

- (5.) Quote the record number of any file of papers to which reference has to be made in the one under action.
- (6.) In a communication regarding an officer give full initials, the designation, and the station. See that an officer making application to the Secretary (Staff Division) on any matter adds to his signature his classification title and number.
- (7.) Refer to antecedent subjects with brevity, but always quote in the margin dates and reference numbers. Mark important points with a marginal line or an underline.
- (8.) Do not return any official paper of any kind, whether it requires a reply or not, without some observation showing that it has been received. Write such observation, if possible, directly below the communication to which it replies, so that the questions and answers, or observations and rejoinders, may appear in consecutive order according to their dates. Leave a paper on a file with the front side upwards. If it is inconvenient to do this, use another sheet rather than leave the paper front downwards.
- (9.) Do not write original memoranda on the second half of the back of form P.O. 106. If the form is not sufficient, continue the memorandum on a separate sheet or separate sheets. Succeeding minutes may be continued on the first half of the back, but not the other, the sheet being doubled up throughout its length for the purpose. Do not turn up corners. Do not write close up to the left-hand top corner where the sheet is fastened. Number the minutes. If a minute is carried over to a separate sheet, the number is to be prefixed to the portion carried over.
- (10.) Gum sheets written on both sides, and requiring to be mounted, along the whole length of the outer edge (left hand).
- (11.) All official papers, covers, and envelopes must bear the official designation of the officer to whom sent. Do not address official communications, unless of a confidential character, personally to officers.
- (12.) Do not retain official papers which are records of the General Post Office, but return them with the necessary observations with the least possible delay to the office from which they have been referred. Chief Postmasters are expected to keep a record of all such official papers, in order that they may at any time be traced without delay.
- (13.) Address letters for the Secretary's office to the Postal Division, the Telegraph Division, or the Staff Division, according to their nature, and enclose them in covers so addressed. The brown-paper envelopes should show in large letters the name of the division for which they are intended. All matters relating to mail-services, new offices, buildings, and postal traffic generally to be included in the Postal Division. Telegraph matters generally, excepting those specially affecting the staff, to be included in the Telegraph Division. Matters relating to classified officers, temporary messengers, leave of absence, changes of country Postmasters, country Postmasters' salaries, &c., to be included in the Staff Division. Records with the prefix "O.R.," "Tel.," "Staff,"