on a special list marked "Transit," but numbered consecutively with others. In transit lists the names of towns as well as countries should be shown, and in lists for the United Kingdom counties should be stated as well as towns.

575. Registered lists for places abroad should be made out in triplicate by means of carbon paper. The top copy is to be forwarded with the mail, the second to the Secretary (by the first opportunity, pinned to the corresponding statement of foreign mails), and the third retained at the office of despatch.

576. It is strictly enjoined that every irregularity in regard to registered articles be reported to the Secretary, form P.O. 52 being used for the purpose.

577. If a registered article or postal-remittance letter is missent or entered on the letter-bill and not received, this error must, when possible, be reported to the despatching office by telegraph, and it must also be reported in the usual form by the first post. The loss or theft of a registered letter or a postal remittance letter must also be reported by telegraph to the Chief Postmaster, who in the case of a postal remittance letter must immediately telegraph the circumstances of the case to the Secretary, and in the case of a registered letter must notify the Secretary by telegraph without delay, after the preliminary inquiries have established the fact that the registered letter has been lost or stolen.

578. In the case of the loss of a registered article through neglect of the rules, the officer or officers at fault will be held liable for the contents of the lost article, or a more serious punishment may be inflicted.

Registration.

Rules 535 to 581

**Registered Mail and related subjects
excerpted from the
1922 “RULES AND REGULATIONS”**

Supplemental References:

<u>Section</u>	<u>Rule</u>
Preservation of Records, etc.	190
Loose valuables sent to DLO	303
Dispatch of Foreign Mails	389, 399
Arrival of Inland Mail	412(c) & (d)
Redirected Letters	454
Unclaimed letters	461(b), 463

Registration - Supplemental References

190. The undermentioned books and forms, when out of use, and after having been kept for the periods set against them, are to be destroyed:—

Book or Form.	Period for which to be kept.
Acknowledgment of receipt of remittance	One year.
Advice of remittance	One year.
Attendance-book	Three years.
Butts of cheque-book	Three years.
Cash Account book (sub-office)	Six years.
Cash Account book (Government Insurance)	Six years.
Certificate and notice of transferred parcel	One year.
Circuit slip, stop-station and unsent message	One year.
Circular from Chief Postmaster	One year.
Daily Cash Account book	Six years.
Date-stamp-impression book	Two years.
Delivery-statement telegram	Six months (inland messages); one year (cable messages).
Duty-sheet and exchange-of-duty slip	One year.
Engineer's stock, articles written off	Three years.
Filled sub-office journal	Six years.
Leave advice	Two years.
Ledger summary	Five years.
Lineman's instructions	Five years.
Mail-book, waybill, and sub-office and local letter-bill	Two years.
Memoranda re sub-office account, &c.	One year.
Money-order requisition	Three years.
Money-order paid	Six years.
Money-order telegram, receipt for	Two years.
Money-orders issued abroad and payable in New Zealand, list of	Six years.
Money-orders issued in New Zealand and payable abroad, copy of list of	Three years.
Money-orders issued and paid, statement of	Six years.
Notice to the public	One year.
Obsolete form	To be returned at once.

Book or Form.	Period for which to be kept.
Packing-list (Store)	Three years.
Parcel card and notice	One year.
Parcel (ordinary) receipt	Two years.
Postal note paid	Two years.
Post and Telegraph Guide	One year.
Press or carbon copy of statement rendered with post-office accounts	Three years.
Private-box duplicate receipt	Three years.
Redirection order	One year.
Registered-letter receipt and counterfoil	Five years.
Requisition for stationery	One year.
Savings-bank deposit-book of closed account	Two years.
Savings-bank deposit-slip	Six years.
Savings-bank paid-warrant advice	One year.
Savings-bank statement of deposits and withdrawals	Six years.
Savings-bank withdrawal notice	Six years.
Savings-bank withdrawal receipt	Six years.
Schedule and butts (Government Insurance)	One year.
Service telegram	One year.
Stamp-impression book	Two years.
Stamp requisitions, Acct. 94	One year.
Sub-office Post-office account	Three years.
Telegraph form (copy of), Tel. 59	One year.
Telephone exchange, demand for subscription, Tel. Ex. 9	One year.

