

322. The Controller of Stores will supply, on requisition, perforated bags for the carriage of live bees by post. These bags are to be used only for enclosing boxes containing live bees, and they will be marked accordingly. No large stock of these bags is to be kept at any office, and none at any office not usually sending live bees through the post. Between offices which are likely to require them—namely, at places where apiaries are situated—two bags may be kept in hand. These bags are as far as possible to be kept separate from other mail-bags. They should be given in charge of the purser in the case of steamers or of the guard in the case of trains.

323. Waste paper and office-sweepings, if placed in mail-bags, must be carefully examined before being disposed of, and the bags turned inside out. Waste-paper baskets are not allowed in instrument-rooms.

324. New Zealand bags must, consistently with keeping on hand a sufficient supply for immediate requirements, be returned to the despatching office or to the chief office of the district to which they belong.

325. Bags received from foreign offices must be returned, through the nearest despatching office, to the office of origin, and on no account used for inland or other miscellaneous mails. They should be so folded as to show clearly the brand or lettering of the office of origin.

326. Bags branded "Post and Telegraph Stores," or "P. & T. S.," must be immediately returned to the Controller of Stores, and are not to be used for mail purposes.

327. Mail-bags, hampers, and other departmental material must on no account be used for private or other irregular purposes. Any officer converting departmental property, temporarily or permanently, to private use will be very severely punished.

328. Books which are to be retained permanently should, before being stored away, be prominently labelled with their titles and with the dates of commencement and completion.

329. The undermentioned books and forms, when out of use, and after having been kept for the periods set against them, are to be destroyed. Old twine is to be disposed of in the same manner. By "old twine" is meant used twine only.

Sub-offices are to send their waste in ordinary mail-bags to their respective chief post-offices for disposal. Each bag should not exceed 56 lb. in weight. Care, however, must be taken that no stores, particularly from sub-offices, are improperly returned as waste.

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 matter sent, of which full particulars must be recorded, before the matter is despatched.

330. Books and forms out of date are to be kept as follows :—

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.
Automatic franking-machine butt	One year.
Butts of cheque-book	Three years.
Cash Account book (sub-office)	Ten years.
Cash Account book (Government Insurance)	Ten 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	Ten years.