

FEDERAL RESERVE BOARD

WASHINGTON

X-3951
January 23, 1924SUBJECT: Preparation of Registered Mail.

Dear Sir:

The Third Assistant Postmaster General has advised the Board that there has been reported to the Post Office Department an instance in which one of the Federal reserve banks failed to properly attach the required tag to a sack of registered mail dispatched by it. In other words, "the tag was not attached to the sack in the manner directed in Article 39, published on page 96 of the July 1923 Postal Guide."

In his letter, the Third Assistant Postmaster General states that while a representative from the Post Office Department has taken the matter up direct with the Federal reserve bank concerned, the Department would like to have the matter brought to the attention of all Federal reserve banks, as it may be other banks and branches are improperly attaching the tags.

There is enclosed herewith a copy of "Article 39" above referred to, and your attention is directed particularly to Paragraph "e" thereof.

By direction of the Federal Reserve Board.

Very truly yours,

Walter L. Eddy,
Secretary.

Enc.

TO THE GOVERNORS OF ALL FEDERAL RESERVE BANKS.

X-3951-a

(C o p y)

PREPAREDNESS FOR MAILING. - Mail for registration must:

(a) Bear the name and address of sender and be legibly addressed. Mail for members of military organizations should show the official designation of the unit and organization to which the addressee belongs.

(b) Have postage and fee fully prepaid at time of registrations. (See Secs. 406, 496 and 378, Postal Laws and Regulations.

(c) Be securely sealed if sent as first-class matter.

(d) Be inclosed in envelopes or wrappers of sufficient strength to withstand customary treatment in transmission. The "extra quality" 2 cent stamped envelope is especially recommended as a cover for registered mail, particularly for coin, currency, or similar objects. Postmasters must decline to accept articles for registration when inclosed in flimsy envelopes, or not wrapped so that they will carry safely with ordinary handling. They will bring to the attention of banks and financial institutions at their offices the necessity of adequately and effectively preparing and wrapping money packages, suggesting that it would be advisable to inclose paper money in canvas sacks closed with lead seals or tied and placed within an outer wrapper, strong enough to protect the inclosure and to withstand handling itself, or that it be inclosed in cloth or linen lined envelopes. Sheets of currency should be made into a compact package. The contents of a package must not be so bulky or ill-fitting that the outer cover will be broken through or cracked by protruding corners or edge. Letters or parcels not prepared in this way must have a piece of cardboard or the like placed on top and underneath of each package of money before being placed in the outside cover; these packages must be wrapped at least three times with a heavy grade of paper, and securely sealed with mucilage or glue in addition to wax which, if used, is frequently knocked off or broken in handling.

(e) In some instances the tags attached to lead-seal sacks containing coin or currency are simply tied to the sack after it has been lead sealed, in such a manner as to permit the string to become untied and the tag lost off. To avoid this, the senders of registered sacks containing coin or currency should be requested to securely attach the lead seal to the neck of the sack in such a way that the tag bearing the name and address of the addressee will be securely attached between the neck and the lead seal, immediately under the lead seal. This can be accomplished by passing the cord through the eyelet of the tag, the cord being drawn taut and the seal compressed with the tag in this position; or, if the lead seal is equipped with steel pin, the pin should be passed through the eyelet of the tag, before the cord is drawn taut, while the tag rests flat on the neck of the sack, between the sack and the head of the seal. The sealing of the ends of the cord with wax is not alone a sufficient safeguard, as the wax is liable to become broken. When lead seals equipped with steel pin are used, the pin should not be so long or the neck of the sack gathered together in such a manner as to permit the pin to protrude through the folds of the sack to such an extent that a sharp point will be exposed, resulting possibly in injury to postal employees.

(f) Be addressed with ink if for foreign countries. The address on matter for Mexico must include the Mexican State or Territory, and that for Canada the province, country, or district of the office of address.