191. (a.) At all offices the check of books and forms is to be made by two senior officers, who must certify in writing to having checked the documents, of which full particulars must be recorded, before their despatch for destruction.

(b.) Sub-offices are to send in corn-sacks to their respective chief offices their books and forms due for destruction. Each bag should not exceed in weight 56 lb.

303. Any money, jewellery, undefaced postage-stamp, or other article of value found loose in a post-office or in a mail-bag must be sent in a registered letter to the Chief Postmaster, for forwarding to the Dead Letter Office, with a report stating precisely where and how it was found. (See Rule 93.)

Registration - Supplemental References

126

DESPATCH OF FOREIGN MAILS.

389. The presence in the mail of a packet of registered letters is to be indicated by the impression of the "R." stamp, or by the special entry "Registered packet" at the head of the letter-bill. The number of registered articles inscribed on the lists, the number of lists, and the number of packets or bags containing those articles must be entered on the letter-bill.

128

DESPATCH OF FOREIGN MAILS.

399. The articles of which a foreign mail consists should be classified and treated as follows :—

- (1.) Registered articles, including acknowledgments of delivery and the registered list, must be made up in a separate packet or registered-letter bag, which must be sealed and placed in the middle of the mail.
- (2.) Letters are to be securely tied in bundles : prepaid, unpaid and insufficiently paid, and "forward" letters are to constitute separate bundles. As a general practice the number of letters in a bundle should not exceed 250. When the number in a bundle exceeds about 180 the letters should be placed in two rows so as to form a double bundle, and be

DESPATCH OF FOREIGN MAILS.

129

securely tied in two directions with double string around both rows and crosswise around each separate row. Bundles containing from 70 to 180 letters should likewise be tied in two directions with double string. Convenient numbers of bundles of each class of letters should be formed into parcels, wrapped up in brown paper (except for the United Kingdom and Australia), strongly tied and cross-tied with string for their better protection, and labelled with a printed paper label indicating their class. For the United Kingdom and Australia wrapping in brown paper is omitted.

- (3.) Post-cards must be tied separately, and not sorted among letters, but the bundles should be enclosed in letter-packets.
- (4.) Insufficiently paid book, pattern, and sample packets, and newspapers, should be tied into bundles and labelled "Unpaid."
- (5.) Correspondence on Post Office business should be tied in a separate bundle and labelled "Official, form no account."
- (6.) Letters and post-cards, book and pattern packets, and newspapers are to be carefully weighed, and the weights entered in the Foreign-mail Register. Post-cards should be weighed with letters, and the weight of books (including patterns, samples, printed papers, and commercial papers) bulked with newspapers and shown under one heading as "Other articles."
- (7.) The letter-bill is to be enclosed in the special envelope marked "Letter-bill," and placed on top, inside the bag containing the registered-letter bag, letters, &c. ; and when the registered articles contained in a mail are enclosed in a packet the envelope containing the letter-bill should be tied to the packet of registered articles with string, across and across.

Registration - Supplemental References

412. (a.) The hour of arrival of a mail should be recorded in a book, U. 17, or checked by the standard list, and, in order to ascertain that none are missing, the bags, hampers, &c., should be checked off from the waybill one by one. Every officer responsible for checking mails must record on his tally-sheet the name of the messenger or messengers deputed to call over mails from any particular train or steamer. The messenger or messengers must also be in a position to make an affidavit, if necessary, that all seals and mail-receptacles examined by them were intact.

(b.) The officer who opens a mail must satisfy himself, before cutting the string, that the bag is tied securely, that the seal is perfect and is that of the office from which the mail was despatched, and that the bag is in good order. Immediately the bag is emptied of its contents it is to be turned inside out, with the object of recovering any articles secreted in the bag. Any officer found guilty of neglecting this important duty will be seriously dealt with.

