

184. (a.) Men who use cycles not provided for their exclusive use should be careful to adjust the saddle. Failure to take this precaution has been known to result in serious physical injury.

(b.) Men detailed for cycling duty are to be cautioned, as occasion requires, against riding at excessive speed ("scorching") and against riding on footpaths.

185. Inspecting officers are to make a point of seeing that the provisions of the rules regarding bicycles and motor vehicles are closely followed. The condition of each machine must be ascertained, and any cases of machines being allowed to fall into too bad a state of disrepair are to be specially brought under notice.

186. The Department will, as stocks permit, sell bicycles to postmen and message-boys, on the condition that the machines are used on official business if required. The machines will be sold for cash or on the time-payment system. An officer authorized to be paid a bicycle allowance will be entitled to receive it for the use of a machine which is being acquired from the Department on time payment. A message-boy's application for the purchase of a machine must be accompanied by the consent of one of his parents. In forwarding an application the Chief Postmaster or Superintendent will state whether, having regard to the circumstances of the case, he is prepared to recommend the sale.

187. (a.) An officer using his own bicycle, with the approval of the Secretary, may be granted a bicycle allowance (Staff Regulation 18). A recommendation for the granting of a bicycle allowance or the supply of a departmental bicycle must state clearly that the use of a machine is necessary in the interests of the public service. An officer receiving the allowance must understand that his machine is to be at the disposal of the Department whenever he is on duty. He is not obliged to lend it to another officer.

(b.) The Department will, for a privately owned bicycle used in its service, supply at special prices lamps, bells, carbide, and oils, also one set of tires per machine each year, on requisition to the Stores Manager, through the Secretary. The requisition should bear a certificate that the supply of the articles is due under this rule. The divulging by officers of the prices paid by them to the Department for bicycle accessories and supplies is strictly forbidden.

(c.) An allowance of 4d. per diem may be paid to a temporary officer for using his bicycle in the Department's service, provided that the permanent officer who is being relieved is in receipt of a bicycle allowance.

PRESERVATION OF RECORDS AND DESTRUCTION OF BOOKS, FORMS, ETC.

188. All records dealing with the business of the Department from its earliest stages are to be carefully preserved, and on no account destroyed, except by the special authority of the Secretary. In the term "records" is included correspondence, letter-books, and suchlike documents. This direction does not apply to account forms, letter-bills, &c., the destruction of which on the expiry of a stated period is provided for in the rules.

189. 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.

190. The undermentioned books and forms, when out of use, and after having been kept for the periods set against them, are to be destroyed :—

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.
Butts of cheque-book	Three years.
Cash Account book (sub-office)	Six years.