

of the district where it originated. (Inquiries as to the disposal of *parcels* addressed to places beyond the Dominion should be made by means of form C. & F. P.P. 27, and submitted to the Inspector of Post-offices.)

669. On receipt from his Chief Postmaster of a missing-letter inquiry, a Postmaster should endeavour to trace the article by every means in his power; but subordinate officers should not be informed of such inquiries.

670. Inquiries respecting letters addressed to places outside New Zealand must be forwarded by Chief Postmasters to the Inspector of Post-offices, stating by what mail the letters should have been despatched.

671. Missing-letter inquiries should be regarded by every Postmaster as confidential and of grave importance, and as possibly involving the reputation of his office. He should therefore make such arrangements as will enable him positively to name the officers through whose hands any particular letter may have passed.

672. Every application for missing letters, from whatever source received, must be at once entered in the Missing-letter Record, which should also contain full notes of any circumstances which may appear likely to throw light upon the case in question or to assist in any future inquiry. Missing money letters and letters containing articles of value should be entered in the Missing-letter Record separately from ordinary missing-letter inquiries. Both series must be numbered by the Chief Postmaster in consecutive order from the beginning of each quarter. The record-numbers of inquiries for money letters or letters containing articles of value must be entered in red ink, and distinguished by the suffix M in addition to the distinguishing quarterly letters.

673. Inquiries for A.R.s relating to registered letters are not to be recorded as missing-letter inquiries. Such inquiries, when relating to letters addressed to places beyond New Zealand, will be recorded in the Inspector's office as hitherto, but it will not be necessary to show them in the quarterly missing-letter return furnished by chief offices.

674. The progressive numbers for the four quarters of the year should be distinguished by the prefixes A, B, C, and D respectively, and the number in the register should be written in red ink on the right-hand top corner of the inquiry form. In entering up inquiries from the Inspector's office or from other postal districts the respective office numbers must always appear in the register, preference being given in all cases to the Inspector's number should the paper have passed through his office.

675. Completed inquiry forms which do not bear the Inspector's office number and relate to articles addressed to places within New Zealand found to have been duly delivered may be filed at chief post-offices. All other missing-letter inquiries are to be sent to the Inspector.

676. The Missing-letter Record must be attended to by the Chief Postmaster alone, and should be kept under lock and key.

677. At the end of each quarter a return must be furnished to the Inspector of Post-offices, on form P.O. 80, provided for the purpose, showing particulars of all missing money letters or letters containing articles of value, with special remarks in reference to each case, and the names of officers through whose hands each letter would pass. The result of every inquiry within the Dominion is to be communicated by the Chief Postmaster to whom the inquiry was addressed to the person inquiring and a copy thereof retained for reference. The final result of each inquiry should be entered in the Missing-letter Record so that