(c.) The receiving officer must first obtain the letter-bill, and then carefully check the receipt of any registered or remittance letters or "express" articles that may be entered thereon, placing his initials against the entry. He must also satisfy himself that the registered letters entered on the letter-bill are received, and in all other respects properly dealt with, except when sealed registered-letter packets or bags are received, in which case he will hand them intact to the registered-letter clerk. He must place loose registered letters in the proper channel for disposal, taking care to obtain the receipt of the officer to whom he hands them. Any irregularity must be duly noted and reported. The contents of the bag must not be disturbed until the registered-letter bag or packet is found, or the loose registered letters have been compared with the entries on the bill. Any failure to trace the registered articles and check them with the entries on the letter-bill will be very seriously noticed.

(d.) After the registered letters have been checked, the correctness of the entries on the letter-bill must be verified by an examination of the letters. If they cannot be made to agree they must be checked by another officer. As soon as the receiving officer has satisfied himself as to the correctness of the entries he must sign the letter-bill. Every letter-bill should be stamped at the same time as the letters which arrive with it, so as to bear the same index letter.

454. Redirected letters must not be enclosed in new covers. They must be clearly redirected *in red ink* on the original covers, the old address being ruled through. The title of the person to whose care a letter is redirected must be given in every case when it is known with certainty. Stamped covers, or stamps, enclosed with redirection orders must be returned to the applicants, with an intimation that it is contrary to rule to re-enclose redirected letters.

UNCLAIMED AND RETURNED LETTERS, ETC.

461. (a.) At sub-offices at which postmen are employed a dead-letter mail for the chief office must be made up every Monday morning, and at other sub-offices at the beginning of each month. At Auckland, Christchurch, Dunedin, and Wellington a mail for the Dead Letter Office must be made up on Mondays and Thursdays of each week, and at other chief offices every Monday morning. In each case the dead-letter mail is to include all letters, letter-cards, and packets that have remained unclaimed for the periods specified in Rules 465 and 469.

(b.) Unclaimed ordinary articles sent from sub-offices to chief offices are to be enclosed in the dead-letter envelope provided for the purpose, and unclaimed registered articles are to be sent as registered in the ordinary mail and entered on the letter-bill. The dead-letter mail is to be entered on the letter-bill in the space provided, and officers at chief offices are to report any failure at sub-offices to observe this requirement. Chief Postmasters will send to sub-offices the dead-letter envelopes at the end of each month. For dead-letter mails from chief post-offices to the Dead Letter Office the special bags provided for the purpose must be used, and the mails must be registered. The number of bags comprised in the dead-letter mail must be entered on the Returned Letter-bill.

Registration - Supplemental References

463. The personal attention of Chief Postmasters is to be given to the return of "special-request articles" as described in the Guide. Such articles, if unclaimed, are to be returned at the expiration of the period specified on the covers. If a period for retention is not specified, the period is to be that provided in Rules 465 and 469 for undelivered articles (except special-request articles).

Inland.—All undelivered correspondence—letters and other articles—bearing on the cover the name and address of the sender is to be impressed with the "Return to sender" stamp and returned direct and unopened by Chief Postmasters. This instruction applies to registered and ordinary correspondence, the only exception being coin letters that have been compulsorily registered, which must be forwarded to the Dead Letter Office after having been retained at the disposal of the addressees for the prescribed periods. The inclusion in an A.R. form of the name of the sender is not to be taken as a special request for the return to that person of the relative letter, if undeliverable. An A.R. letter is to be returned direct to the sender by the Chief Postmaster only if the cover bears the name and address of the sender. Special-request printed matter prepaid 1½d. must be surcharged 1½d. on return. Unclaimed official letters from any Government Department may be returned direct by Chief Postmasters whether

the letters bear a special request or not, provided that the Department that sent them can be determined without opening the letters. Undelivered electoral notices issued by a Registrar of Electors who is also a Postmaster may be inscribed "Return to sender," and returned by the Postmaster direct to the Registrar of Electors concerned. Letters so returned are still to be treated as registered.

