

FEDERAL RESERVE BANK OF DALLAS

FISCAL AGENT OF THE UNITED STATES

Dallas, Texas, December 31, 1951

SHIPMENT OF SAVINGS BOND SALES REPORTS, UNISSUED OR SPOILED SAVINGS BONDS, REGISTRATION STUBS AND REMITTANCES

**To All Qualified Issuing Agents
in the Eleventh Federal Reserve District:**

Effective January 1, 1952, in accordance with Public Law 199 and related regulations, size and weight limitations applicable to fourth class mail will be readjusted and as readjusted will apply also to first class mail and insured mail treated as registered mail. Accordingly, as outlined in this circular, instructions for the shipment of savings bond sales reports, unissued or spoiled savings bond stock, registration stubs and remittances by issuing agents to this bank or appropriate branch as contained in the circular letter from this bank dated August 25, 1943 have been revised to give effect to the new limitations. No other changes have been made in the instructions.

Such shipments on or after January 1, 1952 should be forwarded in the following manner:

- (a) Shipments weighing eight ounces or less should be dispatched by first class registered mail, uninsured, declared at the minimum valuation for shipments of no intrinsic value.
- (b) Shipments weighing more than eight ounces, but not in excess of appropriate limitations, should be dispatched as insured mail to be treated as registered mail at the fourth class rate of parcel post, in addition to the insurance fee for domestic insured mail for an amount of insurance of \$25.01 to \$50.00 on each shipping unit. The package must be securely wrapped and sealed by two responsible employees, and must bear the following notation:

"This article is put up and mailed by authority of the Post Office Department upon prepayment of postage at the fourth class (parcel post) rate and insurance fee. It must be recorded and handled as a registered article by Postal employees.

RAMSEY S. BLACK
Third Asst. Postmaster General."

Shipments of this type mailed from first class post offices are subject to a seventy-two-inch size limitation, girth and length combined, and to a weight limitation of forty pounds if the delivery point (this bank or appropriate branch) is in the first or second zone from the point of shipment. The weight limit is twenty pounds if delivery is in the third to eighth zone. The current one-hundred-inch

size limitation and seventy-pound weight limitation will continue to apply to all such shipments mailed from second, third, or fourth class post offices or from any rural or star route.

Under Postal regulations the remittance check, or draft, is first class matter, and must be handled accordingly. If stubs are forwarded at the fourth class rate of postage, the remittance check should be either separately mailed as first class matter, accompanied by one copy of the sales report, or enclosed in a separate addressed envelope, securely attached to the package of stubs, with first class postage affixed thereon.

Shipments made in accordance with the foregoing instructions are covered under the Government Losses in Shipment Act, as amended, and related regulations provided that an inventory of the contents of each shipment is maintained by the issuing agent. The Act applies also to properly cancelled savings stamps included in shipments as remittances for bond sales. If cash or instruments payable to bearer are included as remittances the valuations should be increased to include them.

As has been the case heretofore, issuing agents, other than bond issuing officers of the Armed Services, may, if they desire, be reimbursed for the postal charges incurred in forwarding their sales reports and enclosures conditioned on full compliance with postal instructions as outlined in this circular. Reimbursement may be requested periodically, preferably on a monthly basis, on Form FA-103, directed to this bank or appropriate branch.

It is suggested that the local post office be consulted by an issuing agent if it is felt that the shipments made by the agent are large enough to be affected by the new size and weight limitations or if there is a doubt as to their effect.

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