

Book or Form.	Period for which to be kept.
Date-stamp-impression book .. .. .	Two years.
Delivery-statement telegram .. .. .	One year.
Duty-sheet and exchange-of-duty slip .. .. .	One year.
Engineer's stock, articles written off .. .. .	Three years.
Filled sub-office journal .. .. .	Ten years.
Leave advice .. .. .	Two years.
Ledger summary .. .. .	Five years.
Lineman's instructions .. .. .	Five years.
Machinery schedule .. .. .	Two years.
Mail-book, way-bill, and sub-office and local letter-bill	Two years.
Memoranda <i>re</i> sub-office account, &c. .. .. .	One year.
Money-order telegram, receipt for .. .. .	Two years.
Notice to the public <sup>1</sup> .. .. .	One year.
Obsolete form .. .. .	To be returned at once.
Packing-list (Store) .. .. .	Three years.
Parcel card and notice .. .. .	One year.
Post and Telegraph Guide .. .. .	One year.
Press copy of account .. .. .	Ten years.
Private-box receipt-butts .. .. .	Three years.
Redirection order .. .. .	One year.
Registered letter receipt and counterfoil .. .. .	Five years.
Requisition for stationery .. .. .	One year.
Schedule and butts (Government Insurance) .. .. .	One year.
Service telegram .. .. .	One year.
Stamp-impression book .. .. .	Two years.
Stamp requisitions, Nos. 124 and 125 .. .. .	One year.
Storekeeper's advice .. .. .	One year.
Sub-office Post-office account .. .. .	Three years.
Telegraph form (copy of) Acct. 210 .. .. .	One year.
Telephone exchange, demand for subscription (Acct. 186)	One year.

**331.** A safe is only supplied on requisition being made to the Controller of Stores. Requisition must be made on form Acct. 225, and must be forwarded through a Chief Postmaster, except in the case of the telegraph-offices at Auckland, Christchurch, Dunedin, and Wellington, when it will be sent direct. The requisition must be accompanied by a covering letter giving reasons for the application, and stating the size of safe required. The Controller of Stores will obtain the necessary approval of the issue of the safe.

On issuing a safe the Controller of Stores sends a packing-list to the officer concerned, and, when that officer is a Postmaster, sends also a duplicate of the packing-list to the Chief Postmaster. In the case of the telegraph-offices at Auckland, Christchurch, Dunedin, and Wellington, a packing-list will be sent to the Officer in Charge alone. If it is necessary or desirable to make local purchase of a safe, the requisition must be made in the same way, and the same procedure for the issue of authority gone through, as if the Controller of Stores transferred the safe from his stock. The Chief Postmaster (or, in the case of the exceptions, the Officer in Charge) is held responsible for seeing that the duplicate keys of a safe are enclosed in a sealed packed indorsed, "Duplicate key No. of safe at [Office]," and deposited with the local or nearest local branch of the Bank of New Zealand. Immediately the duplicate keys have been so deposited and a receipt for them obtained, the receipt is to be filed at the chief post-office or the telegraph-office, as the case may be, and the Controller of Stores informed of the fact. Before a safe may be