Foreign.—All undelivered ordinary correspondence—letters and other articles—fully prepaid, originating in Australia, the United Kingdom, or the United States of America, and bearing thereon a special request for return to the sender, should be impressed with the index-stamp, "Return to sender," and be returned direct to the office of origin in Australia, the United Kingdom, or the United States of America, if a mail be made up for that office, or, if no mail be made up, then to the relative circulating office. At offices that do not make up direct mails for Australia, the United Kingdom, or the United States, the special-request correspondence, after being impressed with the index-stamp, must be forwarded to the nearest office making up such mails. The same course will be followed in Australia, the United Kingdom, and the United States of America with special-request correspondence originating in New Zealand. Such correspondence is to be returned by Chief Postmasters to the senders direct.

Unpaid or insufficiently prepaid correspondence is to be returned through the Dead Letter Office.

All undelivered registered correspondence, whether special-request or not, originating in Australia, the United Kingdom, or the United States of America must be forwarded to the Dead Letter Office for disposal.

All undelivered correspondence originating in countries beyond New Zealand, except Australia, the United Kingdom, and the United States of America, must be forwarded to the Dead Letter Office for disposal.

Registration.

Rules 535 to 581

**Registered Mail and related subjects
excerpted from the
1922 “RULES AND REGULATIONS”**

Amendments as per Official Circulars:

<u>Rule</u>	<u>Section</u>	<u>Date</u>
461(b)	Unclaimed letters	April 16, 1938
562	Delivery to Private Boxes	April 16, 1938

Registration - Amendments as per Official Circulars

APRIL 16, 1938.

Rule 562 →

4. Rule 562 (b).—General Authority for Delivery of Registered Article through Private Box : Abolition of Card P.O. 150.

AT the larger offices it has been found impracticable either to maintain an up-to-date record of written authorities for the delivery of registered articles addressed to private boxes or to make an effective check of the authorities at the time registered articles are being delivered. In the circumstances it has been decided not to reprint card P.O. 150. The authorities already held may be retained in the meantime so long as they are known to be current, but further general authorities for the delivery of registered correspondence are not to be accepted. If inquiries in the matter are received it is to be explained that the Department is not required to deliver registered correspondence only on production of written authority from the addressee, and that misdelivery of such correspondence is not likely to occur if the advice cards placed in private boxes are safeguarded. A boxholder who desires that registered correspondence be delivered only on his written authority should give that authority to the person selected by him to receive the correspondence, and the authority should, if necessary, be presented each time application for registered correspondence is made. A list of the private boxes in respect of which this authority is required is to be kept at the counter for reference.

Officers are, however, to make every endeavour, when a person presenting a notice for registered correspondence is not known to be authorized in this connection, to prevent the correspondence from falling into wrong hands. Generally speaking, if a person presenting a notice is able to give the number of the box and the full name of the boxholder and is in possession of ordinary correspondence addressed to the box, this is sufficient evidence that he is authorized to receive registered correspondence. If there is any reason to doubt the *bona fides* of an applicant for registered correspondence, delivery should be withheld until evidence of his authority to receive the correspondence is obtained. It will be realized that the best means of obtaining that evidence will depend on circumstances. [P. & T. 1938/2289.]

Rule 461



3. Rule 461.—Dead-letter Mails : Despatch from Chief Offices to Dead Letter Office.

FROM the 1st May, 1938, dead-letter mails forwarded from Chief Offices to the Dead Letter Office, General Post Office, are not to include registered articles, and the mails are not to be registered. Registered articles for the Dead Letter Office are to be forwarded separately.

Rule 461 (b) : In the third line on page 147, delete "and the mails must be registered." At the end of the rule add "Unclaimed registered articles for the Dead Letter Office are to be listed on form Mail 35, enclosed in envelopes or bags addressed to the Dead Letter Office, General Post Office, and included in the registered mail for Wellington." [P. & T. 1938/1373.]