

Book or Form.	Period for which to be kept.
Cash Account book (Government Insurance) ..	Six 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 .. ..	Six years.
Date-stamp-impression book .. ..	Two years.
Delivery-statement telegram .. ..	Six months (inland mes- sages); one year (cable messages).
Duty-sheet and exchange-of-duty slip .. ..	One year.
Engineer's stock, articles written off .. ..	Three years.
Filled sub-office journal.. ..	Six years.
Leave advice .. ..	Two years.
Ledger summary .. ..	Five years.
Lineman's instructions .. ..	Five years.
Mail-book, waybill, and sub-office and local letter-bill	Two years.
Memoranda <i>re</i> sub-office account, &c. .. ..	One year.
Money-order requisition .. ..	Three years.
Money-order paid .. ..	Six years.
Money-order telegram, receipt for .. ..	Two years.
Money-orders issued abroad and payable in New Zealand, list of	Six years.
Money-orders issued in New Zealand and payable abroad, copy of list of	Three years.
Money-orders issued and paid, statement of ..	Six years.
Notice to the public .. ..	One year.
Obsolete form .. ..	To be returned at once.
Packing-list (Store) .. ..	Three years.
Parcel card and notice .. ..	One year.
Parcel (ordinary) receipt .. ..	Two years.
Postal note paid .. ..	Two years.
Post and Telegraph Guide .. ..	One year.
Press or carbon copy of statement rendered with post- office accounts	Three years.
Private-box duplicate receipt .. ..	Three years.
Redirection order .. ..	One year.
Registered-letter receipt and counterfoil .. ..	Five years.
Requisition for stationery .. ..	One year.
Savings-bank deposit-book of closed account ..	Two years.
Savings-bank deposit-slip .. ..	Six years.
Savings-bank paid warrant advice .. ..	One year.
Savings-bank statement of deposits and withdrawals	Six years.
Savings-bank withdrawal notice .. ..	Six years.
Savings-bank withdrawal receipt.. ..	Six years.
Schedule and butts (Government Insurance) ..	One year.
Service telegram .. ..	One year.
Stamp-impression book .. ..	Two years.
Stamp requisitions, Acct. 94 .. ..	One year.
Sub-office Post-office account .. ..	Three years.
Telegraph form (copy of), Tel. 59 .. ..	One year.
Telephone exchange, demand for subscription, Tel. Ex. 9	One year.

191. (a.) 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 documents, of which full particulars must be recorded, before their despatch for destruction.

(b.) Sub-offices are to send in corn-sacks to their respective chief offices their books and forms due for destruction. Each bag should not exceed in weight 56 lb.

#### OFFICIAL PUBLICATIONS.

192. The Post and Telegraph Guide, issued annually in March, is the official publication of the Department, and contains the latest post and telegraph information on all matters upon which the public usually require to be informed. All officers of the Department